Gloucester, Virginia

Capital Improvement Plan

Fiscal Years 2019 ~ 2023

County of Gloucester, Virginia

Capital Improvement Plan Manual

Fiscal Years 2019 through 2023

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Reviewed By

County Administrator's Capital Improvement Plan Development Team


GLOUCESTER COUNTY
VIRGINIA ESTAB. 1951

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FY2019-2023 CIP Development Team Members
And Additional Subject Matter Expert Resources

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Introduction

The purpose of having a Capital Improvement Plan (CIP) is to assess the County's existing condition and identify needs which must be addressed to accomplish planning goals set forth by the Board of Supervisors (BOS). The CIP sets forth needs and priorities to coordinate the development of County facilities with anticipated funding sources, growth, and the community's ability to pay. It serves as a "blueprint" for the future of the community and is a dynamic tool, not a static document.

Having adequate public infrastructure is important to the effective and efficient delivery of services to the public. By saying where public schools, water or sewer lines, drainage and other improvements should be constructed, the County can encourage development in appropriate areas. "Appropriate" is used here to mean consistent with adopted policies and plans. This makes the CIP a key document in influencing and managing growth.

The CIP is also an important tool in ensuring efficient use of limited financial resources. The acquisition, construction, expansion, rehabilitation and upgrading of infrastructure constitute a major demand on the financial resources that must be planned for in advance and must be comprehensive. For these reasons, the County of Gloucester annually develops a five-year CIP Plan to define needs, set priorities, plan funding and anticipate impacts of proposed capital projects on the operating budget of the government. By reviewing anticipated revenues with anticipated capital needs, priorities can be established to ensure that essential public services can be continued and improved without interruption.

This document was developed to provide guidance to those requesting departments and agencies, as well as the County Administrator's CIP Development Team, on consistent and relevant criteria for review and prioritization of capital projects and to assist them in linking projects and priorities with needs and key County plans and/or strategies. These criteria are applied to each capital project request, whether a new request, amended request, or an update of a project with partial funding. While traditional criteria, such as safety, health and urgency, remain important, consideration should be given to County goals and strategic and other plans in determining funding priorities.

Legal Basis for the CIP

The CIP is prepared pursuant to Article 5 of Section 15.2-2239 of the Code of Virginia, as amended, which reads:

"A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary."

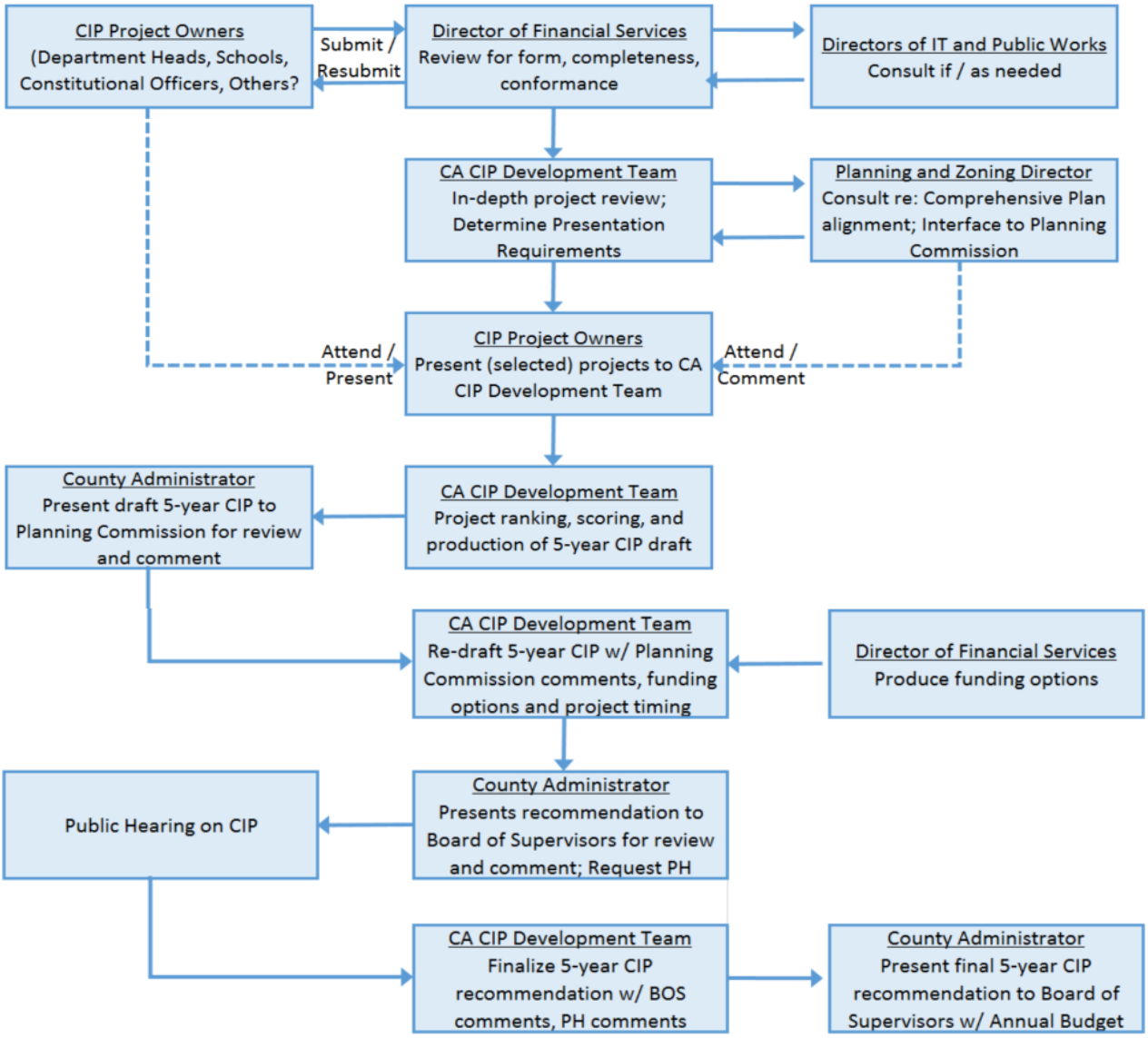
Currently in Gloucester County, the County Administrator's CIP Development Team prepares the CIP program with the Planning Commission reviewing it for consistency with the Comprehensive Plan and providing citizen prospective and input to the process.

Following is an overview of the CIP including key dates and highlights of the process, and a flow chart showing the overall process.

Key Dates in the CIP Development Process

Date	Responsible Party	Capital Improvement Plan Development Action Items
July 2017	Director of Financial Services	Create/revise CIP Procedural Guidelines for County Administrator's CIP Development Team Review and Approval
August 4, 2017	Director of Financial Services	Distribute FY19-FY23 CIP Submission Request Package
August 2017	Director of Financial Services	Provide any SharePoint Training
August-September 2017	Directors of Public Works, IT, and Financial Services	Provide CIP creation and submission assistance
September 1, 2017	Dept. Directors, State & Constitutional Officers, & Schools	Submit CIP Project Requests for FY19-FY23
September thru October 2017	County Administrator, Deputy County Administrator, Planning & Zoning, Public Works, and Financial Services Directors	Preliminary review of CIP Submission Requests; meet with requesting Directors for any necessary revisions/clarifications; development of the Proposed FY19-FY23 CIP under the approved CIP Procedural Guidelines
October 19, 2017	County Administrator's CIP Development Team	5 Year CIP recommendation presented to Planning Commission (Work Session); Requesting Directors make presentations
November 2, 2017	Planning Commission	Reviews recommendations and provides input on the Proposed 5 Year CIP (FY19-FY23); Additional presentations
November 16, 2017	Planning Commission	5 Year CIP Work Session
December 7, 2017	Planning Commission	Reviews recommendations and provides input on the Proposed 5 Year CIP (FY19-FY23); confirms Comp Plan alignment
December 2017	County Administrator's CIP Development Team	Revises Proposed 5 Year CIP (FY19-FY23) as necessary for recommendation to BOS
January 2018	County Administrator	Presents recommended 5 Year CIP (FY19-FY23) to BOS; Requests Public Hearing
February 2018	Board of Supervisors	Conducts Public Hearing, discussions, etc.
February 2018	County Administrator's CIP Development Team	Revises 5 Year CIP (FY19-FY23) as necessary for submission with FY2019 Annual Proposed Budget
March 2018	County Administrator	Presents Final Proposed 5 Year CIP with FY2019 Proposed Annual Operating Budget
April 2018	Board of Supervisors	Approves 5 Year CIP Plan with Annual Operating Budget

Flowchart of Process for Review, Recommendation, and Adoption of the CIP



County Plans, Priorities, and Policies

Through the CIP, the BOS establishes its priorities for large-cost, long-term improvements to public facilities, such as schools, public buildings, parks and recreation facilities, as well as acquisition of technology systems and equipment. The CIP is coordinated with various County policies and governmental regulations as applicable to include:

- BOS' Policy – Debt Obligation Policy
- BOS' Policy – Fund Balance Policy
- BOS' Vision for 2035
- Commercial Site Plans
- Community Planning Initiatives and Projects
- Comprehensive Plan
- County Administrator's Policy – County Facilities Maintenance, Repair, and Replacement Fund

 Emergency Operation Plans (EOPs)
 Federal and State Government Regulatory Requirements
 Gloucester County Code
 Master Plans
 Storm Water Management Ordinance or related
 Sub-Area Plans
 Three Year Strategic Plan adopted June 2015
 Transportation Plans

Where possible, each project in the CIP should be linked to a BOS' priority, policy, or government regulation, and this linkage should be mentioned on each project detail page. The County's vision includes enhancing the infrastructure quality of our community and providing an environment and services valued by our citizens. The County's core strategies include achieving multiple positive outcomes and utilizing a quality approach. The development of the CIP offers an important opportunity to put adopted vision and core strategic priorities into action. To do so requires that the managing departments and agencies of the CIP continue to coordinate with one another and with other stakeholders in the development of their respective capital projects and programs to maximize opportunities for achieving multiple outcomes, and carefully evaluate and establish the appropriate level of aesthetics and quality for each project at the lowest possible cost. Such opportunities, undertaken in a coordinated manner, often have less overall cost and less overall disruption to the community, than if undertaken individually.

CIP Organization and Eligibility

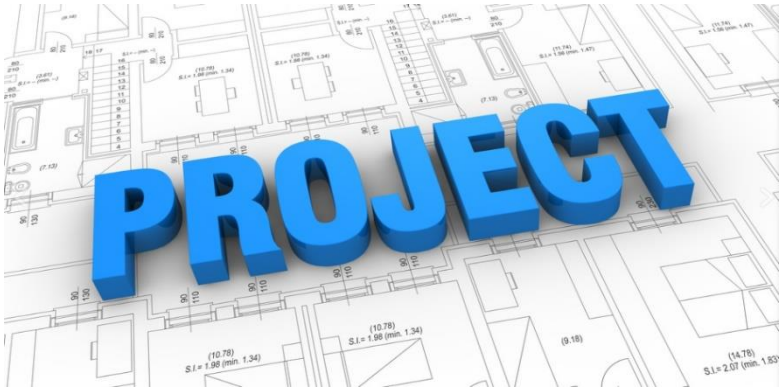
Capital projects are arranged by priorities within the County's business areas to direct resources. The CIP document serves to communicate County priorities to the public via the capital budget development and public hearing process and through public access to the actual approved CIP document.

To qualify as a capital project or expenditure and be requested in the CIP, a project must fulfill the following requirements:

1. Have a minimum established cost of $50,000 or be of such a significant nature as to prevent its being funded in the Operating Budget.
2. Be a major expenditure for:
    a. Construction – Production of long-term assets, fixed works and structures, or additions, replacements and major alterations, either on a contractual basis by private contractors or by county work forces. Costs may include: planning and designing; grading, landscaping and other site improvements; relocation costs; and provision of equipment and facilities that are integral parts of a structure. If a project involves upgrades or renovation to an existing facility, it should substantially increase the value of the facility or substantially extend the life of the facility. Small capital acquisitions, or those with short life cycles, should be included in the Operating Budget. Construction excludes expenditures for normal repairs, recurring costs, maintenance and supplies (different from construction materials utilized by County forces) unless these cannot be readily segregated. Construction may include major repairs, such as building renovations if the work extends the useful life of the asset.
    b. Purchase of Land and Existing Structures – Purchase of land and right-of-ways, title searches, and similar activities associated with the purchase transaction.

c. Communications and Information Technology Projects – Equipment, major software applications and infrastructure improvements to develop or enhance the County's communications, automation, and information capabilities.

NOTE: Projects designed for master planning or solely study and analysis should not be requested or included in the CIP, but should be requested in the Operating Budget. Likewise, maintenance, repairs or modifications, which do not increase the useful life of existing facilities do not qualify as capital projects and should be requested in the Operating Budget rather than the CIP. However, in some cases, it may be suitable to request that the acquisition of a major capital asset be considered as a capital project. The purchase of rolling inventory stock should not be included as part of capital projects. The additional rolling stock needs of a new or expanded facility are considered part of the facility's on-going operations and should be requested through the operating budget along with any additional maintenance costs. This enables the County to better plan for items like vehicle purchases, track the fleet inventory, and plan for the maintenance needs of additional vehicles as increasing the size of the fleet impacts the County's maintenance operations and budget.



Annual Funding Allocations and Additional Funding Appropriations for Projects

Within the five year CIP program, the only year actually appropriated by the BOS is "Year One" and is called the "Capital Budget" (see illustration below). Available funding for a project is comprised of appropriations from previous years (i.e., appropriations-to-date) and "Year One" funding. Resources in Years 2 through 5 are un-appropriated and are not available for expenditures. However, since land may be acquired, design work completed, or construction begun, it is recognized that projects for which partial funding is appropriated may be given higher priority for future funding than those projects with no appropriations. At the same time that appropriations occur, the estimated revenues or means of financing involving cash/pay-as-you-go, bonds, leases, or other debt instruments is authorized. These annual funding allocations may be increased by funds available through grants from State or Federal agencies or other newly identified sources of funding. Please ensure that the revenue supporting the project can be realized and that there is a written agreement of funding award from the grantor agency.

Illustration:

	Available Funds		***Non-Appropriated Programmed CIP Funding***					
Programmed Funding	Appropriated to Date	Budgeted Year 1 FY 20XX-XX	Year 2 FY 20XX-XX	Year 3 FY 20XX-XX	Year 4 FY 20XX-XX	Year 5 FY 20XX-XX	Year 6 FY 20XX-XX	Future Funding
7,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0

Capital Budget ↗

Guideline #1: Establishing and Requesting New Projects or Additional Funding for Existing Projects

CIP projects are identified by Department and Agency Directors, State and Constitutional Officers, County Administrator, or through the Board of Supervisors or School Board requests. Each section is responsible for coordinating, managing, reviewing, and submitting requests to the Director of Financial Services within prescribed timeframes. While projects can be approved by action of the BOS any time during a fiscal year, the formal CIP development begins in July of each year and culminates in BOS' approval of the CIP typically no later than the following May for the next five-year period. Projects requested and approved out of cycle should be limited to emergencies or unforeseeable emerging trends for which action cannot be postponed until the next CIP development cycle.

Several steps are involved when establishing a capital project in order to provide sufficient information to decision makers. Please see Appendix A for the FY2019-2023 CIP Submission Packet for more details.

Guideline #2: Submitting, Reviewing, Recommending, and Adopting the CIP Plan

A budget is a spending plan that balances expenditures and available revenues over a fixed period of time. The CIP development process has numerous review stages before a project is approved by the BOS with expenditure authority. Participants and the procedures employed in the review process are described below:

The ***Requesting Department or Agency*** can be any department or agency in the County or Schools. The requesting agency determines if the project meets the criteria of a capital project. If not, the agency should request the project through the operating budget. If uncertain, the agency should contact either the Director of Public Works or Financial Services for guidance.

The requesting agency provides information to the Director of Financial Services and the County Administrator's CIP Development Team primarily to:

1. Describe and justify the project and its scope;
2. Provide cost estimates if available (if not, the Engineering Department will develop these); and
3. Estimate the impact on future operation and maintenance resources.

If data cannot be provided within the budget development timeframe, the project request is deferred.

Also included in this group are Gloucester County Residents who can submit their ideas and recommendations for capital projects by contacting County Administration, including Financial Services, Planning Commission, or through the scheduled Public Hearing(s). Residents' submissions will be referred to and involve the related department and/or agency to develop a formal CIP submission request if applicable.

The ***County Administrator's CIP Development Team*** exists and composition may vary from year to year. Generally, the team may include the County Administrator or his/her designee, Deputy County Administrator, Director of Planning and Zoning, Director of Public Works, Director of Information Technology, and the Director of Financial Services. The School Division has a separate process, which involves requests that are approved for submission into the 5 Year CIP development process by the School Board.

The team is responsible for reviewing related policies and procedures and making any recommended changes prior to the start of the CIP budget development process. The team reviews the projects for eligibility, understandability and completeness of justification, and reasonableness of the capital and future operating cost estimates. The team discusses and evaluates potential funding options. Where appropriate, department and agency representatives attend specific team meetings to provide information about specific projects under consideration, clarifying any issues in the submissions, and verifying costs and funding sources. The team is also responsible for developing a Proposed 5 Year CIP that balances appropriations with estimated funding sources for the five-year period, considering demands that projects may make on the operating budget in the future, and commitments for approved projects beyond the five-year CIP period. They provide a County-wide review of the submitted CIP project requests with the goal of providing the Planning Commission and the BOS with a prioritized list of recommendations. The team makes funding recommendations for a balanced (appropriations vs. funding sources) Proposed 5 Year CIP.

The County Administrator's CIP Development Team prepares the Proposed 5 Year CIP packet of submitted CIP projects with proposed funding sources. The Director of Financial Services is also responsible for providing an estimate of debt capacity and unassigned fund balance availability based on related policy requirements.

The ***Planning Commission's*** responsibility is to review the Proposed 5 Year CIP for conformity with the Comprehensive Plan. The Commission is to provide input and confirm that the Proposed 5 Year CIP will further the objectives and policies set forth in the Comprehensive Plan and not obstruct their attainment. The County Administrator may also request input from the Planning Commission members as citizen representatives.

The ***Board of Supervisors*** makes the ultimate decisions about capital projects and their funding and must, by law, approve projects and any changes to supporting revenues. The School Board, in its capacity as an independently elected body, recommends a School capital program to the Board of Supervisors. The BOS, however, has responsibility for authorizing appropriations and, therefore, must give final approval to School projects as a part of the approved 5 Year CIP.

The BOS may add projects, defer or delete projects, approve new revenues or additional revenues, and may change the scope of a project. Approval occurs at the same time as the operating budget (early to mid-April), which means that the BOS must receive the recommendation for a 5 Year CIP before March of each year to allow adequate time for public hearings and BOS' study and deliberation. The BOS' acts on the recommendations from the Planning Commission, County Administrator's CIP Development Team, and the public hearings.

Once a project is approved by BOS, it requires Board action to substantially change that project. This applies not only to a substantial increase in funding but to the *scope and description* of the project as well. It is critical that requesting departments and agencies ensure the accuracy of project costs and information so that corrections are not needed after Board approval. Such changes may actually cause a delay in project execution as it may require re-evaluation through the next CIP development process. If external conditions beyond control of the government (e.g., federal regulation change, change in the State budget) force a change in project scope or cost, these changes must be approved by the BOS. This should be done as soon as accurate information on the needed change is available, but must be done prior to procurement or contract amendment action is taken.

Guideline #3: Criteria for Prioritization

All projects must be prioritized. Fundamentally, every project should be evaluated by asking, "What difference will it make if this project is not funded?" This might include what customers (residents & business owners) will be affected by this project and what service will be impacted by this project. Since the CIP is a *long- term* plan to direct *limited* resources to the County's *most critical* capital needs, the following questions also should be asked for each project: "Why this level or cost? Why this year or cycle?"

General Criteria for Prioritizing Capital Projects:
Consistency or Relationship to:

- Board of Supervisors' Priorities
- Comprehensive Plan
- Financial Planning
- Legally Required/Mandated
- Operating Budgets
- Population Served
- Protection of Capital/Fixed Assets
- Public Health and Safety
- Public Support
- Relationship to Other Projects
- Standard of Service
- Strategic Plans or Goals
- Urgency or Need

Utilizing these criteria, each Requesting Department or Agency will rate their CIP project and submit as part of their proposed project. The County Administrator's CIP Development Team recommends a list of projects and funding mechanism based on the ratings within the 5 Year CIP. Also they may recommend reallocation of appropriations-to-date in existing projects to high-priority projects or provide "unused" and available resources for new projects. Please see Appendix B: Capital Project Prioritization Rating Standards.

Guideline #4: Funding Sources

The 5 Year CIP is a financial plan that forecasts the anticipated expenditures and approximate timing and source of funding for each project. The adoption of the 5 Year CIP does not appropriate funds, nor commit the BOS to any expenditure in fiscal years two through five. The first fiscal year is appropriated in conjunction with the Adopted Budget.

The relationship between the CIP and the operating budget is carefully considered during the operating budget development process. The CIP has three direct impacts on the operating budget:

1. Any projects funded with general fund resources must be evaluated and prioritized with other needs for the competing resources for that year;
2. Any project funded with long-term debt financing must be in compliance with the debt policy and must anticipate the impact of the repayment of debt service on current and future budget years; and
3. Operating life cycle costs from implementation, such as on-going staffing and maintenance costs.

The following are the typical CIP funding sources utilized by the County:

Connection/Development Fees: Public Utility fees associated with new water and sewer connections to obtain capacity in the utility system.

Fund Balance Assignment: Funds transferred from the General Fund classified as an assigned, committed, and/or unassigned fund balance in excess of required levels by County policy.

General Fund: Direct payments from the County's operating revenue.

Long-Term Debt: Provides current financial resources to governmental funds, while the repayment of the principal and interest of long-term debt consumes the current financial resources of governmental funds. Examples include GO Bonds, VPSA, VRA, or other State sponsored funding options.

Prior Year's Balance - Asset Forfeiture: Asset forfeiture funds which have been received in a prior year and recorded as part of the General Fund's restricted fund balance which are being appropriated for use on an authorized judicial or law enforcement project.

Proffers: Cash proffers are only used to finance the related construction or public improvements for which the payments were received.

Revenue Bonds: Payments from the proceeds of the sale of Revenue Bonds. These bonds pledge the revenue generating potential of a facility or utility system.

State and Federal Grants: Payments from the State and Federal Government to provide facilities promoted by the State and Federal agencies.

User Fees: Public Utility or other fees paid by existing customers of the related services.

Guideline #5: Reporting on the Capital Budget

The County recognizes the importance of timely and accurate reporting on projects adopted in the capital budget. Leadership and citizens should all have the ability to review the status and expected completion of approved capital projects. The Director of Financial Services, in conjunction with project managers, provides periodic reports routinely on all ongoing capital projects. The reports compare actual expenditures to the original and revised budgets; identify level of completion of the project; enumerate any changes in scope of the project; and alert management to any concerns with completion of the project on time or on schedule.

Conclusion

The CIP is primarily a planning document. As such, it is subject to change each year as the needs of the community become more defined and projects move closer to final implementation. The adoption of the Capital Improvement Program is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects and capital financing, the CIP is a key element in planning and controlling future debt service requirements. For this reason, the CIP includes some projects where needs have been defined, but specific solutions or funding amounts have not been identified. When adopted, the CIP provides the framework for the County Administrator and the Board of Supervisors with respect to managing bond sales, investment planning, and project planning.

Appendices

Appendix A: The FY2019-FY2023 CIP Submission Packet

GENERAL INFORMATION

The purpose of this instructional package is to aid in the preparation and development of your department's five year projection of capital projects beginning with FY2019.

DEFINITION OF THE CAPITAL IMPROVEMENT PROGRAM (CIP)

The CIP is presented annually to the Planning Commission and the Board of Supervisors (BOS). The first year of the CIP is a combined capital and major maintenance budget and is a list of projects for implementation during the coming fiscal year. The CIP is updated annually as new needs become known and as priorities change. It is possible that a project with low priority can remain in the CIP longer than five years as more important projects appear and move ahead of it for quick implementation. Conversely, a project may be implemented more quickly than originally planned due to changing priorities.

DEFINITION OF A CIP PROJECT

The CIP process provides for the identification, planning, reviewing and budgeting of capital projects. A CIP project is a major expenditure of $50K or more that is of a fixed nature or long life of 5 years or more and adds to the net assets of the County. $50K indicates total project or unit cost. For example, if a project requires $15K each year for five years, the total cost is $75K; therefore, the project should be included in the CIP. CIP projects fall within one of the following categories:

A. Capital Project - New construction, equipment and/or infrastructure investments or enhancements. These projects get reviewed by the County Administrator's CIP Development Team. Please use the "CIP Project Request Form."

1. Land acquisition or lease;
2. Acquisition or improvement of property with a total cost exceeding $50,000, and a useful life of five years or more;
3. Major additions to public buildings with a total cost exceeding $50,000, and a useful life of five years or more;

Some examples of capital projects are: new sewer lines, parks, libraries, waterlines, and new or major additions school or county buildings.

B. Capital Maintenance Project - Major repairs, replacements. Please use the "CIP Project Request Form."

1. Replacement equipment exceeding $50,000, with an expected life of five years or more;
2. Building renovations, roof or HVAC repairs or replacements exceeding $50,000 with an expected life of five years or more;
3. Any other capital investments to maintain current facilitating programs that exceed $50,000 and have an estimated life of five years or more.

Some examples of capital maintenance projects are: roof replacements; refurbishments of existing facilities; replacement of large construction vehicles; parking lot paving/repaving; and HVAC replacement/repair.

Non-CIP/Capital Outlay Projects - Recurring maintenance, repair, and replacements and do not meet the definition of a CIP project. CIP Project Request Form is NOT required. Please submit with Departmental Operating Budget.

1. Replacement of vehicles and equipment under $50,000 with an expected life of less than five years.
2. General maintenance, repairs, replacement under $50,000 with an expected life of less than five years

Some examples of Capital Outlay are: Sheriff and County vehicles, replacement of an HVAC unit, an office renovation.

Engineering or planning studies that are directly linked to a specific capital project are part of the cost of that project. Such engineering studies should be included in the project request of which they are a part. Other studies and plans can be major expenses of a nonrecurring nature, but are not County assets in the sense of a building; they will be given special treatment. They are generally not listed in the CIP, but are shown in the Operating Budget.

DEPARTMENT RESPONSIBILITIES

A Department Director is responsible for submitting proposed projects that are to be included in the CIP. Departments should only submit the following:

New projects that have not received funding in prior CIPs

Projects included in the adopted CIP with updates (such as change in dollar amount requested, change in year of anticipated expenditure, change in project description and/or design) and submitted on the revised forms conforming to the new procedure requirements

All capital projects are to be submitted electronically on the attached forms uploaded to the SharePoint site.

GENERAL DIRECTIONS FOR THE CAPITAL IMPROVEMENTS PROGRAM REQUEST FORMS

The attached forms are used when a CIP project is requested to be included in the County Budget and within the 5 Year CIP Plan. Please complete the CIP Project Request Form(s) for capital or major maintenance projects. The information on these forms will be used to evaluate and assign priorities to all requests. Since there is never enough money to do everything, some projects may be excluded in the first year Capital or Capital Maintenance Budgets or even in the five-year CIP. It is very important that the forms are accurately and COMPLETELY (all pink areas) fill out and project justifications are completed as described below to ensure that the request will receive a fair review relative to other requests. If not completely filled out, forms will be returned to the Department Director to complete missing information. One file and any additional informational attachments for the projects are to be electronically submitted per departmental budget unit by uploading to the department's folder on SharePoint and contain all the requested projects (each with its own Project Tab and if necessary Additional for Project Tab).

CIP PROJECT REQUEST FORM INSTRUCTIONS

The CIP Project Request Form presents all the basic information required for each individual project to be considered. All projects must be identified separately, and the applicable forms (tabs labeled-ProjectName & Add for ProjName-if needed) completed for each one. For example, for water system improvements, each waterline should be considered a separate project. Before starting, you may want to copy the blank project form tab for the number of projects to be submitted. To do so, right click on the tab->select Move or Copy->select (move to end)->check Create a Copy->click OK. To change the tab's name, right click on the tab->Select Rename->enter in the name of the project->click Enter.

In order to begin entering information into a pink field on a tab, the password is - edit

1. DATE OF SUBMISSION: Enter date of submission.
2. CHECK BOXES: Check (X) whether project qualifies as Capital Project or Capital Maintenance (see General Information). Also indicate whether it is a County or School project.
3. PROJECT TITLE: Enter name of proposed project. Example: HVAC Replacement.
4. PROJECT LOCATION: Suggested location of proposed project. If the purchased item, equipment or constructed facility will remain at a physical address, provide the address and existing facility name if known. If site selection is required, provide details in the space provided or in the project narrative.
6. DEPT NAME & BUDGET UNIT #: Insert dept name.
7. CONTACT NAME/PHONE/EMAIL: Enter name and contact information of person who is the main point of contact regarding this submission.
8. DEPARTMENT PRIORITIZATION RATING: The Criteria Ratings tab provides an explanation of each criteria based on the selected rating of 9, 6, 3, or 0. Please fill in the rating number for the criteria in the columns for each project submitted.
10. PROPOSED SCHEDULE/COST: Complete each blank requested. Dollar amounts should be in Current Year dollars. For projects in the near term of the 5 year plan, the budget and scope need to be precise. For the latter half, it is understood projects scopes and cost estimates are more of a projection under continued development. Please round to the nearest thousand dollars, ie if a cost is $158,788, enter $159,000. Any questions, contact the Director of Financial Services.

a. Enter the proposed starting and ending dates for construction, updates, or improvements.

b. Useful Life of Facility/Equipment: Enter how long is facility or equipment anticipated to be used for.

c. Design/Engineering Cost: Include any design and engineering costs, including feasibility studies, preparation of site plans or building plans and pre-development studies (such as natural resources or archaeological studies).

d. Construction/Equipment Cost: Include cost to purchase land, build and equip/furnish the proposed project.

e. Previous Funding/Fiscal Year: Amount funded previously through CIP or other means and in what year the funding was received.

f. Annual/Recurring Costs & Recurring Revenue Generated: Enter the estimated increase or (decrease) operating budget expenses will be annually (such as maintenance, staffing, and future capital outlay like furnishings and technology that are not planned for installation with initial construction), and how much revenue is anticipated to be generated by the proposed project annually.

g. Capital Cost/Funding Analysis: Enter the amounts requested and proposed financing/funding method for each year over the next five years in the capital budget.

11. PROJECT NARRATIVE/JUSTIFICATION:

a. Indicate whether the project is mandated (Yes/No), Mandating Agency, and whether the Agency is Federal, State, or Local.

b. Every narrative needs to start of with **a statement of need for the project and what it is expected to accomplish. Quantify the benefits.** Give a detailed explanation whether the project is to replace existing facilities and land or is an addition involving an increase in service delivery. A description of buildings or land acquisition projects should include function, dimensions, overall characteristics, unusual conditions, and any other pertinent information. Directly identify and describe its relationship to regional, Local, State, and Federal policies and plans, as well as the requesting department's own multiyear plans and program. Specific County/Department Goals and Objectives should be cited. Here is the link to the Community Facility Section of the Comp Plan http://gloucesterva.info/Portals/0/planning/documents/CompPlanUpdate/Comm_Fac_ADOPTED.pdf?ver=2016-02-22-160040-400. Here is the link to the full Comp Plan http://gloucesterva.info/Planning/ComprehensivePlanUpdate/tabid/574/Default.aspx.

c. Indicate and **quantify any alternatives that might meet the needs** indicated for the proposed projects and **why they were rejecte**d in favor of this proposed project-ie cost/benefit analysis.

d. Indicate and **quantify what the consequences would be on services if the project is not funded.** In addition, if the project is located or serves areas outside Gloucester County, clear justification is especially critical. Please include the operating costs for the current equipment or facility as compared to the cost of proposal. For example, the existing building requires frequent electrical repairs and heating and cooling costs are excessive (quantify $$). A new building would realize operating savings within XX years of completion. Another example would be duplication of efforts with existing software and new software would result in fewer labor hours and decreased labor costs.

e. **Outline any potential liabilities that need to be prepared for with doing or not doing this project.**

f. If additional information not requested would be helpful in understanding the project, please provide it.

g. If more space is needed than beyond what is visible for each question, either use the space for Item 5 or the space available in the Add for ProjName sheet renaming the tab to the correct project name. Be sure to reference which item the information is intented to complete. **Your entire answer needs to be completely visible in the available space on the form itself**.

12. ATTACHMENTS: Indicate title of any additional attachments or web links related to the project submission, including any plans referenced in the narrative above, specifying any particular section and/or pages of the document that is in direct support of the project. If any feasibility or other studies have been completed in association with a submitted project, please submit copies as an attachment to the application. **Please include photo(s) and a location map to help us understand the project and its relationship to other projects.**

FAQs for CIP Submission Requests

If a project was included in an out-year of the most recent CIP (FY2018-2022), do I need to submit that project for funding again?
Yes, you should submit a project every year that it needs funding, regardless of what was planned in the previous CIP. It is particularly important to submit this year due to the revised forms to include the criteria ratings and additional justification requirements.

If a project was approved for funding but revised funding is required based on new information, do I need to submit that project for funding again?
Yes, you should submit with any updated information and/or additional options as priorities and needs change and on the revised form requests following the revised processes and procedures.

If a project was not recommended for funding, should I re-submit that project for funding again?
Yes, you should submit with any updated information and/or additional options as priorities and needs change and on the revised form requests following the revised processes and procedures.

Do I submit technology improvement projects request using these forms?
Yes, they will go through an evaluation process that will include the IT Director.

What if I don't know how much funding I need?
Depending on type of project, contact the Engineering Director, IT Director, and/or Purchasing Director for assistance and recommendations. Requests with no budgets will not be considered for funding. It is critical that the submitted budgets are accurate. Make all requests in today's dollars. The Director of Financial Services will adjust for inflation for projects requested in out years.

Would I still submit a CIP request form if my project is estimated above $50K but does not meet the definition of a Capital Improvement?
When in doubt, consult with the Engineering Director, IT Director, or Director of Financial Services or complete the form and submit by the due date indicated. The CA's CIP Development Team will review and determine whether it is CIP eligible or return to the Department Director to re-submit as part of their operating budget under Capital Outlay.

Can I submit a project after September 1, 2017?
The date for submissions is a hard deadline. The 5 Year CIP information is being routed early to allow all departments ample time to draft their submissions. The CA's CIP Development Team will need all requests in on time in order to evaluate and complete their recommended 5 Year CIP to the Planning Commission and subsequently to the BOS for their consideration.

How are the projects prioritized for funding?
The CA's CIP Development Team will set the prioritization criteria each year. However, you can generally expect the following items to be considered:
a. Comprehensive, Strategic Priority, or other approved plan alignment

b. Critical, time-sensitive, needs
c. Mandate compliance
d. Major maintenance issues
e. Projects with revenue-generating and/or cost reduction potential
f. Improvements that support economic development
g. Changes in policy or community needs

How do I submit my project for consideration?
See the Instructions tab. If you still have questions, contact the Director of Financial Services.

Do I fill out the forms for projects in out years?
Yes, you will need to fill out a project submission form for each project you are projecting to start and request funding for during this cycle (FY2019, FY2020, FY2021, FY2022, and FY2023).

How do I make changes to areas on the form not in pink?
Areas outside the pink cells are protected and not editable. If you have a question or suggested change about an area please contact the Director of Financial Services.

When I try to enter information into the pink cells, a pop-up appears indicating a password is needed to unprotect the cell. What is the password to unprotect the cell?
The password is - edit. You may need to re-enter the password after each save.

When I try to enter information into the pink cells, a pop-up appears indicating to unprotect the sheet. What is the password to unprotect the sheet?
Be sure the cursor is in the formula bar when you enter and/or delete information. This may only be necessary for those cells that are merged (one cell going across multiple columns and/or rows). If there is still a problem, please contact the Director of Financial Services.

How do I expand the fields to see my complete answers in the justification?
The portion of your answers that are not visible within the form area available will need to be either copied to the available space for item 5 or to the Add for ProjName sheet. Please be sure to reference the question that the additional information is completing.

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	

Reserved for Submitted Photo(s)/Map(s)

Project Title	
Project Location	
Department Name	
Contact Name/Phone/Email	

Criteria Priorities	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
Dept Rating									

Proposed Schedule/Cost

Date Improvements Begin		Date Improvements Complete			Useful life (in years)	
Design/Engineering Cost		Construction/Equipment Cost			Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated			For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs							$ -		$ -
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? | Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	
3) Indicate and quantify what the consequences would be on services if not funded.	
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

Project Title	
Project Narrative/Justification	

Appendix B: Capital Project Prioritization Rating Standards

Criteria/Rating	9	6	3	0
Public Safety	Project is needed to alleviate existing health or safety standard	Project is needed to alleviate potential health or safety hazard	Project would promote or maintain health and safety	No health or safety impact associated with project
Legal Mandates	Project is required by law, regulation, or mandate, but can wait for the proposed FY	Project is required by agreement with another jurisdiction	Project would address anticipated mandates or other legal requirements	Project benefits Gloucester only and is not externally required
Protection of Capital	Project is critical to saving structural integrity of existing facility or extending life of the existing asset	Project will repair important systems	Project will improve asset or defer future expenditure	No existing asset involved
Consistency with Comprehensive or Other Plans	Project is directly consistent with the County's Comprehensive Plan or other adopted plans and policies	Project is somewhat consistent with County's Comprehensive Plan or other adopted plans and policies	Not applicable (Project is not addressed in the County's Comprehensive Plan or other adopted plans and policies)	Project is inconsistent with the County's Comprehensive Plan or other adopted plans and policies
Standard of Service	Project would make possible new services or projects	Project would improve or provide a higher standard of service	Project would maintain the current standard of service	Could have negative impact on standard of service
Population Served	Project would benefit all citizens or areas	Project would benefit a large percentage (more than 50%) of citizens	Project would benefit some citizens (10%-50%)	Project would benefit only a small percentage of citizens or a particular area (less than 10%)
Public Support	Project has need and strong citizen support	Project has been identified as a need and has moderate support	Project has been identified as need but lacks support	Project has not been identified by citizenry as a need
Financing	Project revenues will support project expenses	Non-county revenues have been identified and applied for	Potential for non-county revenues exist	No financing arrangements currently exist
Operating Budgets	Project will result in decreased operating costs or decreased debt service	Project will have minimal or no operating, debt service, and maintenance costs	Project will have some additional operating/personnel additions or debt service payments	Project will require significant additions in operating/personnel costs or debt service payments

County of Gloucester

6467 Main Street, Gloucester, Virginia 23061
804-693-6927

To: Gloucester County Board of Supervisors
From: J. Brent Fedors, County Administrator
Date: January 16, 2018
Re: Proposed Five-Year Capital Improvement Plan (CIP) for FY2019 through FY2023

I am pleased to present to you the Proposed Five-Year Capital Improvement Plan (CIP) for the fiscal periods FY2019 through FY2023. This document represents an effort to assess and effectively plan for the County's capital budget. The document represents requests put forward by County departments and the School Board. Overall, those requests (unmodified) exceed $107M over the next five years and beyond. This amount is representative of the demand that the capital budget will continue to place on resource allocation in the future. The recommended FY19 capital budget is largely comprised of the County's most pressing capital needs. The adoption of the Five-Year CIP does not appropriate funds, nor commit the Board of Supervisors, to any expenditure in fiscal years two through five. A project in the Five-Year CIP does not constitute a guarantee of funding from the County; projects will be added, deleted and/or amended as necessary, in accordance with guidance provided by the Board. The first fiscal year is appropriated in conjunction with the FY19 Adopted Budget.

The Five-Year CIP program is a dynamic plan, revised annually, that proposes the acquisition, development, enhancement and/or replacement of public facilities to serve County residents and economic base. The CIP also serves as a guide for the County's development policies and the Board of Supervisors' vision and strategic priorities for the efficient and effective provision of county capital facilities. It forecasts anticipated expenditures and the approximate timing and source of funding for each project. It represents a balance between available resources and competing County priorities, while ensuring compliance with the County's fiscal policies. Service demands continue to complicate the task of allocating limited resources. Major maintenance associated with both School and County facilities is addressed as a means of ensuring that our infrastructure does not deteriorate to the point of inoperability and/or generate significant increased cost due to the emergence of unplanned repairs and replacements.

The development of the Five-Year CIP has numerous review stages before a project is approved by the Board of Supervisors with expenditure authority. The initial stages begin with the updating of the Five-Year CIP Plan Manual which outlines the purpose of the Five-Year CIP and the process for review, recommendation, and adoption of the CIP. It provides a set of guidelines for requesting projects, criteria for prioritization, funding sources, and on-going monitoring and reporting on the capital projects and relating spending. The County Administrator's CIP Development Team evaluates all submissions for eligibility before presentation to the Planning Commission.

The Planning Commission evaluated each project as presented for conformity with the Comprehensive Plan and confirmed that the projects will further the objectives and policies set forth in the Comprehensive Plan and not obstruct their attainment. Furthermore, I asked the Planning Commission to act as citizen representatives and rate each project based on the prioritization standards provided in Appendix B of the CIP Plan Manual. Their ratings provided valuable input into how I ultimately developed the County Administrator's FY19-FY23 Proposed Five Year CIP for the Board of Supervisors' consideration. It reflects difficult decisions in the allocation of limited resources among competing demands.

The relationship between the CIP and the operating budget is carefully considered during the operating budget process. The CIP has three direct impacts on the operating budget:

1. Any projects funded with general fund resources must be evaluated, prioritized and competed with other needs for the limited resources available for that year;

2. Any project funded with long-term debt financing must be in compliance with the County's debt policy and must anticipate the impact of the repayment of debt service on current and future operating budget years; and
3. Operating life cycle costs from implementation, such as staffing and maintenance costs.

The benefits of viable five-year capital improvement program include the following:

- ❖ Eliminates the duplication of project requests and enables the County to take advantage of joint planning and shared county facilities;
- ❖ Assists in implementing the County's Comprehensive Plan and related policies;
- ❖ Establishes a system of annual examination and prioritization of county needs;
- ❖ Focuses attention on community goals and objectives;
- ❖ Allows for proper programming and project design;
- ❖ Allows for the identification of appropriate project financing and construction schedules;
- ❖ Helps provide a framework for the equitable distribution of public improvements throughout the County;
- ❖ Provides a basis for formulation of bond referenda, borrowing programs, or other revenue producing measures;
- ❖ Facilitates capital expenditure and revenue estimates and helps to avoid emergency financing methods;
- ❖ Encourages efficient government administration;
- ❖ Fosters a sound and stable financial program;
- ❖ Bridges the gap between day-to-day operations of county government and the County's long-range development goals.

Key Highlights of the Five Year Proposed CIP Plan

The total requests for five-year CIP (as modified) is $80.9M consisting of $11.4M for county, $67M for schools, and $2.5M for utilities.

The recommended five-year CIP (as modified) is $35.7M consisting of $9.1M for county, $24.1M for schools, and $2.5M for utilities.

The proposed five-year CIP allocates funding for critical needs in the following areas: renovations, major maintenance and the expansion of existing facilities, new construction projects, road and accessibility improvements, and critical technology projects.

Significant Projects included in the first year of the CIP

- Funding for HVAC replacement at Peasley Middle School and Bethel Elementary School
- Continued funding for replacement of school buses
- Lighting replacement in all schools except GHS and Page
- Funding for Social Services building expansion
- Funding for major maintenance, renovation, and technology

The Recommended FY19-FY23 CIP will be presented to the Board of Supervisors on January 16, 2018 during your work session meeting. It will include discussion of how projects were selected for inclusion into the five-year plan. Also, during that time, a public hearing for additional citizen comments will be requested for February 6 during the Board of Supervisors' regular meeting.

Please contact me if any questions.

Thank you.

Gloucester County
Summary of FY2019-FY2023 Capital Improvement Plan Project Requests and Recommendations

Line #	Department	Project Title	CA Recommend?	Primary Financing	Funding Source	Total Cost	Year One FY2019	Year Two FY2020	Year Three FY2021	Year Four FY2022	Year Five FY2023	Year Six and Beyond	Comments
1	Animal Control	Animal Control Office at Shelter Location	No	Paygo	General Fund	$440,000	$440,000						Lower cost alternative to be proposed with FY20 CIP submission
2	Community Engagement	Cable Communications Program	Yes	Paygo/ Committed	General Fund	$288,124	$88,124			$100,000		$100,000	Funding partially supported by Cox annual grant and Committed Fund Balance
3	Engineering	ADA Accessibility Improvements	Yes	Paygo	General Fund	$173,000	$173,000						
4	Engineering	Asphalt Paving & Overlay-2002 Courthouse Pking Lot	Yes	Paygo	General Fund	$146,000				$146,000			
5	Engineering	Asphalt Paving & Overlay-Justice Dr & Law Enforcement Parking Lot	Yes	Paygo	General Fund	$112,000		$112,000					Moved out one year to FY20; Should not be moved any farther out
6	Engineering	County Garage Stop Gap & Demolition (New!)	No	Paygo	General Fund	$68,000			$68,000				Dependent on timing of new Transportation Facility - may not be required; other operating solutions TBD if/as needed
7	Information Technology	ERP Software (Replace Fin Plus, Community Plus, etc)	Yes	Paygo	General Fund	$644,000					$644,000		
8	Parks Rec Tourism	Accessibility Improvements-Project Completion	Yes	Paygo	General Fund	$83,000	$83,000						
9	Parks Rec Tourism	Road Improvement-Ark Park	Yes	Paygo	General Fund	$127,000					$127,000		
10	Parks Rec Tourism	New Lodge-Beaverdam Park	No	Paygo	General Fund	$606,000					$606,000		
11	Parks Rec Tourism	Athletic Field Lighting (Woodville & Abingdon)	Yes	Paygo	General Fund	$1,128,000			$340,000	$339,000		$449,000	Moved two year series from FY20/21 to FY21/22 to balance 5 year plan
12	Parks Rec Tourism	Paving & Striping of Parking Lots-Various (New!-Combining of previous submissions)	Yes	Paygo	General Fund	$1,433,000		$312,000	$371,000	$213,000	$285,000	$252,000	Moved entire 5-year series out to balance 5 year plan
13	Parks Rec Tourism	Playground-Woodville Park	Yes	Paygo/Grant	General Fund	$250,000	$250,000						UFB-$150K, Grant/Other-$100K
14	Parks Rec Tourism	Support Facilities & Equipment-Woodville (New!)	Yes	Paygo/Debt Bond	General Fund	$4,436,000		$318,000				$4,118,000	Referendum Required
15	Parks Rec Tourism	Restrooms and Concessions-Woodville Park (New!)	Yes	Paygo	General Fund	$622,000		$622,000					Moved out one year to FY20 to balance 5 year plan
16	Parks Rec Tourism	Irrigation System - Woodville Park	Yes	Paygo	General Fund	$82,173		$82,173					Moved out one year to FY20 to balance 5 year plan
17	Parks Rec Tourism	Community Center	No	Debt/GO Bond	General Fund	$17,802,000					$1,133,000	$16,669,000	Referendum Required
18	Radio O&M	911 Call Handling Equipment (CHE) (name change)	Yes	Paygo/Grant	General Fund	$440,000	$440,000						UFB-$290K, Grant-$150K
19	Radio O&M	Public Safety Radio Subscriber Upgrades	Yes	Debt/ Other Financing	General Fund	$3,090,000					$3,090,000		BQ or Capital Lease Option
20	Social Services	Social Services Building Expansion	Yes	Paygo	General Fund	$1,000,000	$1,000,000						
21	Schools	HVAC Replacement at Peasley & Bethel	Yes	Paygo	General Fund	$1,714,109	$215,000	$220,000	$339,109		$940,000		

Gloucester County
Summary of FY2019-FY2023 Capital Improvement Plan Project Requests and Recommendations

Line #	Department	Project Title	CA Recommend?	Primary Financing	Funding Source	Total Cost	Year One FY2019	Year Two FY2020	Year Three FY2021	Year Four FY2022	Year Five FY2023	Year Six and Beyond	Comments
22	Schools	Lighting Replacement in All Schools except GHS and Page	Yes	Paygo	General Fund	$1,386,701	$266,417	$415,702	$292,306	$412,276			Swaped Year 2 for Year 1 to help balance 5 year plan
23	Schools	Bathroom Renovations at Achilles, Botetourt, and Petsworth	No	Paygo	General Fund	$105,000	$105,000						Recommend funding through operating-FMRR
24	Schools	School Bus Replacement Program (5 per year)	Yes	Paygo	General Fund/Grant	$2,542,812	$478,950	$493,319	$508,118	$523,362	$539,063		Potential for $100K Grant through EPA
25	Schools	Baseball Field - Page (New!)	Yes	Debt/VPSA	General Fund	$300,000		$300,000					Moved to FY20 and Reduced from $497,200 to $300,000 in anticipation of economies gained in combination with item 32 (Bus Compound Relocation); Potential to accelerate into FY19
26	Schools	Playground Equipment Replacement at Botetourt and Achilles Elementary Schools	Yes	Paygo	General Fund	$737,653			$124,479	$179,834	$216,670	$216,670	Moved entire 4-year series out two years to balance 5 year plan
27	Schools	New Achilles Bus Loop	Yes	Debt/VPSA	General Fund	$800,000		$800,000					
28	Schools	Roofing Replacement/Coating at GHS, Achilles, and Botetourt	Yes	PayGo	General Fund	$734,000			$734,000				Moved out one year to FY21 to balance 5 year plan; Coating at Achilles and Botetourt only
29	Schools	Storage Facility-Division Wide (New!)	No	Paygo	General Fund	$63,000		$63,000					Squeeze into $6M Transportation Facility budget; Changed to VPSA Funding - combined with item 32 (Bus Compound Relocation)
30	Schools	Irrigation and Wells for fields at Bethel/Peasley and for Well at Page	No	Paygo	General Fund	$240,000		$120,000	$120,000				
31	Schools	Locker Replacement/Alternatives at Peasley Middle School	No	Paygo	General Fund	$158,000				$158,000			Trend moving away from use of lockers - Possibly not needed (TBD)
32	Schools	Gloucester High School Major Repairs (HVAC, Roof Repairs, & Others)	Yes	Debt/VPSA	General Fund	$9,897,570		$9,897,570					LED Lighting removed - stockpile bulbs from other schools, reserving LED upgrade for GHS Remodel. Moved to FY20 based on lead time to project readiness / bond issuance; LED Lighting removed - stockpile bulbs from other schools, reserving LED upgrade for GHS Remodel
33	Schools	Bus Compound General Repairs	Yes	Paygo	General Fund	$162,506		$0	$162,506	$0			Project modified to suit anticipated future County use (Roof & HVAC combined in FY21 to potentially align with new transportation facility CO)
34	Schools	Renovation of Gloucester High School	No	Debt/VPSA	General Fund	$42,350,000		$42,350,000					Reduced by amount of Item 32 (GHS Major infrastructure projects). Shifted to FY20 as first possible year for contemplation due to project timeline constrataints - Potential Referendum? See item 32 (GHS Major Repairs)
35	Schools	Bus Compound Relocation	Yes	Debt/VPSA	General Fund	$6,000,000		$6,000,000					Moved to FY20 based on lead time to project readiness / bond issuance
36	Utilities	Replace Reverse Osmosis Membranes Ph2	Yes	Paygo	Utilities	$100,000		$100,000					
37	Utilities	Radio-Read Meter Conversion Ph 1 & 2 (New!)	Yes	Paygo	Utilities	$200,000	$100,000	$100,000					

Gloucester County
Summary of FY2019-FY2023 Capital Improvement Plan Project Requests and Recommendations

Line #	Department	Project Title	CA Recommend?	Primary Financing	Funding Source	Total Cost	Year One FY2019	Year Two FY2020	Year Three FY2021	Year Four FY2022	Year Five FY2023	Year Six and Beyond	Comments
38	Utilities	Water Treatment Plant Roof Replacement	Yes	Paygo	Utilities	$75,000	$75,000						
39	Utilities	Water Treatment Plant Façade Repairs	Yes	Paygo	Utilities	$85,000	$85,000						
40	Utilities	Rehab/Repair PS #11 (Courthouse North) Phase II	Yes	Paygo	Utilities	$1,100,000	$200,000	$250,000	$250,000	$250,000	$150,000		
41	Utilities	Rehab/Repair PS #13 (Courthouse South) Phase II (NEW!)	Yes	Paygo	Utilities	$850,000			$120,000	$180,000	$180,000	$370,000	
42	Utilities	Rebuild PS #11 (Courthouse North)	Yes	Paygo	Utilities	$700,000					$200,000	$500,000	
43	Utilities	Rebuild PS #12 Summerville	Yes	Paygo	Utilities	$600,000						$600,000	
44	Utilities	Rebuild PS #13 (Courthouse South)	Yes	Paygo	Utilities	$1,200,000						$1,200,000	
45	Utilities	Replace Anthracite Filter Media at WTP (New!)	Yes	Paygo	Utilities	$50,000	$50,000						
46	Utilities	Demolish Radial Well Facility (New!)	Yes	Paygo	Utilities	$65,000		$65,000					
47	Utilities	Kerns Avenue Utility Improvements (New!)	Yes	Paygo	Utilities	$140,000			$55,000	$85,000			
48	Utilities	Utility Yard	Yes	Paygo	Utilities	$1,500,000						$1,500,000	
		Total FY19-FY23 and Beyond Requests	Total 5+ years			$106,826,648	$4,049,491	$62,620,764	$3,484,518	$2,586,472	$8,110,733	$25,974,670	
		Total FY19-FY23 5 Year CIP Only Requests	**Total 5 years**			**$80,851,978**	**$4,049,491**	**$62,620,764**	**$3,484,518**	**$2,586,472**	**$8,110,733**	$25,974,670	

		Proposed Funding Sources				Total Funding	Year One FY2018	Year Two FY2019	Year Three FY2020	Year Four FY2021	Year Five FY2022	Year Six and Beyond	Comments
	Schools/ County	PAYGO-General Fund Unassigned Fund Balance					$2,556,367	$2,575,194	$2,871,518	$1,813,472	$2,751,733	$917,670	
	Cable Services	PAYGO-General Fund Committed Fund Balance					$88,124	$0	$0	$100,000	$0	$100,000	
	Parks/Radio	Grant/Donation Funded					$350,000	$0	$0	$0	$0	$0	$100K Parks, $150K 911, $100K buses
	County	New GO Bond Proceeds					$0	$0	$0	$0	$0	$4,118,000	
	Schools	VPSA					$0	$16,997,570	$0	$0	$0	$0	
	County	Other Forms of Financing/Debt					$0	$0	$0	$0	$3,090,000	$0	
	Utilities	PAYGO-Enterprise Fund					$510,000	$515,000	$425,000	$515,000	$530,000	$4,170,000	
		Total Proposed Funding Plan for Recommended Five Year CIP				**$35,688,978**	**$3,504,491**	**$20,087,764**	**$3,296,518**	**$2,428,472**	**$6,371,733**	$9,305,670	
		Total Funding Requests Not in Recommended Five Year CIP				**($45,163,000)**	**($545,000)**	**($42,533,000)**	**($188,000)**	**($158,000)**	**($1,739,000)**	($16,669,000)	

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	Sept. 1, 2017
Capital Project-New or Expansion	x
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	

Project Title	County Office Space - New Animal Control Office
Project Location	County Animal Shelter on Beehive Drive
Department Name	Animal Control
Contact Name/Phone/Email	Steve Baranek, 804-693-5290, sbaranek@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	12/1/2018	Useful life (in years)	30
Design/Engineering Cost	$ 35,000	Construction/Equipment Cost	$ 405,000	Previous Funding Amount	N/A
Annual/Recurring Cost	$ 10,000	Recurring Revenue Generated		For What Fiscal Year	N/A

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 440,000					$ 440,000		$ 440,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		440,000					440,000		440,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 440,000	$ -	$ -	$ -	$ -	$ 440,000	$ -	$ 440,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	New office building located adjacent to the existing animal shelter on Beehive Drive (old landfill site). The demolition of the old animal shelter is required to make way for the new requested building. In 2013, a CIP request was filed by Garrey Curry using the 2005 Wiley & Wilson space needs assessment. The assessment projected 1,812sf of space needed for animal control office purposes. The area needed was increased by 388 sf to provide for a foyer/waiting area and mechanical space, bringing the total to 2,200sf. This 2013 plan/request was adequate at the time but AC has some new
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	One of the outcomes with completing this project is to better serve the County's citizens by reducing the wait time one must endure while completing their business at the current animal shelter. This can also be accomplished by increasing the department's staff by either hiring a full time animal shelter manager or by hiring an additional Animal Control Officer. The Board of Supervisors (BOS) elected to reduce the workforce of AC in the FY16 budget. Currently, there is no projected time frame from the BOS of when this position may be re-filled. The loss of this position might not
3) Indicate and quantify what the consequences would be on services if not funded.	With the current situation AC is disconnected from the main building where our services are provided. As the County continues to grow, and the population of animals also grows, the wait time for citizens/customers will continue to increase. The number of calls has not gone down causing citizens to wait longer to retrieve their dogs that are at the shelter. Additionally, because of the additional miles needed to be driven by our AC officers to and from the shelter, the wear and tear on the department's vehicles will also increase along with the fuel they use.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	There are no immediate potential liabilities with completing this request or not, but over the past three years Animal Control has had to make some drastic changes in its services to our citizens because of budget cuts. The approval of this CIP request would only help to regain some of the lost funds and worker time to be better used now and in the future to serve our citizens.
5) Additional information you wish to provide that would assist in the evaluation process.	Lastly, on page 7 of the County's Vision for 2035; Governance, it talks about streamlining services and eliminating inefficiencies. By building an office for Animal Control this would address both of these concerns by saving gas and wear & tear on the department vehicles as well as producing a savings of our officers time. This saved time could be put to much better use such as enforcing laws, increasing license sales and educating the public. The Animal Shelter

Attachments (list):

AC FY19 CIP Request with Site Map & Floor Plan	

CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

Project Title	County Office Space - New Animal Control Office at Shelter Location

Project Narrative/Justification

•• 1.) requirements that need to be addressed. The current build-out cost was estimated using the median R.S. Means square foot cost for "Office Space 1-3 stories" which is $135/sf . Attached is a cost breakdown and floor plan for what is now needed and requested. First, there are no restrooms in the Animal Shelter for AC staff and kennel workers to use. With this in mind a large enough restroom and shower area is needed that can be accessed by non-department personnel as well as department staff at all times. Kennel workers and volunteer Humane Society staff care for the animals at all hours of the day and night. Furthermore, AC would need an area for a separate

conference/interview room to privately talk to citizens and collect their statements/concerns. This conference room would be used for departmental meetings, training, and a lunch area. Taking into account the secluded area of the shelter and office/admin building, it is imperative that a video surveillance system be installed along with some sort of security window in the foyer area to help protect animal control personnel. Lastly, there will be a need for additional parking not only for Animal Control's vehicles, but for shelter workers, volunteers, and citizens as well. To accommodate these vehicles six (6) additional parking spots and the relocation of Animal Control's two

(2) Emergency Sheltering trailers will be needed and the cost for these gravel parking spots has been added into the projects finial cost.

•• 2.) seem like a lot but it is actually 25% of the Animal Control officers that were assigned to the department.

•• 5.) located on Beehive Drive is 3 miles from the current Animal Control Offices in Building 2 on Main Street. • It is estimated that 10 one way trips to the shelter are made daily by our Three (3) Officers • 10 trips x 3 miles = 30 miles of unnecessary travel daily * 30 miles ÷ 15 MPG (average truck miles per gallon) = 2 gallons of gas used daily • 2 gallons of gas x $2.06 a gallon = $4.12 a day • $4.12 a day x 247 regular work days in the year = $1,017 a year driving to and from the Animal Shelter and AC Office, plus the cost of additional wear & tear of Animal Controls three (3) vehicles

How did we come up with this number of 10 trips to the shelter per day?

• Dogs Returned to Owners (RTO): FY17 - 207, FY16 - 240, FY15 - 239, FY14 - 219, FY13 - 185 = 1,090 ÷ 5 = 218 Average RTO's a Year

• Dogs Impounded at Shelter: FY17 – 365, FY16 – 496, FY15 – 428, FY14 – 452, FY13 – 469 = 2,210 ÷ 5 = 442 Impounded Dogs a Year

• Owner Sign Over (Dog): FY17 – 76, FY16 – 133, FY15 – 89, FY14 – 78, FY13 – 69 = 445 ÷ 5 = 89 Dogs Signed Over a Year

• Animals Euthanized (Domestic & Wildlife): FY17 – 37, FY16 – 63, FY15 – 37, FY14 – 51, FY13 – 37 = 225 ÷ 5 = 45 Animals Euthanized a Year

• Dogs Picked Up or Taken to Gloucester-Mathews Humane Society (GMHS) for Adoption: FY17 – 151, FY16 – 237, FY15 – 227, FY14 – 120, FY13 – 61 = 796 ÷ 5 = 159 Dogs Transported to GMHS

• Administer Required Medications to Animals in the Shelter: 365 days – 119 days for weekends and holidays = 246 days (or times) an ACO must travel to the shelter to complete this mandated task. These tasks that are tracked in Animal Controls monthy report come out to a total of 1,199 trips to the shelter from our office each year.

When you multiply that by two (2), because the officer must return to the office, that number of three (3) mile trips now becomes 2,398.

• Other tasks to consider that Animal Control does that requires a trip to the animal shelter, but do not track the number of times are:

Show dogs to citizens for possible adoptions – Check on the welfare of the animals - Safety check on the Animal Shelter, address any issues and ensure required maintenance is performed – Fix any minor maintenance issues with shelter or equipment – Meet with the Health Department so they can release the holding of a dog under quarantine - Care and inventory of two (2) Emergency Animal Sheltering trailers – An owner visiting their dog that is being held at the shelter for a court case.


GLOUCESTER ANIMAL CONTROL
FY2019-2023 CIP REQUEST
County Office Space – New Animal Control Office at Shelter Location

CIP Project Request - County Office Space - New Animal Control Office at County Animal Shelter on Beehive Drive - Preliminary Design and Construction Cost

Assumptions:		
2200	sf	Square foot rectangular building, single story including limited site work
		Modest design standard (out of public eye)
135	$/sf	2015, RS Means 1-3 story office (median)
87.1	%	Local RS Means Modifier for Richmond
110	%	RS Means size modifier
129	$/sf	Modified sf cost (local and size)
$284,556		Approximate Building and Site Construction Cost
1.06		ENR BCI Index inflation to 2015 - 2017
$301,629		2017 Building and Site Construction Cost
1.15		15% Contingency, pre-design status
$346,873		2017 Building and Site with Contingency
$15,000		Existing Building Demolition
$361,873		TOTAL
$362,000		**SAY Building**
$36,187.34		Design (estimated at 10% including county site plan)
$37,000		**SAY Design**
$15,000		**Furniture Fixtures and Equipment**
$414,000	**2017**	**TOTAL Complete Project, July**
$427,000	**2018**	Future year costs assuming 3% annual construction inflation
$440,000	**2019**	
$454,000	**2020**	

BACKGROUND & ISSUES

- New Animal Shelter opened February 1999 with little to no input from Animal Control staff of it's design
  - ✓ No restrooms
  - ✓ No storage for animal supplies, i.e. food, bedding or cleaning supplies
  - ✓ No office space (note: current office space is the "Cat Room")
  - ✓ No parking lot or gravel driveway was added in it's initial design
    - ✓ Parking lot for 5 cars was added several years later, two of the parking spots are currently used by the departments emergency sheltering trailers
- The Animal Shelter is 3 miles from current Animal Control Offices
  - ✓ An Average of 10 one way trips to the shelter are made daily
  - ✓ 10 x 3 = 30 miles of unnecessary travel daily
  - ✓ 30 ÷ 15 MPG (average truck miles per gallon) = 2 gallons of gas a day
  - ✓ 2 gallons of gas x $2.06 a gallon = $4.12 a day
  - ✓ $4.12 a day x 247 regular work days in the year = **$1,017.64** a year
  - ✓ Plus additional wear & tear of vehicles
- Animal Control staffing has decreased
  - ✓ Animal population continues to increase
  - ✓ Customer / citizen complaints will also continue to increase
  - ✓ Customer satisfaction will continue to decrease

Brief Tour Of
ANIMAL SHELTER
Complex

Animal Shelter Location

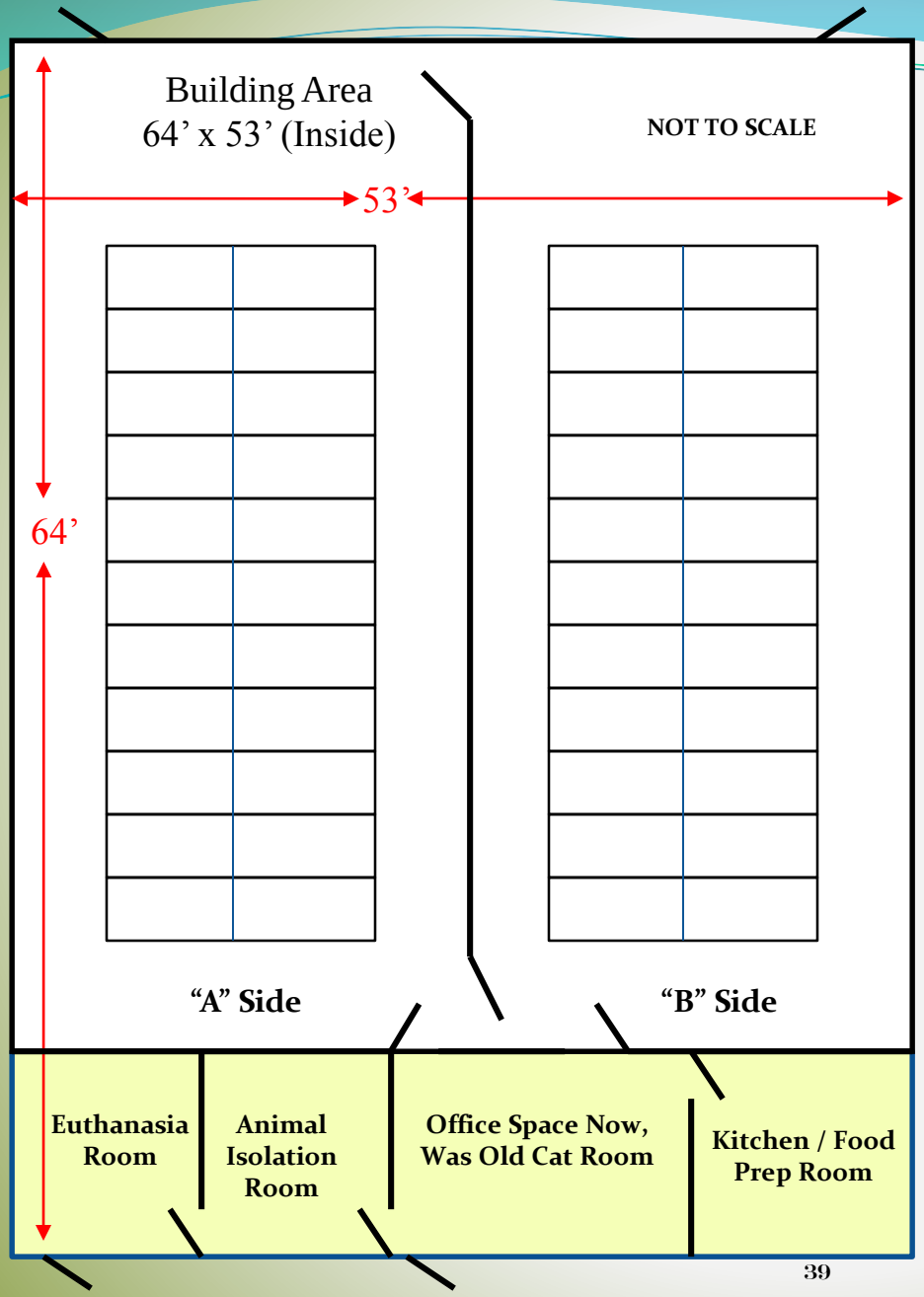
Current Animal Control “In Use” Animal Shelter is located at 6582 Beehive Drive

Old Animal Control “Not In Use” Animal Shelter is located at 6584 Beehive Drive

Suggested Location of New Office Building

Suggested Location of New Office Building

Brief Tour Of
ANIMAL SHELTER
Currently In Use



CURRENT FLOOR PLAN OF ANIMAL SHELTER

- Opened February 1999
- 22 Split Guillotine Type Dog Runs
- 4 Guillotine Type Isolation Cages & 3 Smaller Type Isolation Cages In Isolation Room
- **No Public Restroom In This Building**

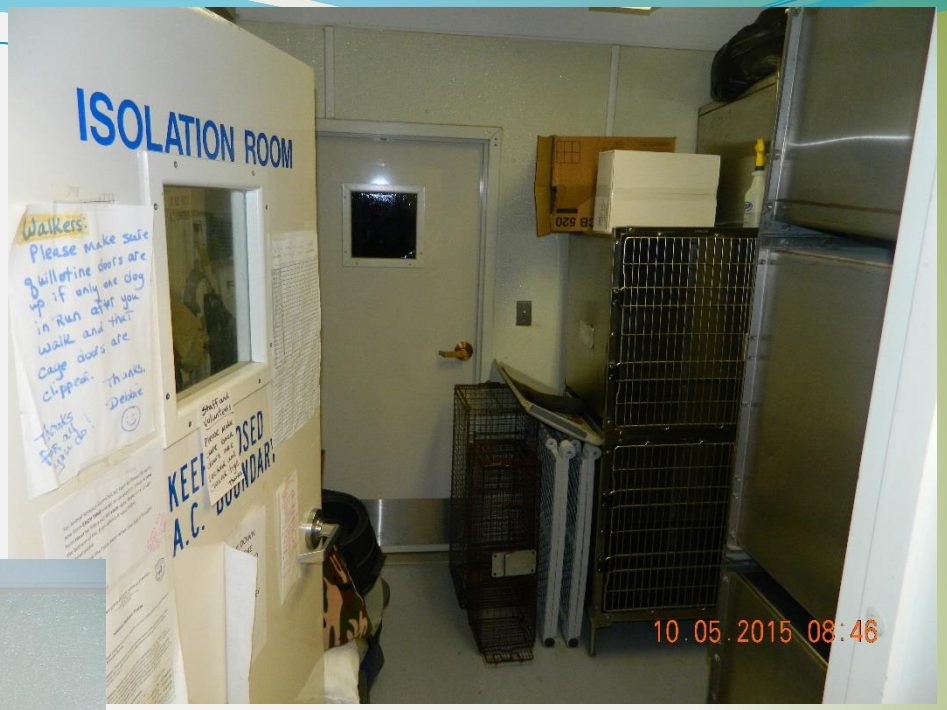
OFFICE SPACE AT THE SHELTER

- Required by law
- Used For:
  - ✓ Intake of animals
  - ✓ Release of animals to owners or show animals to citizens
  - ✓ Complete paperwork as required by code
  - ✓ Housed required records to be kept on site

KITCHEN AREA

- Required by law
- Used For:
  - ✓ Food preparation
  - ✓ Laundry
  - ✓ Storage area for cleaning supplies / equipment

ANIMAL ISOLATION / OBSERVATION ROOM



- Required by law
- Used To House sick & injured animals
- Caging:
  - ✓ 4 Guillotine Type Isolation Cages
  - ✓ 6 Smaller Type Isolation Cages In This Room

EUTHANASIA ROOM

- Required by law
- Placed in a discreet location
- Store & secure euthanasia supplies
- Freezer & additional needed supplies

“A” SIDE OF SHELTER

- (11) split guillotine runs
- Dog kenneling area only; cannot co-mingle different species

“B” SIDE OF SHELTER

- (11) split guillotine runs
- Dogs kenneling area only; cannot co-mingle different species

Brief Tour Of
OLD ANIMAL SHELTER
No Longer In Use

Built Sometime In The Late 50's

OFFICE SPACE AT OLD SHELTER

THE SHELTERS' "ONLY" RESTROOM

5 DOG RUNS THAT WOULD HOUSE 5 – 8 DOGS IN EACH

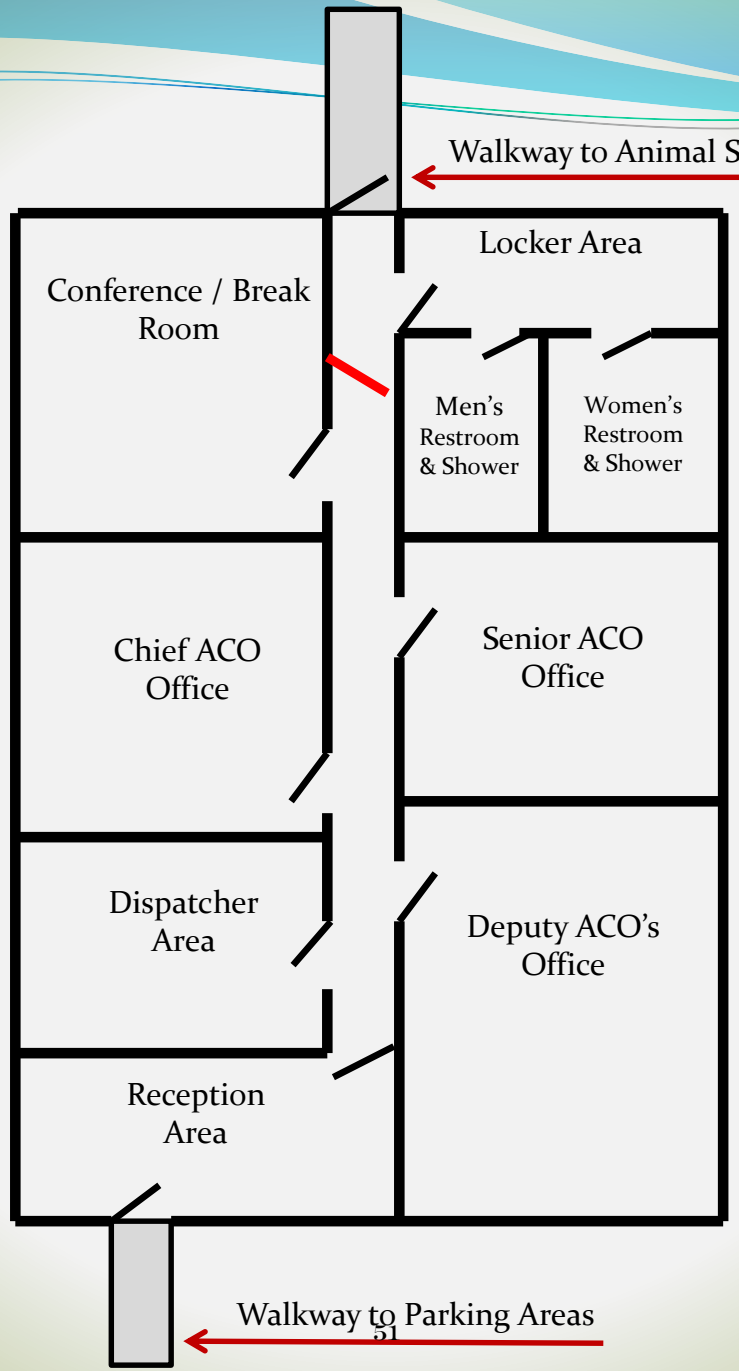
NOTE: These dog runs <u>can not</u> be used because they do not meet State standards

CIP REQUEST REVIEW

PROPOSED FACILITY

Floor Plan Of Proposed Building

NOTE: The **RED** doorway that is in the hallway will be locked at all times and ONLY Animal Control Staff will have a key to access the rest of the building. This will allow kennel workers & volunteers access to only the restrooms while ensuring the security of the offices and case records.



OFFICE BUILDING ESTIMATED COSTS:

2200 sq. ft. X $135\sq. ft. =

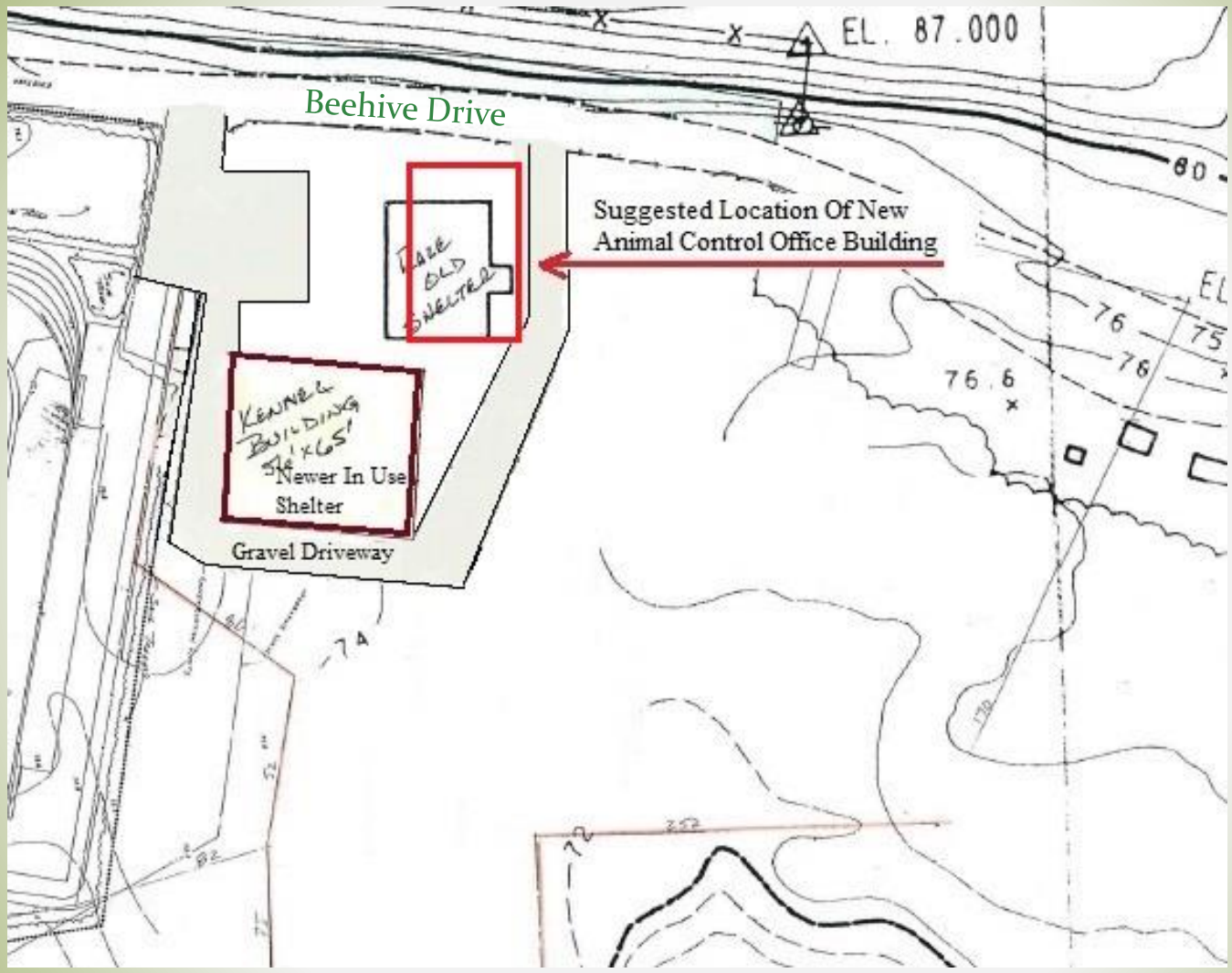
$440,000

(note this includes; design, construction, and contingency)

ANNUAL OPERATING COSTS:

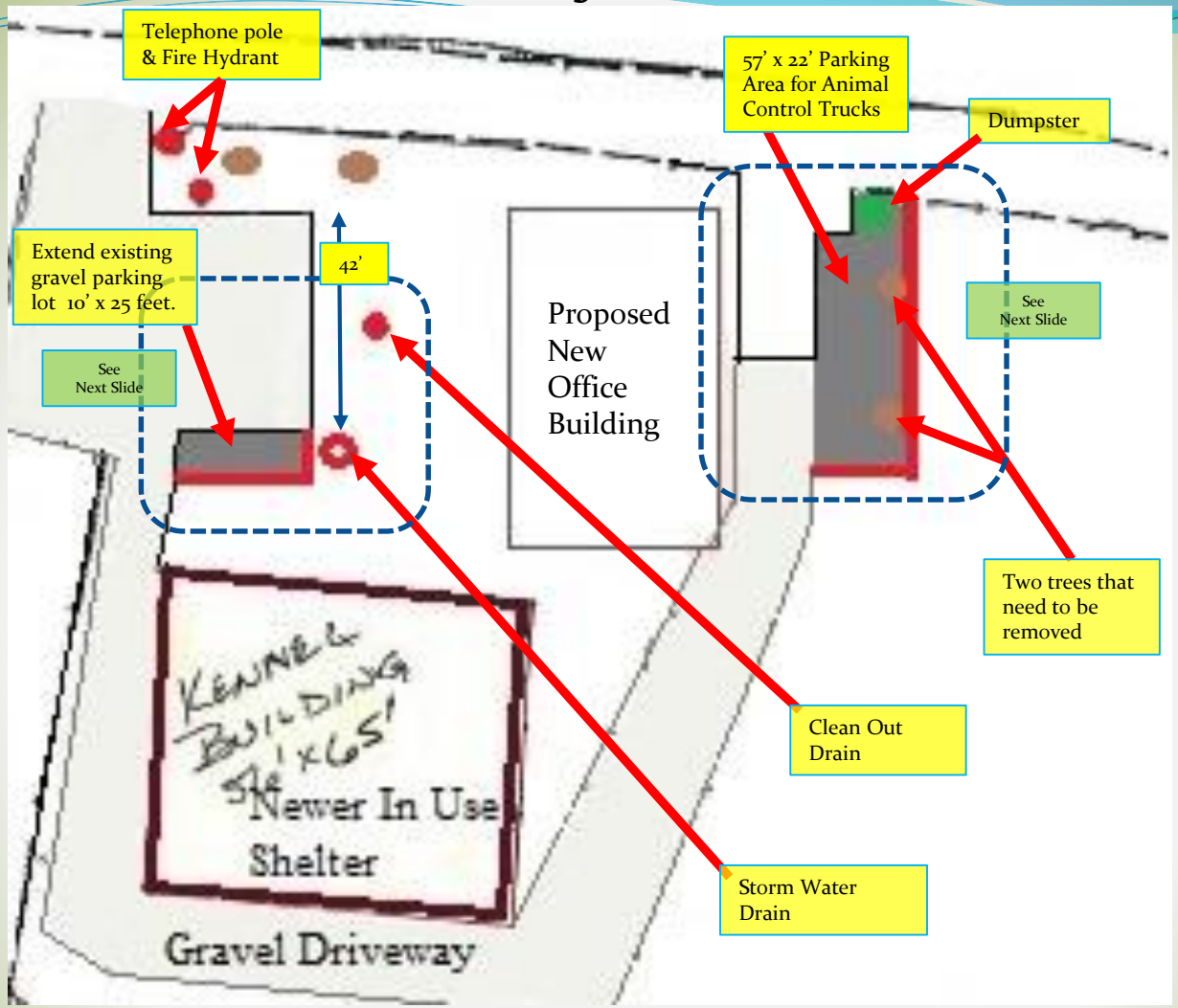
$10,000

Site Plan Of Proposed Building



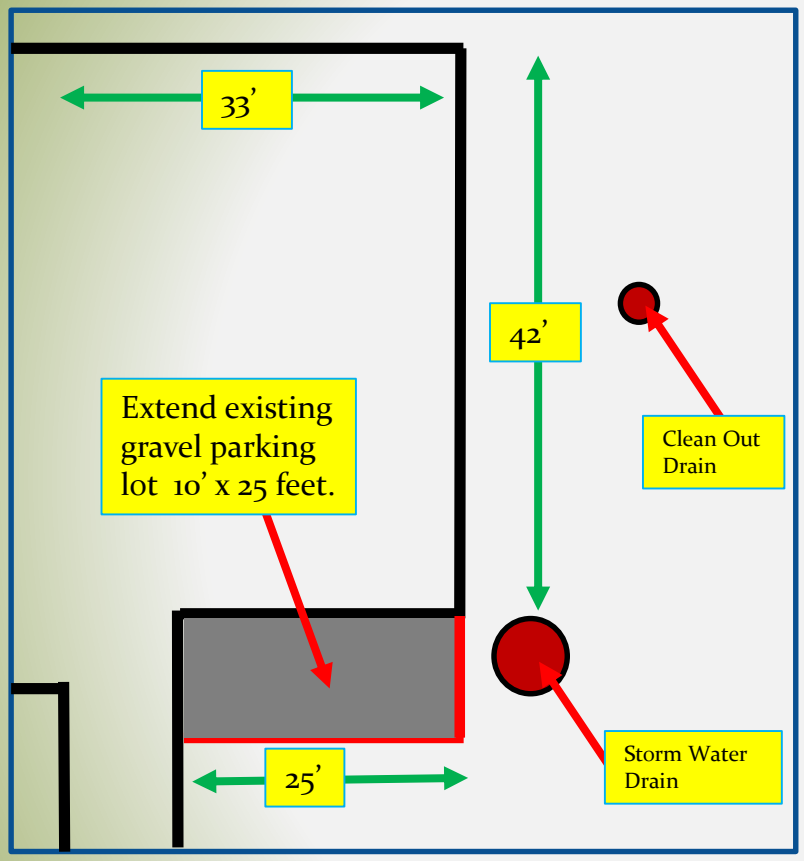
Note: There is currently a gravel driveway going around the newer animal shelter that would remain in place and in use after the construction of the new office building. This gravel driveway assists the officers with the on & off loading of animals .

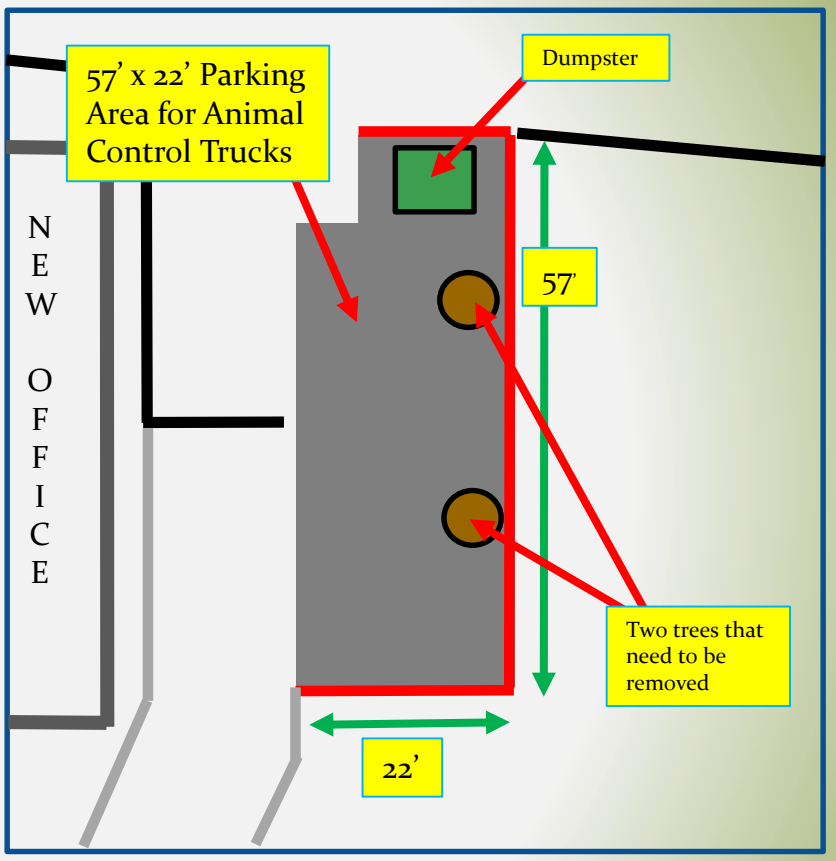
Parking Areas



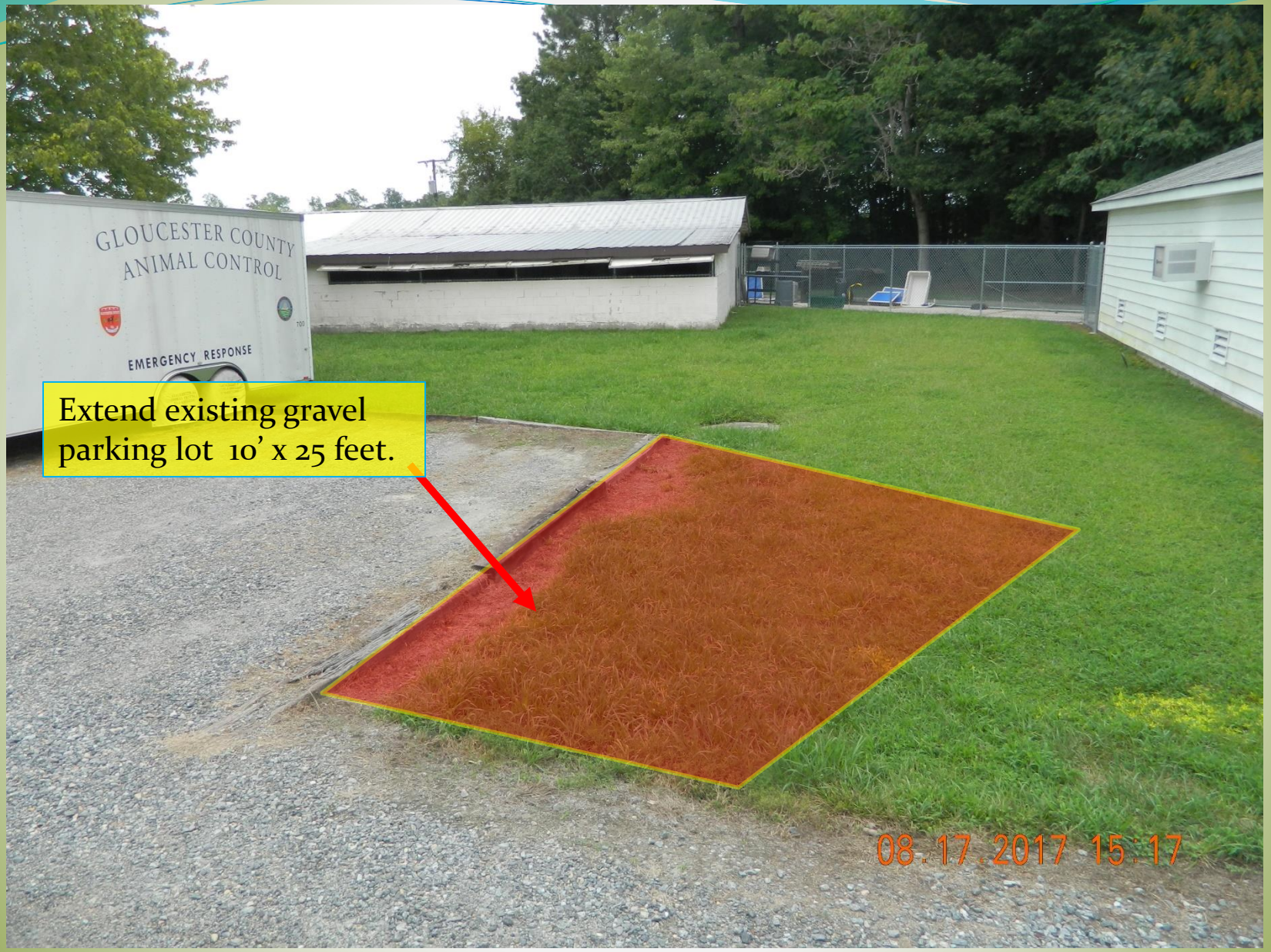
Note: Additional parking will be needed for citizens/customers vehicle's as well as Animal Control and volunteer vehicle's. The two emergency Animal Sheltering trailers that are in two (2) of the four (4) current parking spots will be moved to another location. An extension of 10' x 25' to the current parking area will facilitate five (5) parking spots. An additional parking area of 57' x 22' will accommodate 5 additional parking spots for Animal Control trucks and personnel.

Parking Areas






57’ x 22’ Parking Area for Animal Control Trucks
08.17.2017 15:15


GLOUCESTER COUNTY
ANIMAL CONTROL
EMERGENCY RESPONSE
Extend existing gravel parking lot 10' x 25 feet.
08.17.2017 15:17

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	8/25/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	x
County/School?	Both

Project Title	Cable Communications Program
Project Location	Colonial CH; Walker Ed Center & GHS Studio
Department Name	Community Engagement
Contact Name/Phone/Email	Christi Lewis/1255/clewis@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	7 to 9
Design/Engineering Cost		Construction/Equipment Cost	$ 288,124	Previous Funding Amount	
Annual/Recurring Cost	$ 5,000	Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 88,124			$ 100,000		$ 188,124	$ 100,000	$ 288,124
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed		88,124			100,000		188,124	100,000	288,124
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 88,124	$ -	$ -	$ 100,000	$ -	$ 188,124	$ 100,000	$ 288,124
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Funding to support 3 broadcast facilities in the Colonial CH, Walker Education Center, & GHS for public access channels and cable programming that includes live and replayed broadcasts of BOS, School Board and Planning Commission meetings and other local programs. The GHS facility supports a Television and Video Production career education program. The FY19 request for $88K is for the replacement of GHS broadcast equipment and studio refurbishing. The facility was originally established in FY07 with sporadic and "as needed' repairs/replacement to maintain basic operations.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	No viable options to supporting broadcast faclities and programs known at this time. Cox Capital Funds and Franchise Agreement Funds of approximately $188K through the Committed Fund Balance are required to be used to support this initiative and the related annual operating expenses. The Cox Capital Funds of approximately $28K must be used to support equipment needs and are appropriated to FMRR under operations for the Cable Communications Program.
3) Indicate and quantify what the consequences would be on services if not funded.	Without necessary and needed equipment there would be no government and schools public access programming, broadcast of public meetings and/or GHS career and technical ed program.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The GHS broadcast facility, established in FY07 has antiquated equipment replaced in parts/stages when equipment failure or compatiblility issues arise. Industry standards recommend equipment replacement within 5-7 years.
5) Additional information you wish to provide that would assist in the evaluation process.	The FY18 student enrollment in the GHS Television & Video Production classes is projected to be: TVI with 72 students; TVII with 12 students and TVIII with 4 students. The Board of Supervisors Vision for 2035 (Strategic Plan) indicates under "Education" that GHS graduates will be well prepared for either workforce entry or continuing on to higher education.

Attachments (list):

Studio Upgrades & Replacement Estimate	
Camera Picture	

Gloucester High School Studio Equipment Replacement & Upgrade Estimate (8/15/17)

Switcher/CG

Blackmagic Design - ATEM 1 M/E Production Studio 4K	$ 2,370
Blackmagic Design - ATEM 1 M/E Broadcast Panel	$ 4,745
Samsung H5003 Series 40" Class Full HD LED TV	$ 300
Apple - 21.5" iMac Desktop Computer	$ 1,100
Netgear GS108-400NAS ProSAFE 8-Port Gigabit Switch	$ 50
Behringer - ULTRACURVE PRO DEQ2496 audio processor	$ 350
AJA V2Analog HD/SD-SDI to Analog Mini-Converter	$ 350
Blackmagic Design ATEM Talkback Converter 4K	$ 2,370
StarTech USB 2.0 to Gigabit Ethernet NIC Network Adapter (Black)	$ 20
Blackmagic Design Smart Videohub 20x20	$ 1,900
Camplex PTT interface for 4 pin headsets	$ 370
Total for switcher upgrade (with CG)	**$ 13,925**

HD recording and playback

Blackmagic Design - HyperDeck Studio 2 ($1,890.50 x 2)	$ 3,781
Samsung - 500GB 850 Solid State Drive (SSD) ($320 x 2)	$ 640
Blackmagic Design - SmartView Duo Rackmountable Dual 8" LCD Monitors	$ 475
Total for HD recording and playback	**$ 4,896**

Cameras Ursa mini

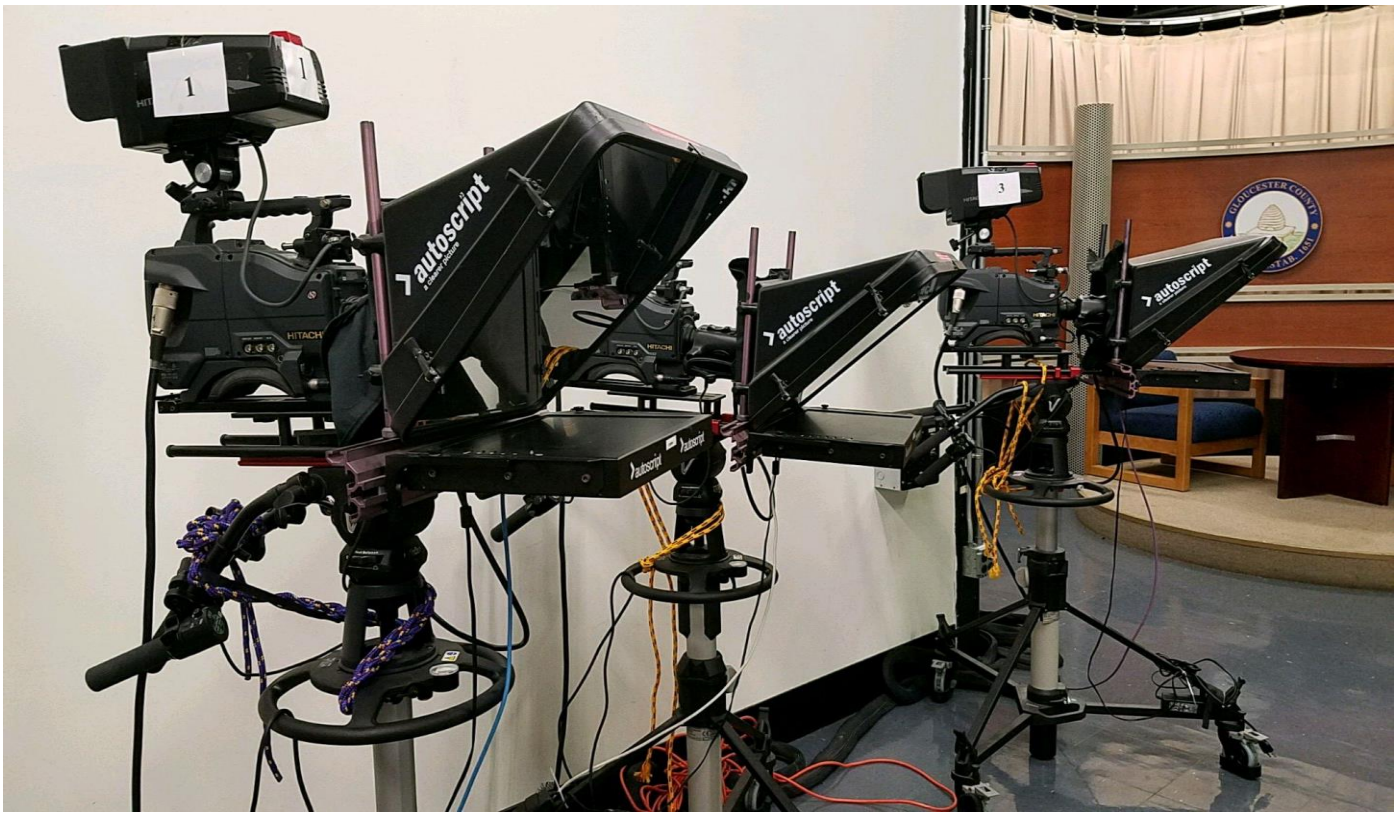
Blackmagic Design URSA Mini 4K Digital Cinema Camera (PL-Mount) $3,495.00
Blackmagic Design URSA Studio Viewfinder $1,795.00
Blackmagic Design B4 Lens Mount for URSA Mini PL Mount Camera $295.00
Canon 8.2-164mm f/1.9-2.7 HD ENG Zoom Lens $5,075.00

Total per camera unit $10,660.00 x 3 **$ 31,980**

Camera shading station

Blackmagic Design Smartscope Duo 4K Monitors x 3 (1 per camera)	$ 2,836
Skaarhoj color station for ATEM	$ 2,800
Apple - 21.5" iMac Desktop Computer	$ 1,100
Total for camera shading stations	**$ 6.736**

Other	
Impact3 green screen kit	**$ 600**
Studio Set 3 Wall Televisions & Mounts	**$ 1,550**
TOTAL EQUIPMENT	**$ 59,687**
Contingency (15%)	**$ 8,953**
Contracted service fee (5%)	**$ 2,984**
Contracted install	**$ 12,500**
Miscellaneous	**$ 4,000**
Furniture/Carpet/Aesthetics	
GRAND TOTAL FOR PROJECT	**$ 88,124**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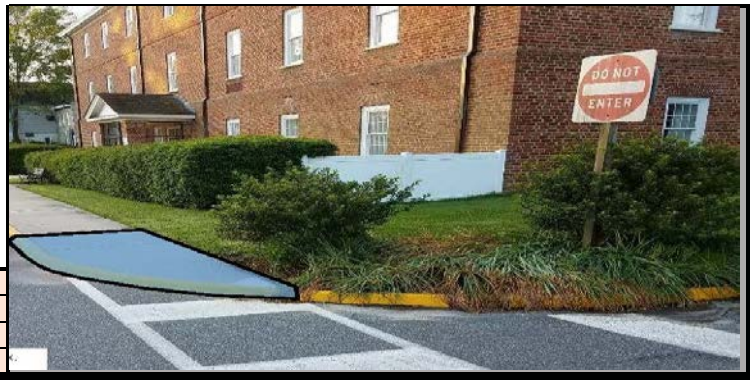
CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	ADA Accessibility Improvements - Multiple Phases
Project Location	County Complex
Department Name	Engineering
Contact Name/Phone/Email	Garrey W. Curry, Jr., P.E.

Proposed Schedule/Cost

Date Improvements Begin	6/1/2016	Date Improvements Complete	FY19	Useful life (in years)	30
Design/Engineering Cost	$ 22,000	Construction/Equipment Cost	$ 273,000	Previous Funding Amount	$ 122,000
Annual/Recurring Cost	$ -	Recurring Revenue Generated	$ -	For What Fiscal Year	FY17/18

Capital Cost/Funding Analysis	FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs	$ 173,000					$ 173,000		$ 173,000
Financing								**Total Project Financing**
General Fund Operating						$ -		$ -
Enterprise Fund Operating						-		-
Fund Balance-Committed						-		-
Fund Balance-Unassigned	173,000					173,000		173,000
Debt						-		-
Grant-Federal, State, Local						-		-
Proffers						-		-
Other Sources						-		-
Total Capital Funding	$ 173,000	$ -	$ -	$ -	$ -	$ 173,000	$ -	$ 173,000
Variance-over (short)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Department of Justice (DOJ)	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This is as two-part project: 1) Remove barriers at several building entrances and between buildings (B1, LE, & B1-B2 route) this project was advertised for bids in FY17 and received only one high-priced bid of $49,999 which was rejected. It will be bid again in FY18 AND IS NOT THE BASIS FOR ADDITIONAL FUND REQUEST. 2) ADA route between Main Street and B2 parking lot next to Birkhofer Building. This project underwent preliminary design in FY17 which revealed inadequate funding was available. See attachment.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Improvements to accessible routes are not mandated by code until construction is initiated in the area, but the County is susceptible to complaints from citizens and subsequent DOJ investigation. Accessible routes from parking areas to buildings is a best practice that would be required if designed today. The accessible route from Main Street to B2 parking lot is needed during times when Justice Drive is not available to vehicular traffic (Daffodil Festival) and the County has received a complaint about accessibility in that context.
3) Indicate and quantify what the consequences would be on services if not funded.	Not funding would enable continued impairment to disabled citizens and potentially expose the County to liability via a DOJ investigation.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	See #3
5) Additional information you wish to provide that would assist in the evaluation process.	This is the third year requesting funds for this project. Initial estimates vastly underestimated the cost of the projects leading to an FY18 request to enable preliminary design. The preliminary design work included two options for the Main Street to B2 parking lot project and cost estimates for each. The staff preferred alternative (scheme B) is more affordable and was used to build-out the costs for this CIP submittal. The consultant provided cost estimate includes no contingency and as such, 10% was added to the budget.

Attachments (list):

Design Consultant provided alternate designs and cost estimates	
County Complex ADA improvement overview map	

CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

Project Title	ADA Accessibility Improvements - County Complex

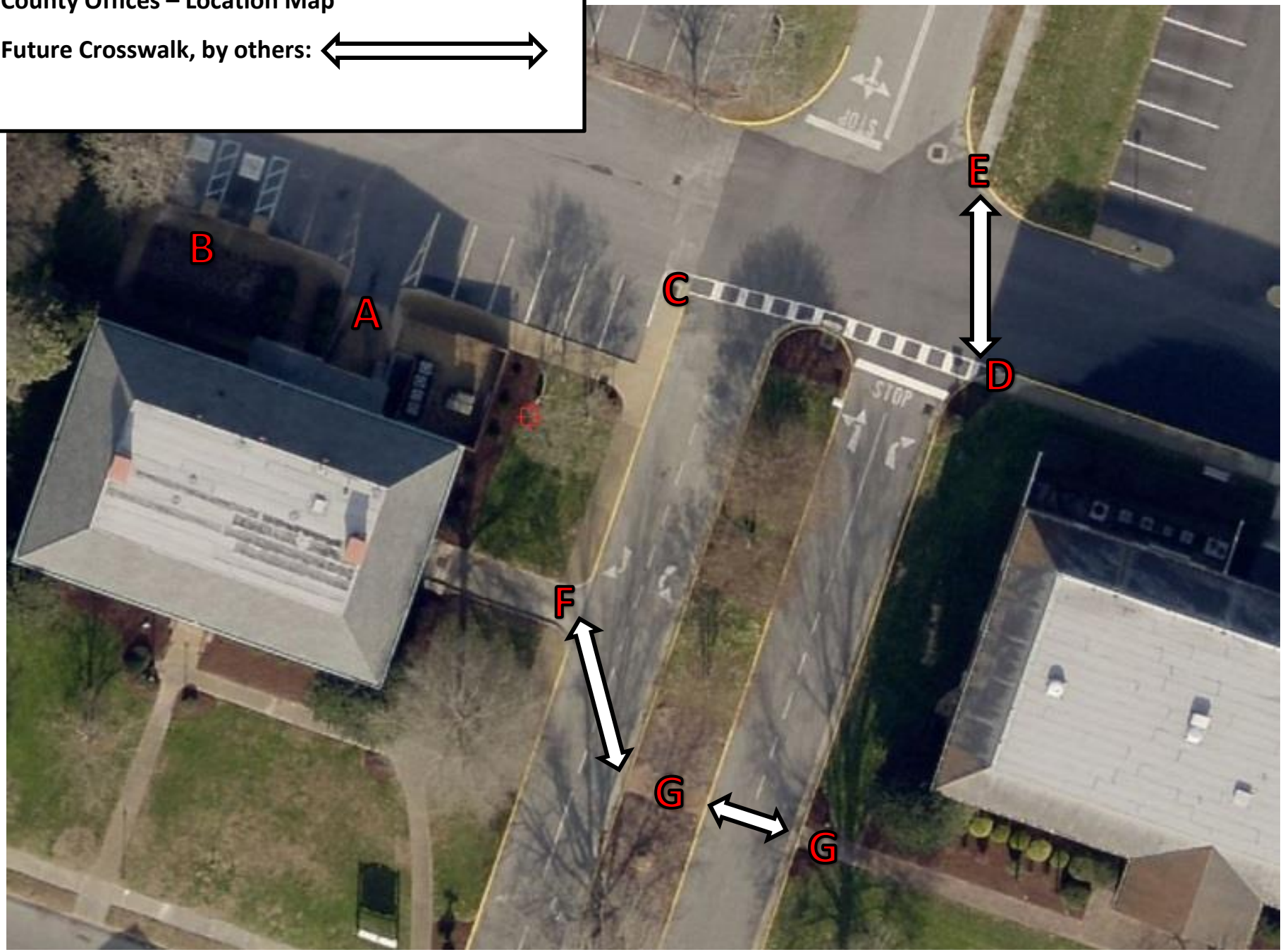
Project Narrative/Justification

Basis of costs: Entering FY18 the project has $114,200 in available funding remaining from total of $122,000 of CIP funds appropriated by the BOS ($62,000 in FY17 and $60,000 in FY18). From this total, Part 1 of the project is expected to consume $40,000 in funds and be bid out in the fall of 2017 (FY18). This is expected to leave $74,200 for Part 2 (Main St. to B2 Parking Lot).

As such, Part 2 would require $173,000 to be appropriated through the FY19 CIP process to fully fund the project. If this funding is included in the FY19 budget (adopted in the spring), then final design will be ordered in FY18 and bidding can occur at the end of FY18. A construction contract can be signed in FY18 recognizing that the work will span fiscal years and the full project budget will be available for payment at the beginning of FY19.

County Offices – Location Map

Future Crosswalk, by others: ⟺



Location “A” Demolition:

Remove Curb, Asphalt, Concrete as shown in red

Location “A” Construction:

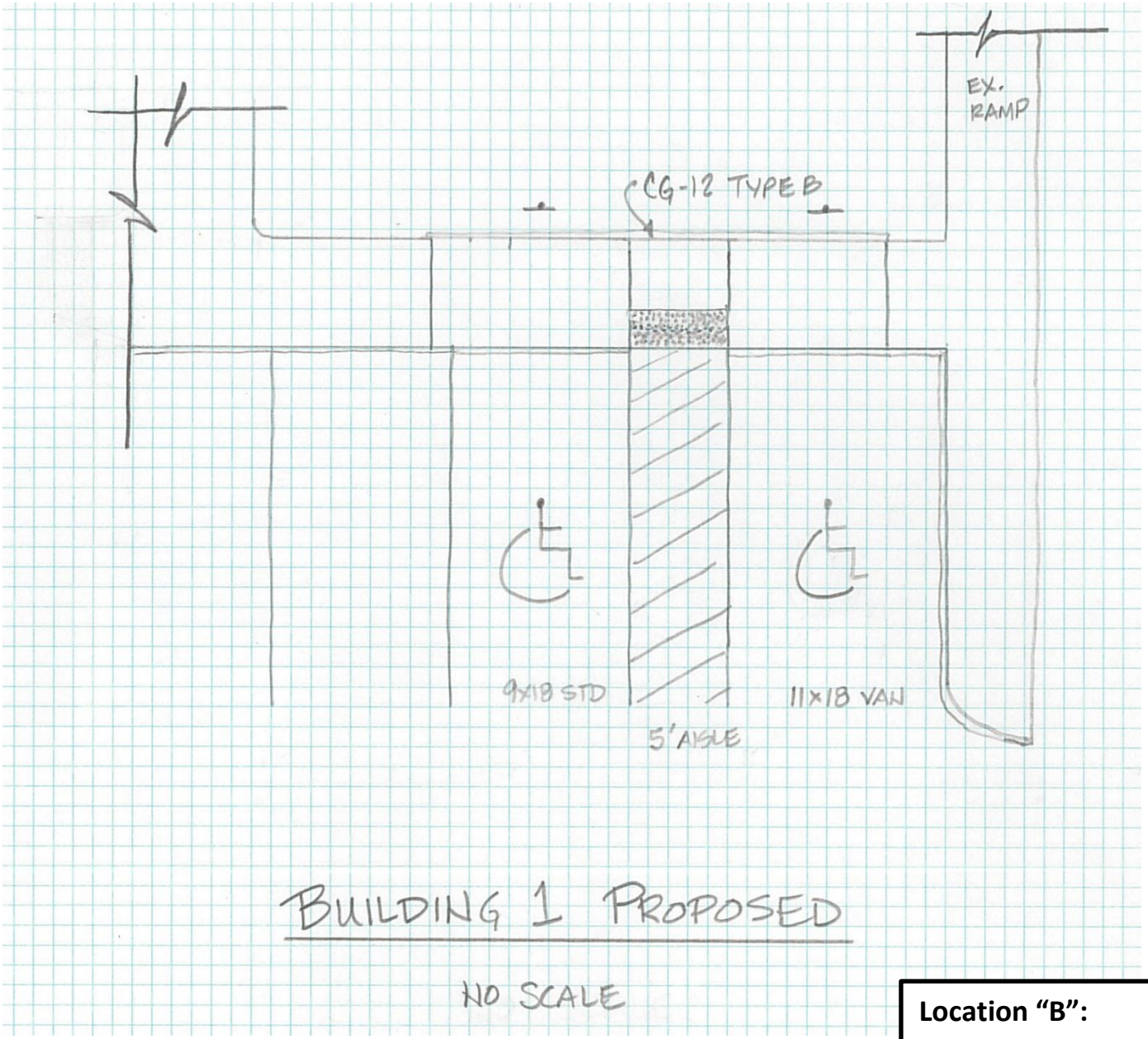
CG-3 mountable curb – Orange (12-inch curb transition each side to existing curb)

Heavy-duty concrete sloped to drain to parking area – Green

Location "B":

Demolition: Remove concrete ramps marked ✖, Remove existing curb and sidewalk marked ⟷, as necessary, eradicate or cover existing striping

Construction: See attached hand sketch



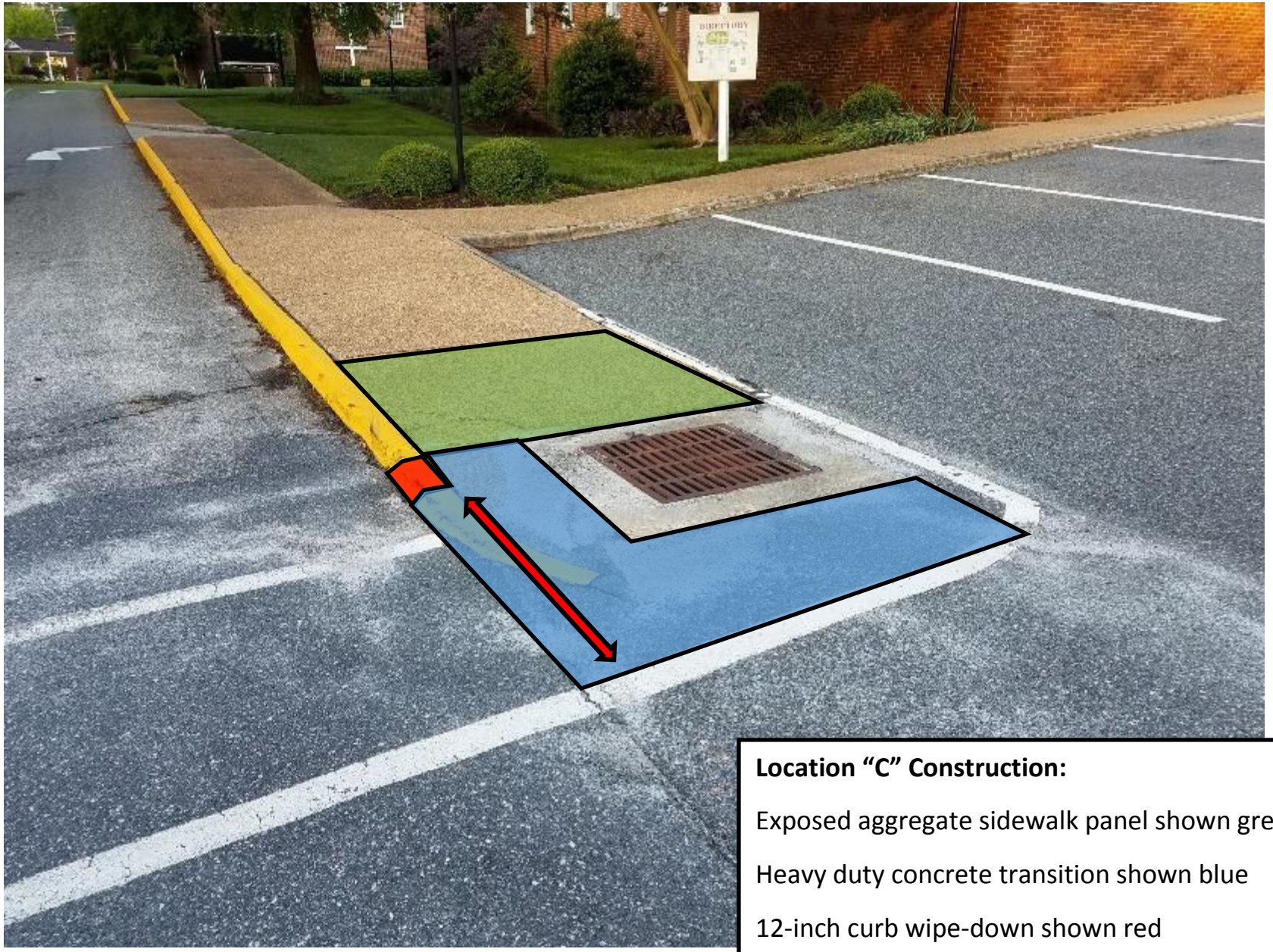
Location "B":

Construction: Hand sketch

Location “C” Demolition:

Remove curb shown orange

Remove concrete, asphalt, and asphalt covered concrete shown blue



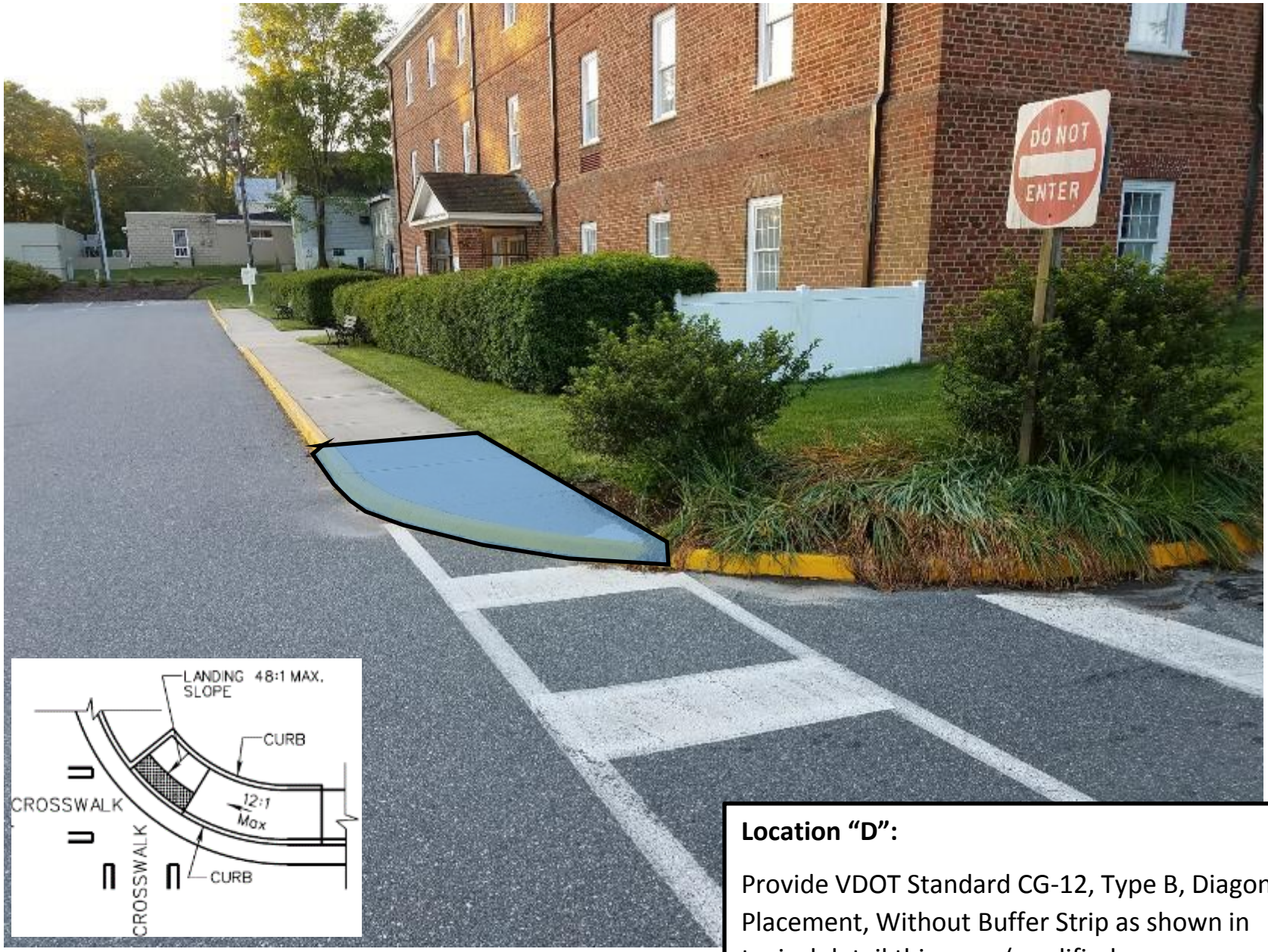
Location "C" Construction:

Exposed aggregate sidewalk panel shown green

Heavy duty concrete transition shown blue

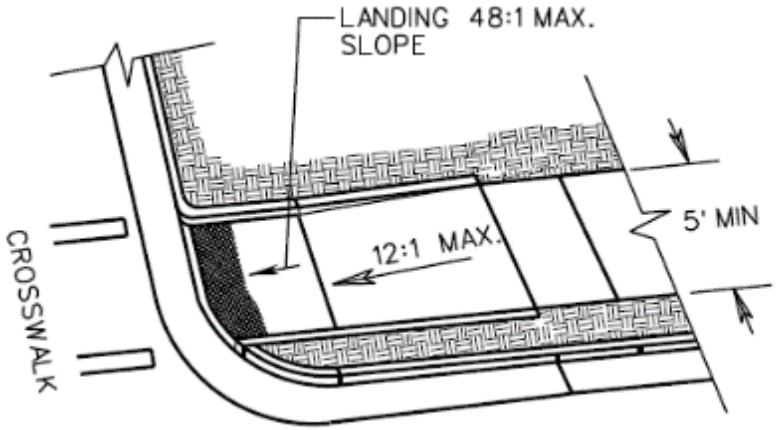
12-inch curb wipe-down shown red

CG-12 detectable warning, modified to fit



Location "D":

Provide VDOT Standard CG-12, Type B, Diagonal Placement, Without Buffer Strip as shown in typical detail this page (modified as necessary)

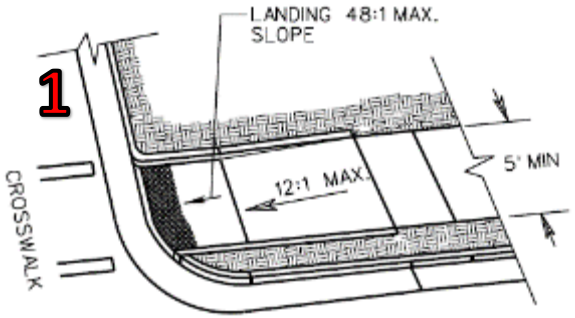


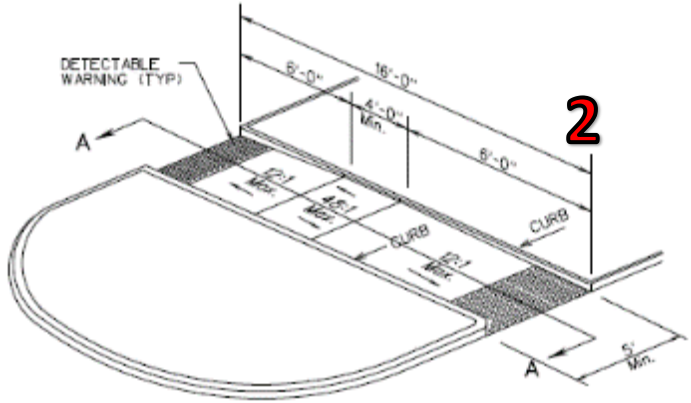
Location "E":

Provide VDOT Standard CG-12, Type B, With Buffer Strip as shown in typical detail this page

Location "F":

Provide **TWO**, VDOT Standard CG-12, Type B, Diagonal Placement, Without Buffer Strip as shown in typical detail this page (modified as necessary)





MEDIAN WITH RAMP

Location "G":

"1" - Provide VDOT Standard CG-12, Type B, as shown in typical detail this page (modified as necessary). Standard finish.

"2" – Provide VDOT Standard CG-12, Median application as shown in typical detail this page (modified as necessary). Standard finish. Pavers may remain in center section.

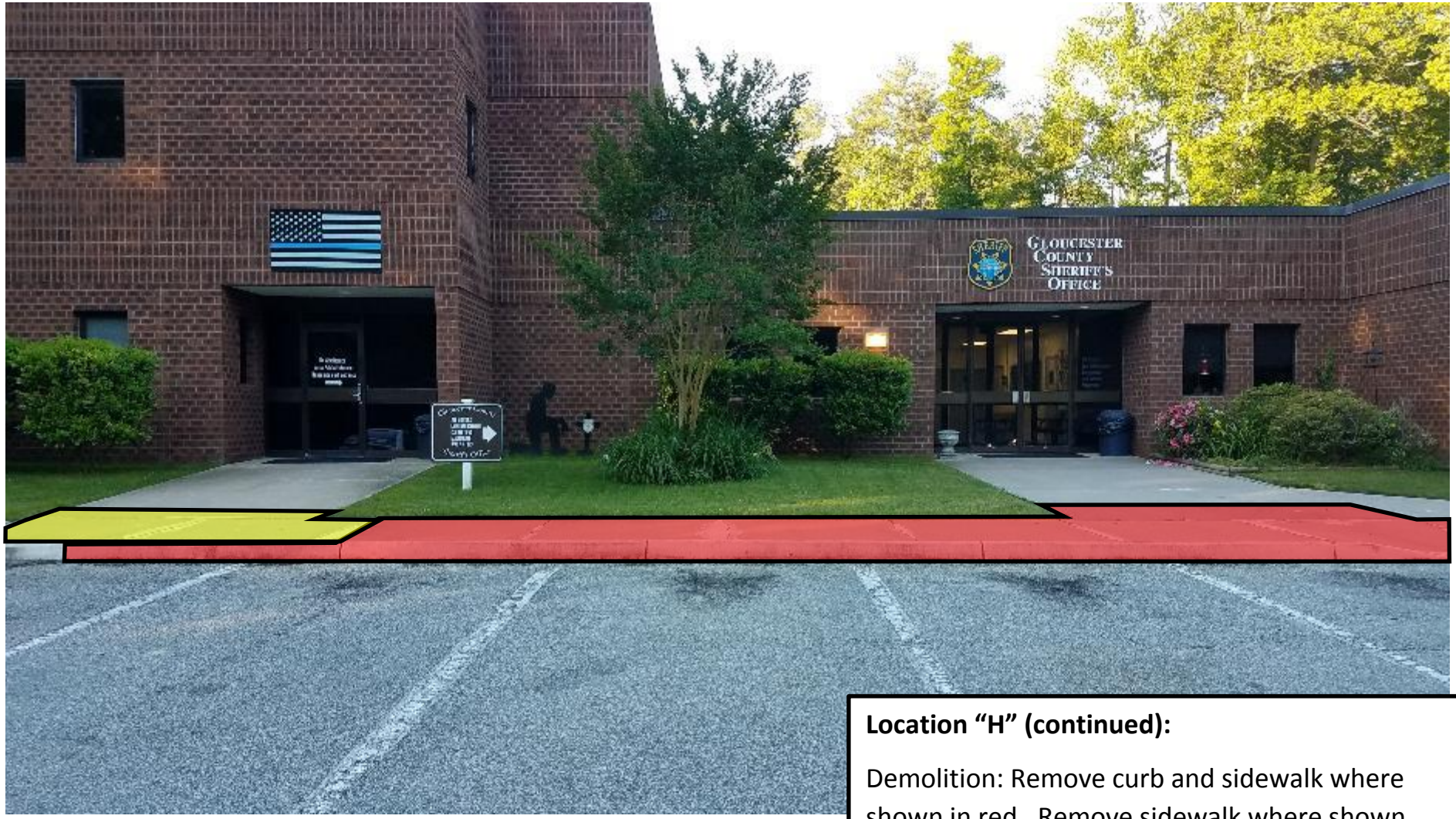
County Jail / Sheriff's Office – Location Map

Project area:

Location "H":

Demolition: Remove curb and sidewalk where shown in red.

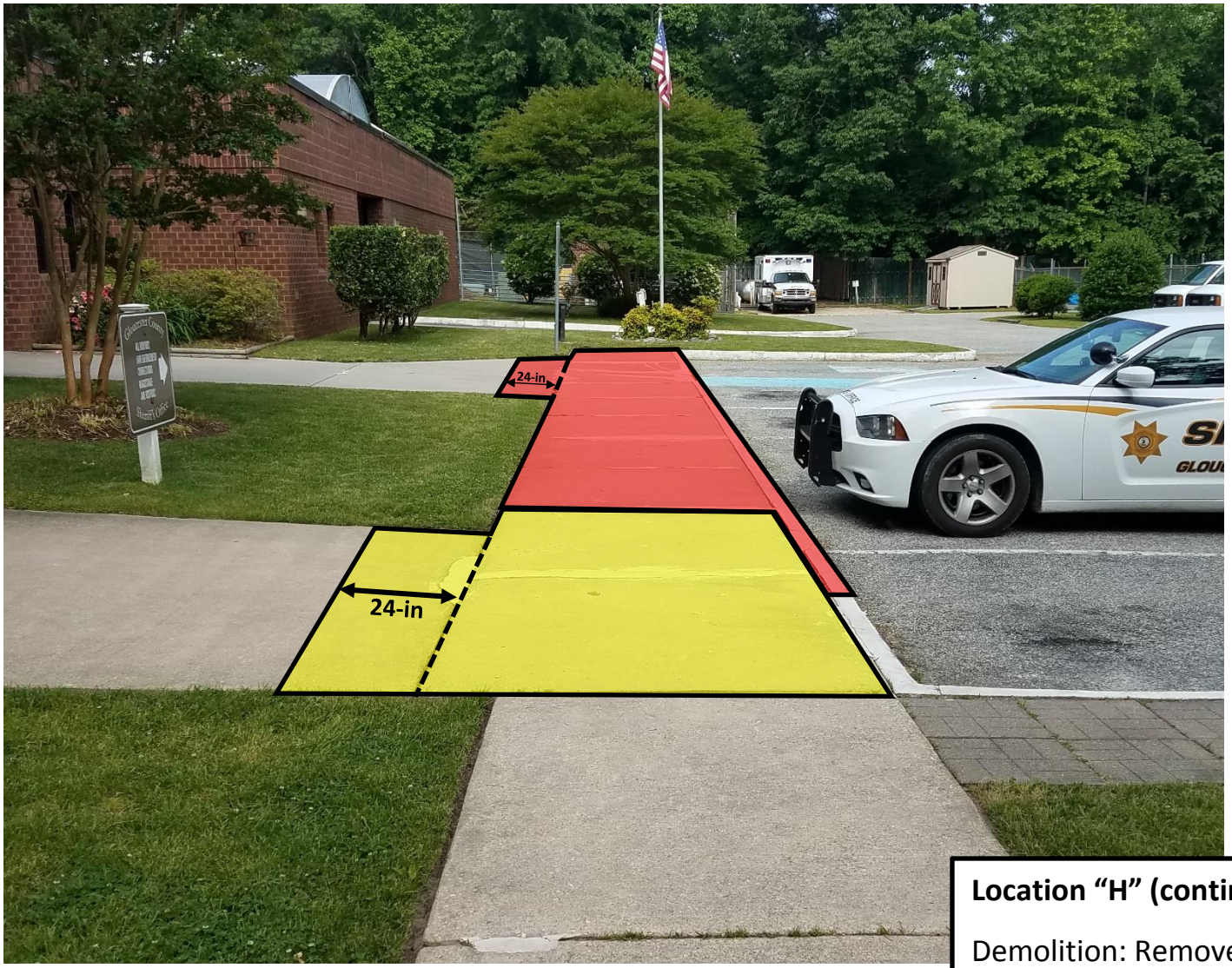
Construction: See attached hand sketch – replace sidewalk and curb where shown red.



Location "H" (continued):

Demolition: Remove curb and sidewalk where shown in red. Remove sidewalk where shown yellow.

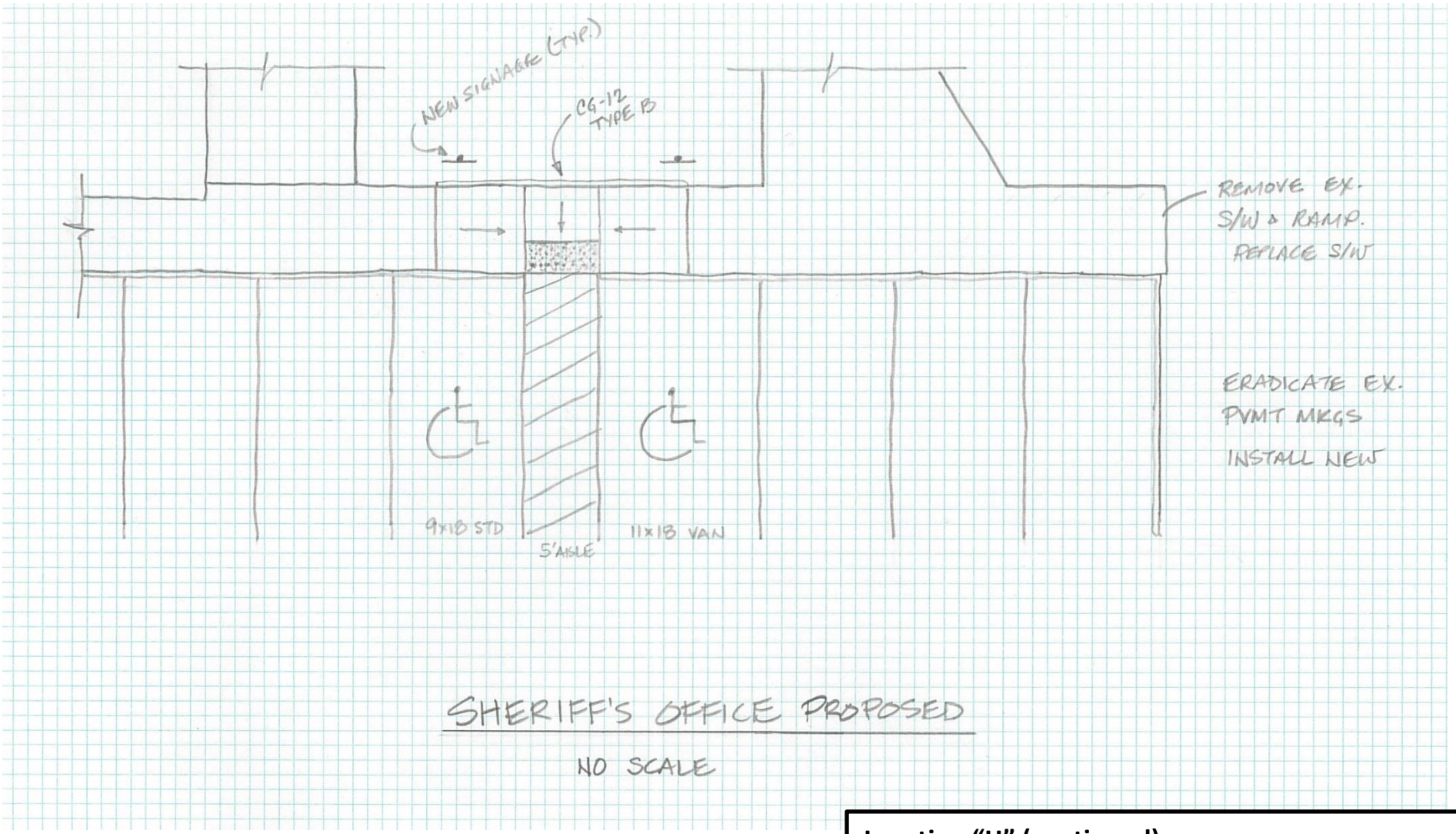
Construction: See attached hand sketch – replace sidewalk and curb where shown yellow and red.



Location “H” (continued):

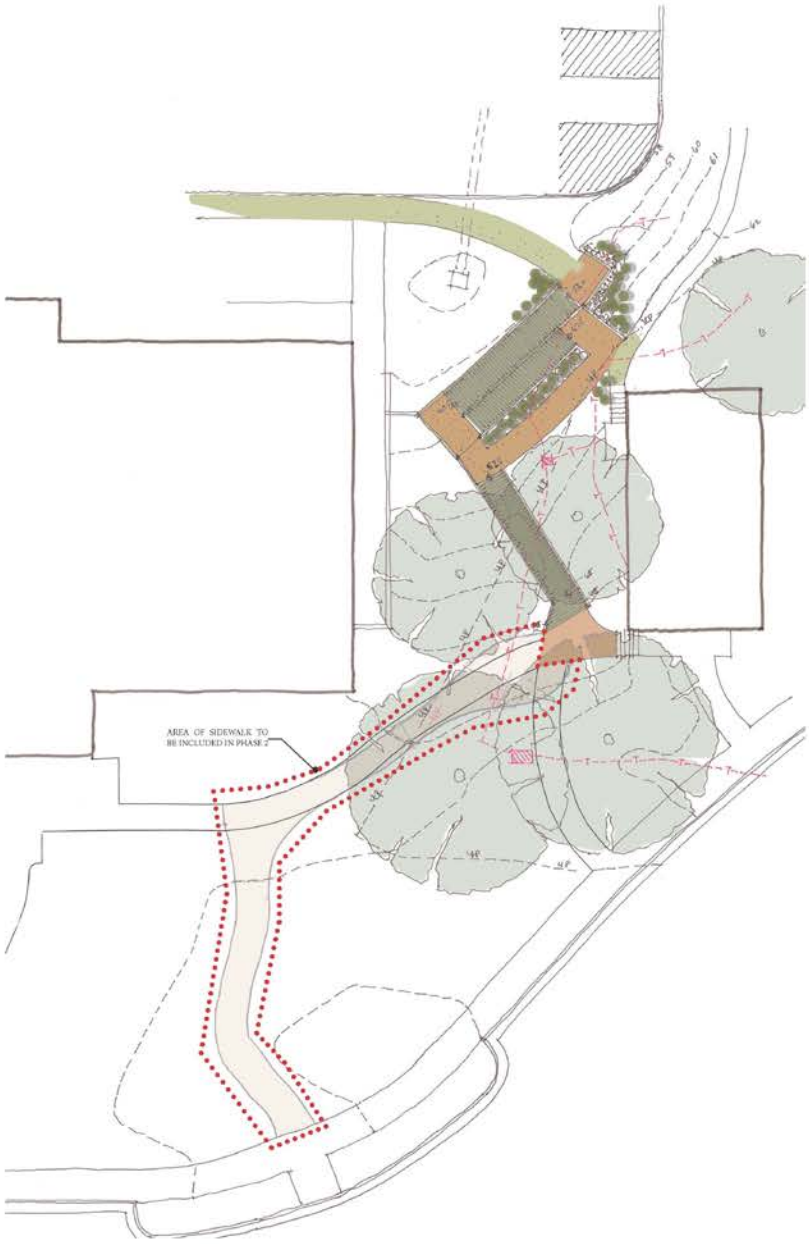
Demolition: Remove curb and sidewalk where shown in red. Remove sidewalk where shown yellow. Saw cut sidewalk panel where shown 24 inches from joint.

Construction: See attached hand sketch – replace sidewalk and curb where shown yellow and red.



Location "H" (continued):

Construction: Hand sketch

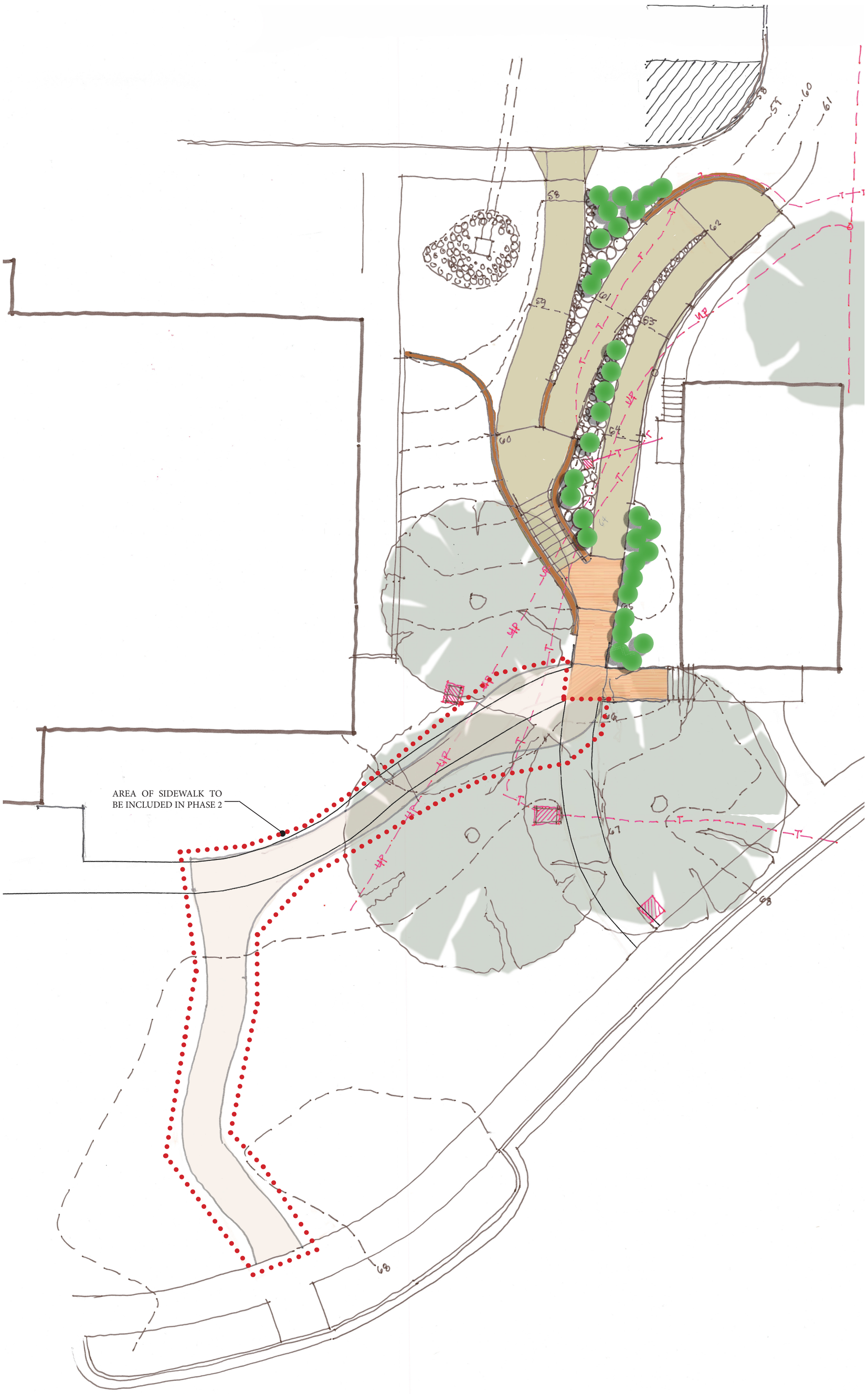


Scheme A - Ramped

Gloucester County - Parking Lot Access Project

June 6, 2017

PMA
ARCHITECTURE



Scheme B - Sloped Sidewalk

Gloucester County - Parking Lot Access Project

June 2, 2017

PMA
ARCHITECTURE

Gloucester Sidewalk Concept A - Project Budget

PMA Architecture 2-Jun-17

Project Component	Budget Est.	Totals
Design		
Final Design and Engineering	$18,000	
Bidding	$1,500	
Construction Administration	$2,500	
Design Subtotal		$22,000
Phase 1 Construction Budget		
General Conditions (4 months)	$25,000	
Crane and Equipment	$5,000	
Demo	$2,000	
Layout and Stakeout	$1,500	
Excavation/earthwork	$5,500	
Underdrains	$2,000	
Edging Material	$5,000	
Install edging	$3,000	
Ship planters	$1,200	
Planters	$15,000	
Ramped Walkways	$30,000	
Base install	$7,500	
Brick paving	$7,500	
Concrete paving	$12,000	
Lighting	$15,000	
Railings	$10,000	
curb cut	$3,500	
Signage	$1,500	
Phase 1 Construction subtotal		$152,200
Phase 2 Construction Budget		
General Conditions (1 month)	$5,000	
Equipment	$1,500	
Demo	$2,000	
Edging Material	$3,000	
Install edging	$2,000	
Layout and Stakeout	$1,500	
Excavation/earthwork	$1,500	
Base Install	$4,000	
Brick paving	$25,000	
Landscaping	$20,000	
Phase 2 Construction subtotal		$65,500
Total Project Budget		$239,700

Gloucester Sidewalk Concept B - Project Budget

PMA Architecture 2-Jun-17

Project Component	Budget Est.	Totals
Design		
Final Design and Engineering	$18,000	
Bidding	$1,500	
Construction Administration	$2,500	
Design Total		$22,000
Phase 1 Construction Budget		
General Conditions (4 months)	$25,000	
Crane and Equipment	$5,000	
Demo	$2,000	
Layout and Stakeout	$1,500	
Excavation/earthwork	$5,500	
Underdrains	$2,000	
Edging Material	$5,000	
Install edging	$3,000	
Ship planters	$1,200	
Planters	$15,000	
Stair structure	$15,000	
Base install	$8,000	
Brick paving	$10,000	
Concrete paving	$10,000	
Lighting	$15,000	
Railings	$5,500	
curb cut	$3,500	
Signage	$1,500	
Phase 1 Construction subtotal		$133,700
Phase 2 Construction Budget		
General Conditions (1 month)	$5,000	
Equipment	$1,500	
Demo	$2,000	
Edging Material	$3,000	
Install edging	$2,000	
Layout and Stakeout	$1,500	
Excavation/earthwork	$1,500	
Base Install	$4,000	
Brick paving	$25,000	
Landscaping	$20,000	
Phase 2 Construction subtotal		$65,500
Total Project Budget		$221,200

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Asphalt Paving and Overlay - Courthouse of 2002
Project Location	County Complex
Department Name	Engineering
Contact Name/Phone/Email	Garrey W. Curry, Jr., P.E.

Proposed Schedule/Cost

Date Improvements Begin	FY22	Date Improvements Complete	FY22	Useful life (in years)	15
Design/Engineering Cost	$ -	Construction/Equipment Cost	$ 146,000	Previous Funding Amount	
Annual/Recurring Cost	$ -	Recurring Revenue Generated	$ -	For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs					$ 146,000		$ 146,000		$ 146,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned					146,000		146,000		146,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ 146,000	$ -	$ 146,000	$ -	$ 146,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Much like our busy roadways, flexible asphalt pavement used in our internal roads and parking lots wears over time requiring maintenance. If left for too long, cracks in the pavement allow water to enter, which then permits freeze-thaw and vegetation impacts. A reasonable life for a wearing course is 15 years. The drives and parking area serving the Courthouse of 2002 will be 20 years old in FY22 when overlay is recommended.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no reasonable alternatives that are cost effective and protect and preserve access to critical county facilities.
3) Indicate and quantify what the consequences would be on services if not funded.	Existing asphalt quality will diminish over time and if allowed to diminish too far, milling will be required before overlay which could double the cost.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Liabilities are generally limited to increased costs if conditions are permitted to atrophy and somewhat limited impacts to courthouse accessibility.
5) Additional information you wish to provide that would assist in the evaluation process.	The cost of asphalt overlay fluctuates with the petroleum market making cost prediction difficult. $18/sy is a reasonable estimate for a 2-inch overlay with minimal pre-work. The courthouse development plans indicate approximately 7,300 square yards of asphalt pavement in the area leading to an estimated cost of $130,000. Assume cost inflation of 3% per year for four years ($130,000 x 1.03^4 = $146,000)

Attachments (list):

Aerial photography showing extent of project	

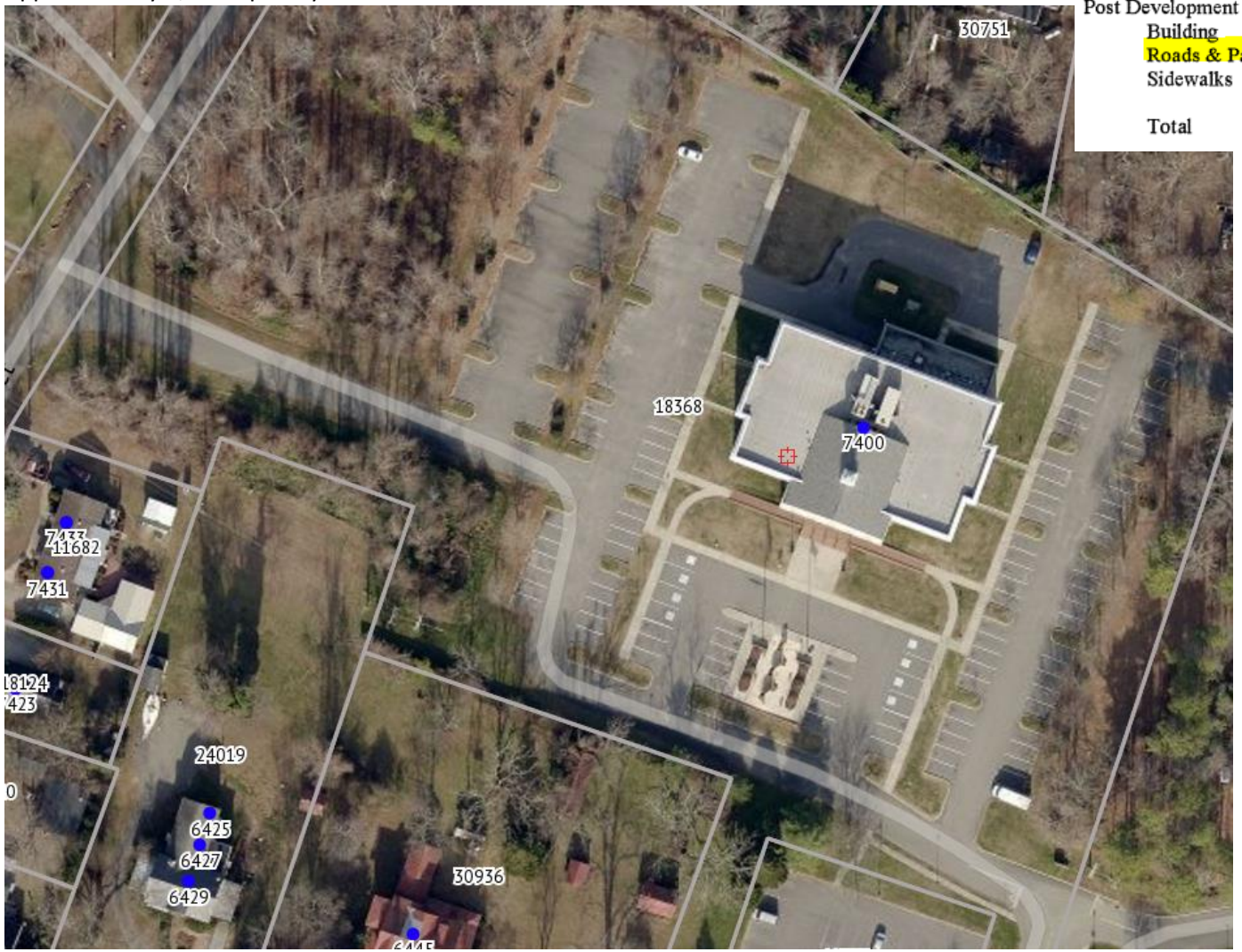
Asphalt Pavement and Overlay

Courthouse of 2002 Drive and Parking Lot

Approximately 7,300 square yards

STATISTICS:
Total Area = 6.37 acres
Area to be Disturbed = 4.1 acres

Pre-Development Impervious Area =	0.0 acre
Post Development Impervious Area	
Building	13,750 sf
Roads & Parking Area	65,430 sf
Sidewalks	8,370 sf
Total	87,550 sf = 2.0 acre



CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Asphalt Paving and Overlay - Justice Drive and LE
Project Location	County Complex
Department Name	Engineering
Contact Name/Phone/Email	Garrey W. Curry, Jr., P.E.

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	9/1/2018	Useful life (in years)	15
Design/Engineering Cost	$ -	Construction/Equipment Cost	$ 112,000	Previous Funding Amount	
Annual/Recurring Cost	$ -	Recurring Revenue Generated	$ -	For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 112,000					$ 112,000		$ 112,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		112,000					112,000		112,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 112,000	$ -	$ -	$ -	$ -	$ 112,000	$ -	$ 112,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Much like our busy roadways, flexible asphalt pavement used in our internal roads and parking lots wears over time requiring maintenance. If left for too long, cracks in the pavement allow water to enter, which then permits freeze-thaw and vegetation impacts. A reasonable life for a wearing course is 15 years. Much of Justice Drive and the Law Enforcement Parking lot were last paved in the mid-1980's vastly exceeding reasonable life expectancy.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no reasonable alternatives that are cost effective and protect and preserve access to critical county facilities.
3) Indicate and quantify what the consequences would be on services if not funded.	Existing asphalt quality will diminish over time and if allowed to diminish too far, milling will be required before overlay which could double the cost.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Liabilities are generally limited to increased costs if conditions are permitted to atrophy and somewhat limited impacts to LE/Jail accessibility.
5) Additional information you wish to provide that would assist in the evaluation process.	The cost of asphalt overlay fluctuates with the petroleum market making cost prediction difficult. $18/sy is a reasonable estimate for a 2-inch overlay with minimal pre-work. The portion of Justice Drive not recently paved together with the Law Enforcement Lot is approximately 6,200 square yards in area leading to an estimated cost of $112,000.

Attachments (list):

Aerial photography showing extent of project	

Asphalt Pavement and Overlay

Justice Drive and Law Enforcement/Jail Parking Lot

Approximately 6,200 square yards

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	County Garage Stop Gap & Demolition
Project Location	County Garage
Department Name	Engineering
Contact Name/Phone/Email	Garrey W. Curry, Jr., P.E.

Proposed Schedule/Cost

Date Improvements Begin	FY19	Date Improvements Complete	FY19	Useful life (in years)	5
Design/Engineering Cost	$ -	Construction/Equipment Cost	$ 68,000	Previous Funding Amount	
Annual/Recurring Cost	$ -	Recurring Revenue Generated	$ -	For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 68,000					$ 68,000		$ 68,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed		34,000					34,000		34,000
Fund Balance-Unassigned		34,000					34,000		34,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 68,000	$ -	$ -	$ -	$ -	$ 68,000	$ -	$ 68,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The roof at the County garage continues to be in need of replacement. Recent progress on potentially developing a new vehicle maintenance facility for the school district with excess capacity has led us to postpone roof replacement. The progression of work for the new facility is not assured and as such, the garage roof work must be planned as an alternate course of action as a stop gap measure. In the event the new facility is developed, the funding for this project can be reallocated for demolition costs for the facility to help make the 5 acres available for redevelopment.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Development of a new school vehicle maintenance facility with excess capacity will eliminate the need to invest in stop gap maintenance at the aging county garage. Instead, funding can be used to remove the demolish the building readying the site for private redevelopment. Public Utilities will need to abandon the radial well facility to leverage the full 5-acres. An estimate for this project is not yet available, but could be partially funded by this project.
3) Indicate and quantify what the consequences would be on services if not funded.	The roof is in very poor condition and is affecting the structural integrity of the building. Additional degradation of the roof may render portions of the building unusable, thereby requiring an alternative arrangements for vehicle maintenance.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	It is very unlikely that structural failure would occur, however, left unaddressed, certainty to this point decreases. More likely are impacts due to water infiltration such as damage to interior materials and potential decay/mold.
5) Additional information you wish to provide that would assist in the evaluation process.	A cost estimate was obtained in 2014 from a regional roofing company to replace the 4,200 square foot low slope roof at $12/sf plus $5,000 to replace damaged sheathing totaling $55,400 ($60,000 after contingency). According to the ENR BCI, construction costs have increased approximately 11% from FY15 to FY18. A reasonable increase to FY19 would be an additional 3%. The budget for this project is therefore listed as $68,000 ($60K x 1.14).

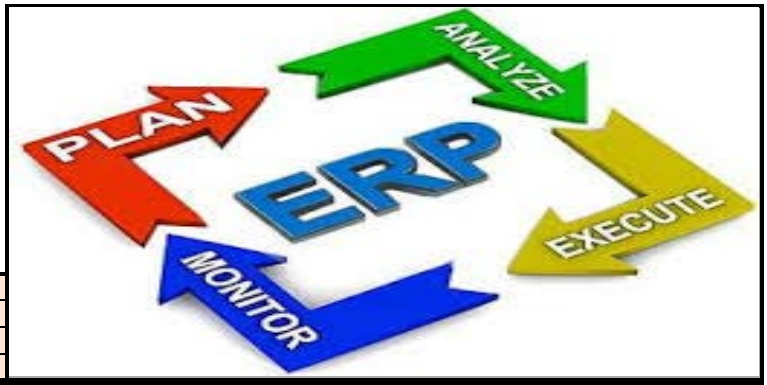
Attachments (list):

Aerial Image showing County Garage and Adjacent Parcel	

County Garage property, Route 17 & Providence Road

CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/13/2016
Capital Project-New or Expansion	x
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Replacement for Finance Plus & Community Plus Software
Project Location	Information Technology
Department Name	Information Technology
Contact Name/Phone/Email	Rich Erwin/804-693-1392/rerwin@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2023	Date Improvements Complete	12/1/2025	Useful life (in years)	10
Design/Engineering Cost		Construction/Equipment Cost	$ 644,000	Previous Funding Amount	N/A
Annual/Recurring Cost	$ 43,000	Recurring Revenue Generated		For What Fiscal Year	N/A

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs						$ 644,000	$ 644,000		$ 644,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned						644,000	644,000		644,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ 644,000	$ 644,000	$ -	$ 644,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project seeks to replace disparate legacy County business computing systems across departments, starting with finance, with an all-in-one Enterprise Resource Planning (ERP) system. Where business processes, user interfaces, and business data storage, input, output, and reporting have, to date, been maintained in separate "silos" across County organizations, the ERP provides a single set of train-once workflows, technologies, and tools allowing teams to share knowledge and work together efficiently and effectively using a single, integrated technology platform.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Alternative would be continue with the same disparate systems we currently have in place; continuing to use various third party software suites and tools, and continue building complex customer integrations. Continued maintenance of legacy systems and third party integrations is prohibitive within a small-footprint IT organization. As hardware and software moves beyond end of life, the risk of system failure and security breach becomes high.
3) Indicate and quantify what the consequences would be on services if not funded.	Inefficiencies of duplicate training, support, and maintenance efforts across competing systems would continue. System failure and security breach risks will increase over time until realized. Inefficient workflows and duplication of data will continue creating inaccuracies and inefficiencies across the county. Obsolete technical infrastructures "get in the way" becoming obstacles to productivity and $s efficiency initiatives rather than success tools.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Legacy systems past end of life contain inherent security vulnerabilities. In addition, maintaining similar data sets across separate systems increases the chance for calculation and data entry/update error because the same information is currently being stored and updated in more than one data store. Hardware failure, data breach, and unpatchable security vulnerabilities imply potential liabilities to the county that would likely increase if we are not proactively addressing associated risks.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

IT ERP Quotes 2017	

Financials	Module Total	Maint/Year	
Licenses	$ 305,000.00	$ 27,738.00	
Other Services	$ 21,300.00		
Conversions	$ 33,600.00		
Contracts Conversions	$ 4,000.00		
Travel	$ 41,000.00		
Additional Modules	$ 105,975.00	$ 11,241.00	
SubTotal (Financials)	**$ 510,875.00**	**$ 38,979.00**	
Revenue/Utility Billing			
Licenses (UB)	$ 41,125.00	$ 1,791.00	
Other Services	$ 9,950.00		
Conversions	$ 14,600.00		
Travel	$ 28,000.00		
Additional Modules			
Subtotal (Revenue/UB)	**$ 93,675.00**	**$ 1,791.00**	
Project Planning/Forms			
Licenses (Project Planning + Forms)	$ 12,000.00	$ 1,791.00	
Other Services			
Conversions			
Travel	$ 28,000.00		
Additional Modules			
Subtotal (Project Planning + Forms)	**$ 40,000.00**	**$ 1,791.00**	
			$ 687,111.00
Total (Without EnerGov)	**$ 644,550.00**	**$ 42,561.00**	**$ 687,111.00**
EnerGov			
Licenses (Project Planning + Forms)	$ 235,525.00	$ 22,220.00	
Other Services	$ 30,675.00		
Conversions			
Travel	$ 36,000.00		
Additional Modules	$ 111,100.00		
Totals	**$ 413,300.00**	**$ 22,220.00**	
			$ 1,122,631.00
Total (With EnerGov)	**$ 1,057,850.00**	**$ 64,781.00**	**$ 1,122,631.00**

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	X
Capital Maintenance-Neither new nor expanding	
County/School?	

Project Title	Accessibility Improvements - Project Completion
Project Location	Various Parks
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	20+
Design/Engineering Cost	$ 3,000	Construction/Equipment Cost	$ 80,000	Previous Funding Amount	$ 174,000
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	FY2016-FY2018

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 83,000					$ 83,000		$ 83,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		83,000					83,000		83,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 83,000	$ -	$ -	$ -	$ -	$ 83,000	$ -	$ 83,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification	Mandated?	YES	Mandating Agency: Department of Justice
Please read the instructions on the required justifying information needed.			Federal/State/Local? Federal

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Access to outdoor recreational facilities became a mandated requirement in March 2012. Handicapped parking and accessible walkways were already required, but the law changed making access to recreational areas (fields, playgrounds, etc.) a requirement. None of the County's facilities were in compliance. FY 17 funds were used to improve three facilities and complete assessments and drawings for the remaining sites. This proposal will complete the work for all other sites.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Closing facilities is an alternative and this was done at the Hunter's Run site. Each park was examined closely to determine how to arrange areas to shorten sidewalk lengths and reduce expenses.
3) Indicate and quantify what the consequences would be on services if not funded.	Access to many recreational sites within the County will be restricted. In addition to the walkways providing access for people with disabilities, the sidewalks are helpful for people pushing strollers and carrying equipment and reduces foot traffic in unwanted areas.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Not meeting the minimum standards means we are subject to lawsuits at anytime.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

Budget Background	Beach PDF
Ark PDF	Tyndalls PDF
Brown PDF	Woodville PDF

ADA Project Completion		
Woodville	$ 19,000	
Gloucester Point Beach	$ 7,000	
Tyndalls	$ 9,000	
Brown	$ 10,000	
Ark	$ 32,000	
Engineering Assistance	$ 3,000	
	$ 80,000	Total cost with contingency per facility
	$83,000	FY 19 Costs assuming 3% annual construction inflation

ARK PARK LOT (1)

– PARKING AREA STABILIZATION/MARKING OPTIONS	
OPTION A: PAVE ENTIRE PARKING AREA	1,800 SY
OPTION B: PAVE 37 PARKING STALLS	700 SY ;
LEAVE ACCESS AISLES GRAVEL	1,100 SY
OPTION C: PAVE ACCESS AISLES	1,100 SY ;
LEAVE PARKING AREA GRAVEL	700 SY
OPTION D: LEAVE PARKING AREA GRAVEL W/ PERIODIC GRADING & ADD 37 WHEEL STOPS	1,800 SY
– PARKING TABULATION	
PROPOSED STANDARD 9'x18' SPACES	33
PROPOSED VAN ACCESSIBLE 11'x18' HANDICAP SPACES	3
PROPOSED STANDARD 9'x18' HANDICAP SPACES	1
TOTAL PARKING SPACES	37 SPACES

ARK PARK LOT (3)

– PARKING AREA STABILIZATION/MARKING OPTIONS	
OPTION A: PAVE ENTIRE PARKING AREA	850 SY
OPTION B: PAVE 20 PARKING STALLS	350 SY ;
LEAVE ACCESS AISLES GRAVEL	500 SY
OPTION C: PAVE ACCESS AISLES	500 SY ;
LEAVE PARKING AREA GRAVEL	350 SY
OPTION D: LEAVE PARKING AREA GRAVEL W/ PERIODIC GRADING & ADD 20 WHEEL STOPS	850 SY
– PARKING TABULATION	
PROPOSED STANDARD 9'x18' SPACES	18
PROPOSED VAN ACCESSIBLE 11'x18' HANDICAP SPACES	1
PROPOSED STANDARD 9'x18' HANDICAP SPACES	1
TOTAL PARKING SPACES	20 SPACES

ARK PARK LOT (2)

– PARKING AREA STABILIZATION/MARKING OPTIONS	
OPTION A: PAVE ENTIRE PARKING AREA	2,600 SY
OPTION B: PAVE 80 PARKING STALLS	1,450 SY ;
LEAVE ACCESS AISLES GRAVEL	1,150 SY
OPTION C: PAVE ACCESS AISLES	1,150 SY ;
LEAVE PARKING AREA GRAVEL	1,450 SY
OPTION D: LEAVE PARKING AREA GRAVEL W/ PERIODIC GRADING & ADD 80 WHEEL STOPS	2,600 SY
– PARKING TABULATION	
PROPOSED STANDARD 9'x18' SPACES	76
PROPOSED VAN ACCESSIBLE 11'x18' HANDICAP SPACES	1
PROPOSED STANDARD 9'x18' HANDICAP SPACES	3
TOTAL PARKING SPACES	80 SPACES

ADA AREA (B) : NORTH SOCCER FIELD

- 1 11'x18' VAN ACCESSIBLE HANDICAP SPACE W/ 5' ACCESS AISLE
- 1 9'x18' HANDICAP ACCESSIBLE SPACE
- 135± L.F. 5' CONCRETE SIDEWALK
- 5'x10' CONCRETE HANDICAP PAD

ADA AREA (C) : BASEBALL FIELD & CONCESSION STAND

- 1 11'x18' VAN ACCESSIBLE HANDICAP SPACE W/ 5' ACCESS AISLE
- 1 9'x18' HANDICAP ACCESSIBLE SPACE
- 265± L.F. 5' CONCRETE SIDEWALK
- 5'x10' CONCRETE HANDICAP PAD
- INSTALL (1) GATE AT EACH DUGOUT (TO BE INSTALLED BY GLOUCESTER PARKS & RECREATION)

ADA AREA (A) : BASKETBALL COURT & PLAYGROUND AREA

- 2 11'x18' VAN ACCESSIBLE HANDICAP SPACE W/ 5' ACCESS AISLE
- 10± L.F. 5' CONCRETE SIDEWALK
- (2) 5'x10' CONCRETE HANDICAP PADS

ADA AREA (D) : FIELD HOCKEY FIELDS

- 1 11'x18' VAN ACCESSIBLE HANDICAP SPACE W/ 5' ACCESS AISLE
- 1 9'x18' HANDICAP ACCESSIBLE SPACE W/ 5' ACCESS AISLE
- 45± L.F. 5' CONCRETE SIDEWALK
- (1) 5'x10' CONCRETE HANDICAP PADS

50 0 50 100 150

Scale: 1" = 50'

JOB NO. 16287–01A

PROJECT MANAGER: WBB

DESIGNED: WAS

CAD: WAS

CHECKED: WBB

FILED:

DATE: APRIL 17, 2017

REVISED: JUNE 12, 2017

REVISED: JULY 6, 2017

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COMMONWEALTH OF VIRGINIA
WILLIAM B. BURTON
Lic. No. 9509
07–06–2017
PROFESSIONAL ENGINEER

PROJECT:

GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS

ABINGDON DISTRICT
GLOUCESTER COUNTY, VIRGINIA

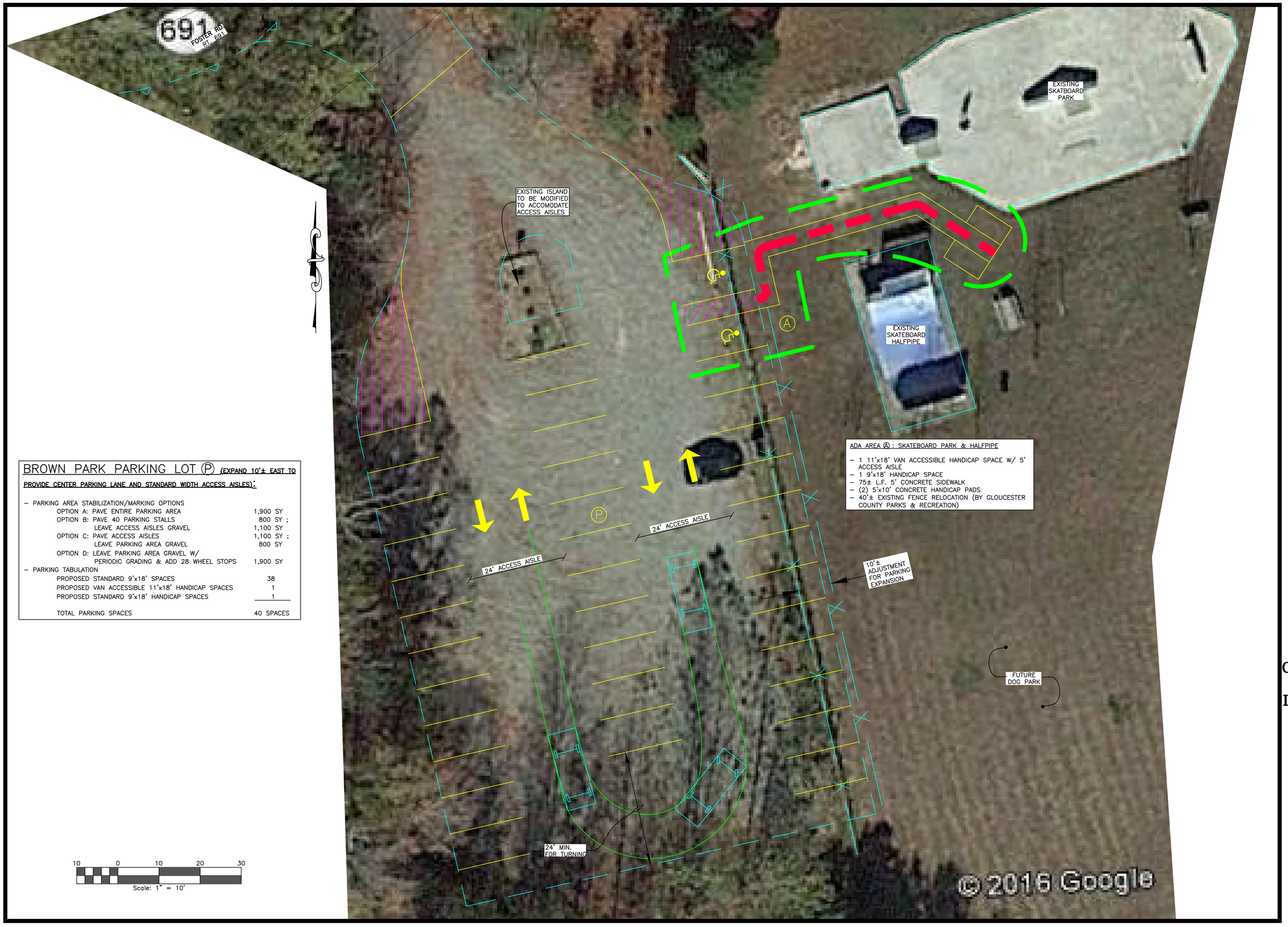
SHEET:

ARK PARK PRELIMINARY STUDY

SHEET NO:

C1

JOB NO. 16287–01A



BROWN PARK PARKING LOT Ⓟ (EXPAND 10'± EAST TO PROVIDE CENTER PARKING LANE AND STANDARD WIDTH ACCESS AISLES):

– PARKING AREA STABILIZATION/MARKING OPTIONS	
OPTION A: PAVE ENTIRE PARKING AREA	1,900 SY
OPTION B: PAVE 40 PARKING STALLS	800 SY ;
LEAVE ACCESS AISLES GRAVEL	1,100 SY
OPTION C: PAVE ACCESS AISLES	1,100 SY ;
LEAVE PARKING AREA GRAVEL	800 SY
OPTION D: LEAVE PARKING AREA GRAVEL W/ PERIODIC GRADING & ADD 28 WHEEL STOPS	1,900 SY
– PARKING TABULATION	
PROPOSED STANDARD 9'x18' SPACES	38
PROPOSED VAN ACCESSIBLE 11'x18' HANDICAP SPACES	1
PROPOSED STANDARD 9'x18' HANDICAP SPACES	1
TOTAL PARKING SPACES	40 SPACES

10 0 10 20 30
Scale: 1" = 10'

ADA AREA Ⓐ : SKATEBOARD PARK & HALFPIPE

- 1 11'x18' VAN ACCESSIBLE HANDICAP SPACE W/ 5' ACCESS AISLE
- 1 9'x18' HANDICAP SPACE
- 75± L.F. 5' CONCRETE SIDEWALK
- (2) 5'x10' CONCRETE HANDICAP PADS
- 40'± EXISTING FENCE RELOCATION (BY GLOUCESTER COUNTY PARKS & RECREATION)

JOB NO. 16287–01A

PROJECT MANAGER: WBB
DESIGNED: WAS
CAD: WAS
CHECKED: WBB
FILED:
DATE: APRIL 17, 2017
REVISED: JUNE 12, 2017
REVISED: JULY 6, 2017

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COMMONWEALTH OF VIRGINIA
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07-06-2017
PROFESSIONAL ENGINEER

PROJECT:

GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS

WARE DISTRICT
GLOUCESTER COUNTY, VIRGINIA

SHEET:

BROWN PARK PRELIMINARY STUDY

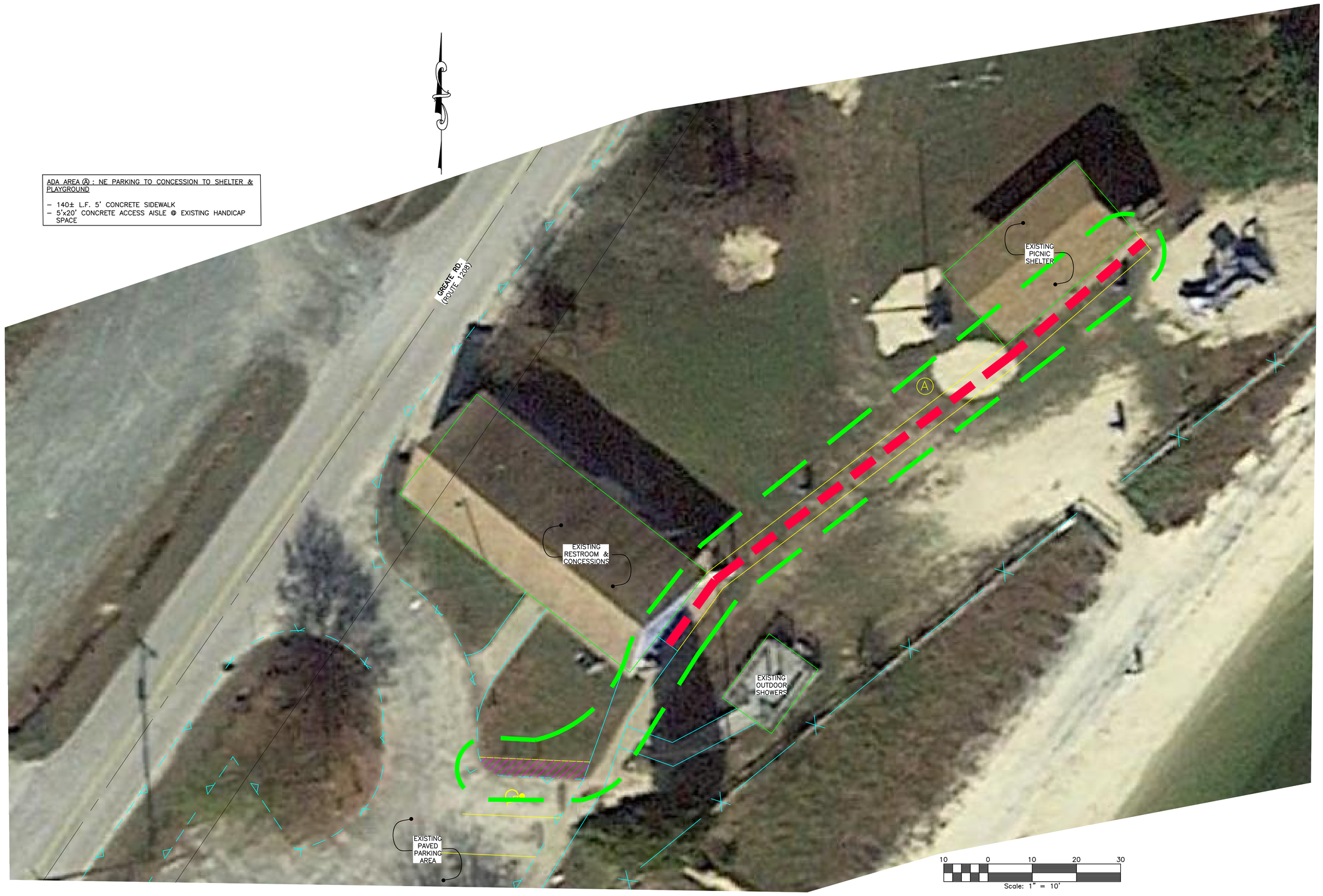
SHEET NO:

C1

JOB NO. 16287–01A

ADA AREA Ⓐ : NE PARKING TO CONCESSION TO SHELTER & PLAYGROUND

- 140± L.F. 5' CONCRETE SIDEWALK
- 5'x20' CONCRETE ACCESS AISLE @ EXISTING HANDICAP SPACE



JOB NO. 16287-01A

PROJECT MANAGER: WBB

DESIGNED: WAS

CAD: WAS

CHECKED: WBB

FILED:

DATE: MARCH 31, 2017

REVISED: APRIL 13, 2017

REVISED:

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COMMONWEALTH OF VIRGINIA
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PROJECT:

GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS

GLOUCESTER POINT DISTRICT
GLOUCESTER COUNTY, VIRGINIA

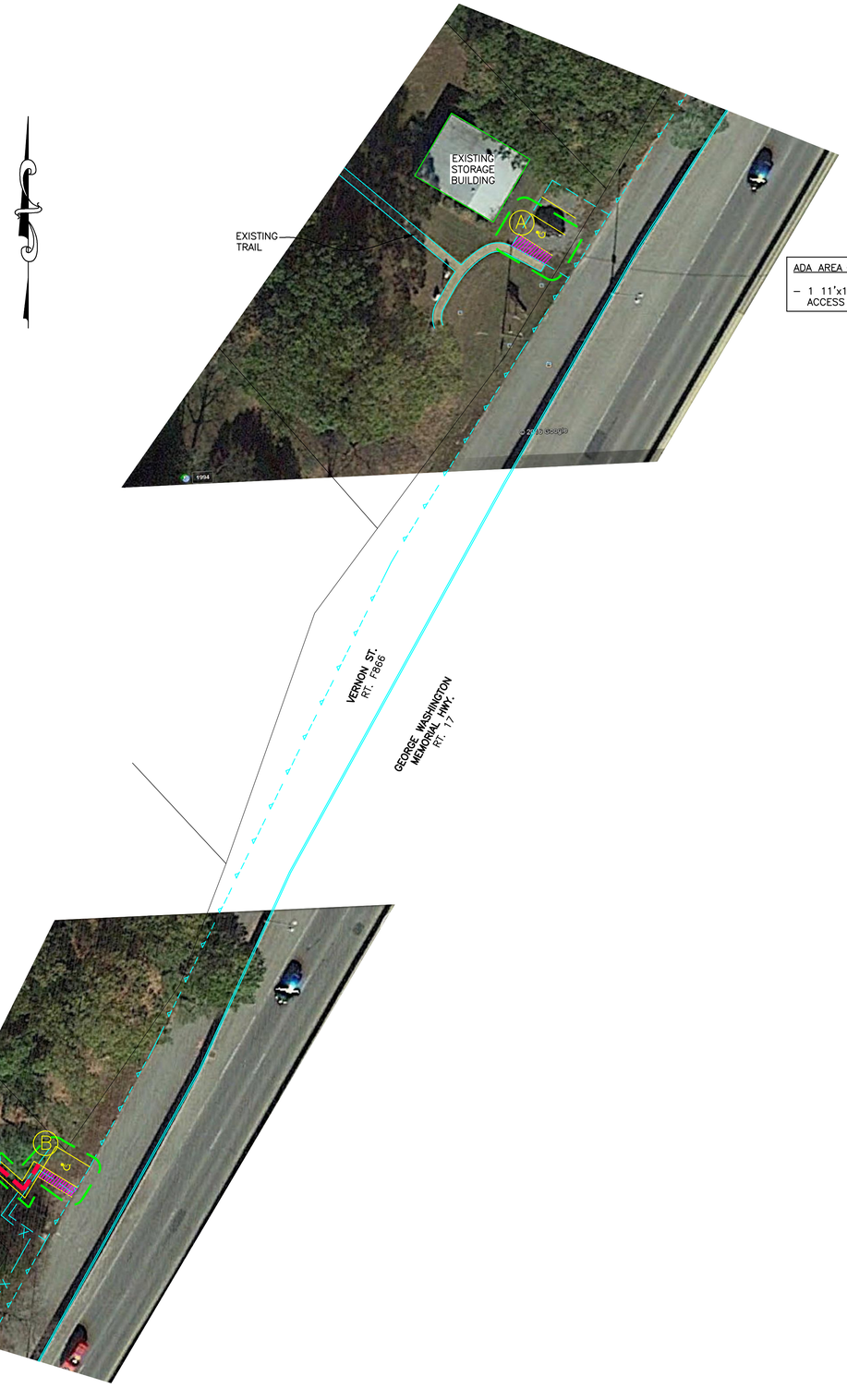
SHEET:

GLOUCESTER POINT BEACH PRELIMINARY STUDY

SHEET NO:

C1

JOB NO. 16287-01A



ADA AREA Ⓐ : NORTH TRAILHEAD

- 1 11'x18' VAN ACCESSIBLE HANDICAP SPACE W/ 5' ACCESS AISLE

ADA AREA Ⓑ : SOUTH TRAILHEAD

- 1 11'x18' VAN ACCESSIBLE HANDICAP SPACE W/ 5' ACCESS AISLE
- 30± L.F. 5' CONCRETE SIDEWALK

30 0 30 60 90

Scale: 1" = 30'

JOB NO. 16287–01A

PROJECT MANAGER: WBB

DESIGNED: WAS

CAD: WAS

CHECKED: WBB

FILED:

DATE: APRIL 17, 2017

REVISED: JUNE 12, 2017

REVISED: JULY 6, 2017

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07-06-2017
PROFESSIONAL ENGINEER

PROJECT:

GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS

GLOUCESTER POINT DISTRICT
GLOUCESTER COUNTY, VIRGINIA

SHEET:

TYNDALL PARK PRELIMINARY STUDY

SHEET NO:

C1

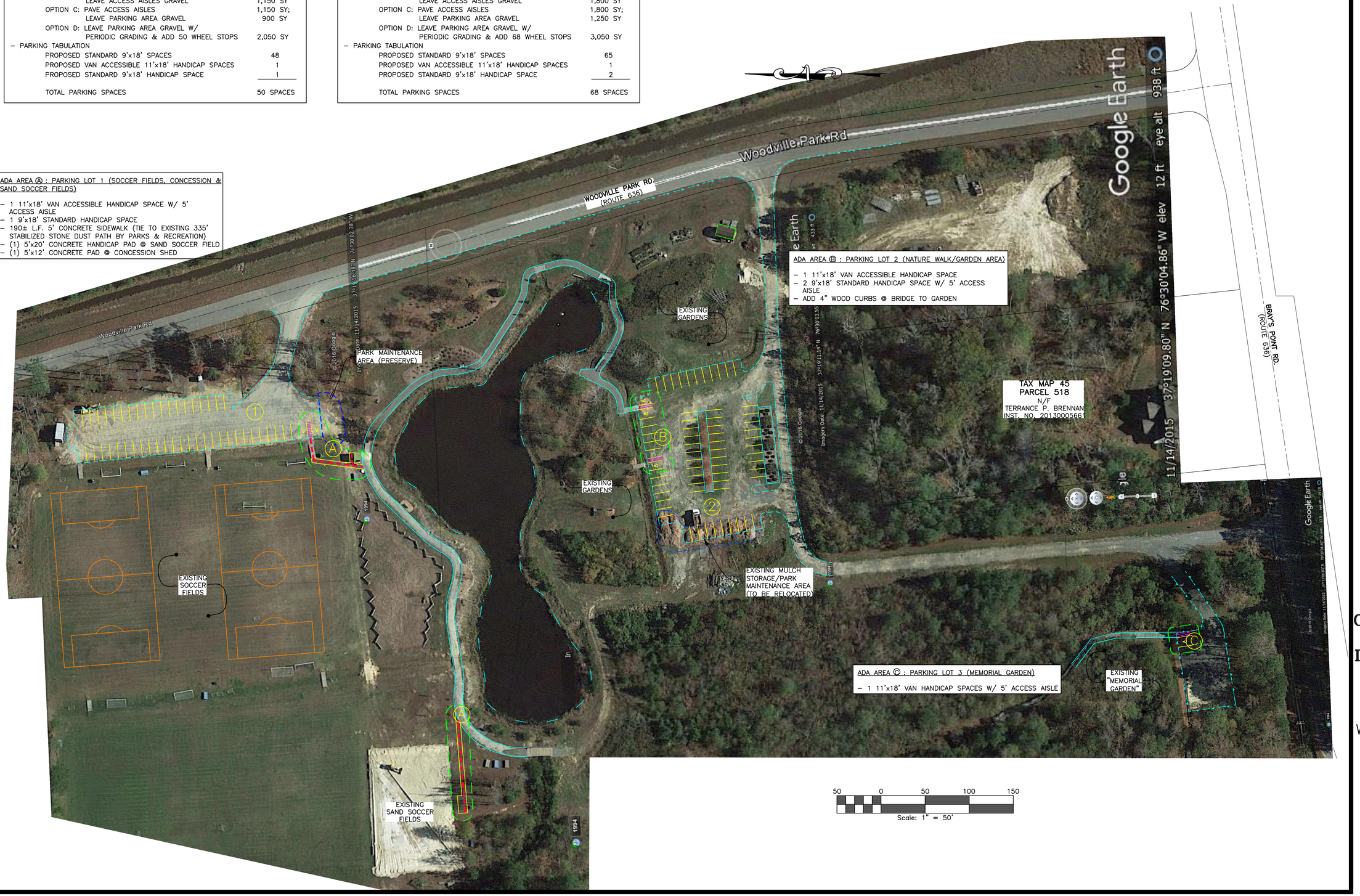
JOB NO. 16287–01A

WOODVILLE PARK PARKING LOT ① @ SOCCER FIELD:

– PARKING AREA STABILIZATION/MARKING OPTIONS	
OPTION A: PAVE ENTIRE PARKING AREA	2,050 SY
OPTION B: PAVE 50 PARKING STALLS	900 SY ;
LEAVE ACCESS AISLES GRAVEL	1,150 SY
OPTION C: PAVE ACCESS AISLES	1,150 SY;
LEAVE PARKING AREA GRAVEL	900 SY
OPTION D: LEAVE PARKING AREA GRAVEL W/ PERIODIC GRADING & ADD 50 WHEEL STOPS	2,050 SY
– PARKING TABULATION	
PROPOSED STANDARD 9'x18' SPACES	48
PROPOSED VAN ACCESSIBLE 11'x18' HANDICAP SPACES	1
PROPOSED STANDARD 9'x18' HANDICAP SPACE	1
TOTAL PARKING SPACES	50 SPACES

WOODVILLE PARK PARKING LOT ② @ GARDEN:

– PARKING AREA STABILIZATION/MARKING OPTIONS	
OPTION A: PAVE ENTIRE PARKING AREA	3,050 SY
OPTION B: PAVE 68 PARKING STALLS	1,250 SY ;
LEAVE ACCESS AISLES GRAVEL	1,800 SY
OPTION C: PAVE ACCESS AISLES	1,800 SY;
LEAVE PARKING AREA GRAVEL	1,250 SY
OPTION D: LEAVE PARKING AREA GRAVEL W/ PERIODIC GRADING & ADD 68 WHEEL STOPS	3,050 SY
– PARKING TABULATION	
PROPOSED STANDARD 9'x18' SPACES	65
PROPOSED VAN ACCESSIBLE 11'x18' HANDICAP SPACES	1
PROPOSED STANDARD 9'x18' HANDICAP SPACE	2
TOTAL PARKING SPACES	68 SPACES



JOB NO. 16287–01A

PROJECT MANAGER: WBB

DESIGNED: WAS

CAD: WAS

CHECKED: WBB

FILED:

DATE: MARCH 31, 2017

REVISED: APRIL 13, 2017

REVISED:

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COMMONWEALTH OF VIRGINIA
WILLIAM B. BURTON
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04-13-2017
PROFESSIONAL ENGINEER

PROJECT:

GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS

YORK DISTRICT
GLOUCESTER COUNTY, VIRGINIA

SHEET:

WOODVILLE PARK PRELIMINARY STUDY

SHEET NO:

C1

JOB NO. 16287–01A

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	X
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Ark Park Road Improvement
Project Location	Ark Park
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2022	Date Improvements Complete	6/30/2023	Useful life (in years)	20+
Design/Engineering Cost	$ 12,000	Construction/Equipment Cost	$ 115,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs						$ 127,000	$ 127,000		$ 127,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned						127,000	127,000		127,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ 127,000	$ 127,000	$ -	$ 127,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Number Nine Road provides access throughout Ark Park. Paving the road will eliminate a chronic maintenance problem. The road has to be routinely repaired by grading and adding gravel. Adjacent residents share the road with the park users. Numerous complaint calls have been received about the volume of PR&T traffic causing damage to the road and the "dust storms" that occur during county sponsored events. Speed bumps can be placed on the road to slow residential traffic down which has become a safety problem.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	An alternative to paving is a gravel road and this has been tried for years. The road was originally a dirt road and the County paid for gravel a number of years ago. We have to add more gravel annually. The gravel road is not satisfactory and therefore, paving is recommended. Additional paving further along the road was considered but not included to keep expenses down.
3) Indicate and quantify what the consequences would be on services if not funded.	Routine maintenance involving the cost of gravel and labor for grading the road will continue. Neighbors will complain about the road. Without speed bumps, there is a higher risk of a vehicular and pedestrian accidents.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Number Nine Road is a private road owned by the Gloucester Fair Association and leased as part of the park property to the County. The site has been used as a public park for more than 25 years. The Chair of the Fair Association Board has stated that the land will be offered to the County soon because the Association will be disbanding.
5) Additional information you wish to provide that would assist in the evaluation process.	The project can be coordinated with the paving of the parking lots for efficiency and better pricing.

Attachments (list):

Budget Background	
Ark Pics	

		Paving of Number Nine Road
	26,400	From edge of pavement to road fork (1,200' X 22')
	2,933	Square Yards
$	87,990	$30/SY
$	6,159	Engineering Services
$	94,149	TOTAL Complete Project, July
$	103,564	Contingency - 10%
$	**127,000**	**FY 23 Costs assuming 3% annual construction inflation**

$	**12,000**	**Engineering**
$	**115,000**	**Originally $6,159; $12,000 of FY 23 expenses**

Total Project	
$107,000	**2018**
$111,000	**2019**
$115,000	**2020**
$119,000	**2021**
$123,000	**2022**
$127,000	**2023**

Engineering	
$7,000	**2018**
$8,000	**2019**
$9,000	**2020**
$10,000	**2021**
$11,000	**2022**
$12,000	**2023**

Ark Park Pictures

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Beaverdam Park New Lodge
Project Location	Beaverdam Park
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2022	Date Improvements Complete	6/30/2023	Useful life (in years)	25+
Design/Engineering Cost	$ 57,000	Construction/Equipment Cost	$ 549,000	Previous Funding Amount	
Annual/Recurring Cost	$ 3,000	Recurring Revenue Generated	$ 7,000	For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs						$ 606,000	$ 606,000		$ 606,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned						606,000	606,000		606,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ 606,000	$ 606,000	$ -	$ 606,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The Whitcomb Lodge at Beaverdam Park is reserved nearly every weekend throughout the year and many weeknights. The building is used for meetings, trainings, birthday parties, weddings, etc. Often there are overlapping needs for the building. An additional building will provide a much needed space for interpretative programs, serve as a second rental space and a location for PR&T classes.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	We have considered closing in the shelter and/or erecting a new structure at the other park entrance but the lack of staff at that site would be problematic. Constructing a shelter near the Whitcomb Lodge allows for shared used of the service road. Additional parking is needed now and expanding the lot will provide spaces for both facilities.
3) Indicate and quantify what the consequences would be on services if not funded.	Revenue will be lost and public and private activities will be impacted when the Lodge is unavailable.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	
5) Additional information you wish to provide that would assist in the evaluation process.	The Lodge generates more than $6,000 in rentals annually. A second building should bring in a similar amount or potentially more. Having another building will allow the park to host larger events that can be divided into to two spaces.

Attachments (list):

Budget Background	
Lodge Pics	

Additional Community Building

Preliminary Design and Construction Cost

Assumptions:		
2400	sf	Square foot rectangular building, single story including limited site work
		Siding, windows for vista, multipurpose room, catering kitchen restrooms
135	$/sf	2015, RS Means 1-3 story office (median)
87.1	%	Local RS Means Modifier for Richmond
110	%	RS Means size modifier
129	$/sf	Modified sf cost (local and size)
$310,424		Approximate Building and Site Construction Cost
1.06		ENR BCI Index inflation to 2015 - 2017
$329,050		2017 Building and Site Construction Cost
1.15		15% Contingency, pre-design status
$378,407		2017 Building and Site with Contingency
$70,000		Paved Parking for 40 cars (350 sf/space at $5 per sf)
$448,407		TOTAL
$449,000		**Building and Parking**
$44,840.73		Design (estimated at 10% including county site plan)
$45,000		**Building and Parking Lot Design**
$10,000		**Furniture Fixtures and Equipment**
$504,000	**2017**	**TOTAL Complete Project, July**
$ 606,000		**FY 23 Costs assuming 3% annual construction inflation**

Total Project

$520,000	**2018**	
$536,000	**2019**	
$553,000	**2020**	
$570,000	**2021**	
$588,000	**2022**	
$606,000	**2023**	Includes Engineering

Engineering

$47,000	**2018**	
$49,000	**2019**	
$51,000	**2020**	
$53,000	**2021**	
$55,000	**2022**	
$57,000	**2023**	Portion of $606,000

Whitcomb Lodge

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/7/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Athletic Field Lighting
Project Location	Woodville Park and Abingdon Park
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019			Date Improvements Complete		Beyond FY 22				Useful life (in years)	25+
Design/Engineering Cost	$ -			Construction/Equipment Cost		$ 1,003,000				Previous Funding Amount	
Annual/Recurring Cost	$ 5,000			Recurring Revenue Generated		$ 5,000				For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs			$ 340,000	$ 339,000			$ 679,000	$ 449,000	$ 1,128,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			340,000	339,000			679,000	449,000	1,128,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 340,000	$ 339,000	$ -	$ -	$ 679,000	$ 449,000	$ 1,128,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Provision of lights on existing athletic fields will greatly increase play time and field efficiency. Leagues and groups are competing for field use. Lighting additional fields will allow better field rotation and improve field conditions. Recurring costs will be offset by revenue. The first year funding will light two fields within the sports complex area of Woodville Park. The second year, the remaining two fields at Woodville Park would be lit and the final year, two fields at Abingdon Park would be lit.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	One alternative is to not light the fields. There would be a cost savings, but playtime is limited. With only three lit fields, teams and leagues compete for field usage. The recommended system is Musco Lighting. Other systems are not as energy efficient and do not have the warranty that they offer. Another options would be to install LED lighting. The cost for this option would be higher initially, but the lights would be less expensive to operate.
3) Indicate and quantify what the consequences would be on services if not funded.	Leagues may have to be restricted because of the lack of facilities and/or field conditions.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	
5) Additional information you wish to provide that would assist in the evaluation process.	Musco lights have a twenty-five year warranty. They guarantee the foot-candles and will re-lamp the facility for free after 5,000 hours of operation. The proposed lights match the existing ones and would have the same control system that can be used remotely by phone or web by each of the leagues with their own passwords. This reduces staff time in assisting leagues and tracking hours for invoicing.

Attachments (list):

Budget Background	

Athletic Field Lighting

Woodville Fields 3 and 4	FY 17 Costs	$ 320,000	$ 340,000	FY 20 Costs assuming 3% annual construction inflation
Woodville Fields 1 and 2	FY 17 Costs	$ 310,000	$ 340,000	FY 21 Costs assuming 3% annual construction inflation
Abingdon Park for (2)fields (no shared poles)	FY 17 Costs	$ 373,000	$ 449,000	FY 23+ Costs assuming 3% annual construction inflation
			$ 1,129,000	

Woodville Fields 3 and 4

$330,000 FY 19 Costs
$340,000 FY 20 Costs

Woodville Fields 1 and 2

$320,000 FY 19 Costs
$330,000 FY 20 Costs
$340,000 FY 21 Costs

Abingdon Park

$385,000 FY 19 Costs
$397,000 FY 20 Costs
$409,000 FY 21 Costs
$422,000 FY 22 Costs
$435,000 FY 23 Costs
$449,000 FY 24 Costs

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	X
Capital Maintenance-Neither new nor expanding	
County/School?	

Project Title	Paving and Striping of Parking Lots
Project Location	Various Parks
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2023	Useful life (in years)	20+
Design/Engineering Cost		Construction/Equipment Cost	$ 1,433,000	Previous Funding Amount	$ -
Annual/Recurring Cost	$ 2,000	Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 312,000	$ 371,000	$ 213,000	$ 285,000	$ 252,000	$ 1,433,000		$ 1,433,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		312,000	371,000	213,000	285,000	252,000	1,433,000		1,433,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 312,000	$ 371,000	$ 213,000	$ 285,000	$ 252,000	$ 1,433,000	$ -	$ 1,433,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

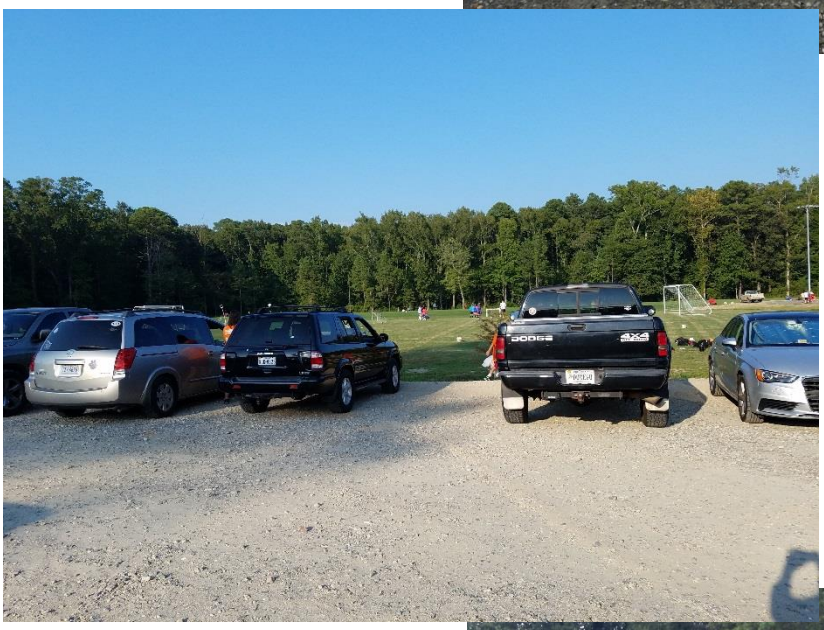
1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Almost every county park parking lot is a gravel or stone lot. The lots are difficult to walk on, do not have striping or parking bumpers for safety and efficiency and need frequent maintenance to regrade and spray for weeds. Park visitors are not sure where to park and often have large gaps between vehicles and/or block other vehicles in. Large stones create tripping hazards and the lack of striping makes it more dangerous for pedestrians access. The gravel is also hard for the many visitors who are pushing strollers or pulling coolers and equipment.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Options include paving and striping the spaces and leaving the driving lanes in gravel or placing parking bumpers on the gravel. Both of these options only correct part of the problem and would make maintenance more challenging. To reduce the budget impact, the proposal spreads the work out over five years according to priorities considering the amount of use and current conditions.
3) Indicate and quantify what the consequences would be on services if not funded.	The Beaverdam parking lots have to be regraded after every storm. Many hours of staff time is spent on this. Time spent spraying weeds and grading the parking lots will continue.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Someone may get seriously hurt by tripping on uneven gravel and large rocks.
5) Additional information you wish to provide that would assist in the evaluation process.	The park visitor experience will be greatly enhanced by having a safe and appropriate place to park. Parking lots will be easier to maintain. Staff will be able to use a blower as part of trash removal which cannot be done on gravel.

Attachments (list):

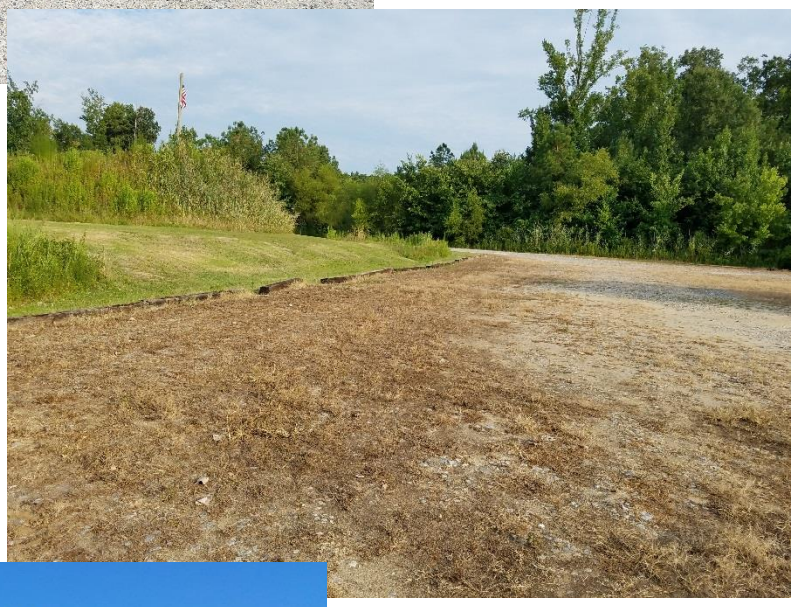
Budget Background	
Parking Pics	

Parking Lot Improvements					
Beaverdam - Roaring Springs	$ 172,500				
Woodville - New Lot	$ 125,000				
Engineering Assistance	$ 5,000				
	$ 302,500	TOTAL Complete Project, July			
	$312,000	FY 19 Costs assuming 3% annual construction inflation			
Abingdon- Lot 2	$ 220,800				
Woodville - Lot 2	$ 105,225				
Engineering Assistance	$ 22,822				
	$ 348,847	TOTAL Complete Project, July	**$360,000**	**FY 19**	
	$ 371,000	FY 20 Costs assuming 3% annual construction inflation	**$371,000**	**FY 20**	
Woodville - Lot 1	$ 70,725				
Abingdon - Lot 1	$ 110,400				
Engineering Assistance	$ 12,679		**$200,000**	**FY 19**	
	$ 193,804	TOTAL Complete Project, July	**$206,000**	**FY 20**	
	$ 213,000	FY 21 Costs assuming 3% annual construction inflation	**$213,000**	**FY 21**	
Beaverdam - Fary's Mill	$ 158,700				
Brown	$ 65,550				
Woodville - Community Garden	$ 10,000		**$259,000**	**FY 19**	
Engineering Assistance	$ 16,398		**$267,000**	**FY 20**	
	$ 250,648	TOTAL Complete Project, July	**$276,000**	**FY 21**	
	$ 285,000	FY 22 Costs assuming 3% annual construction inflation	**$285,000**	**FY 22**	
Ark - Lot 1	$ 62,100				
Ark - Lot 2	$ 89,700				
Ark - Lot 3	$ 29,325		**$222,000**	**FY 19**	
Woodville - Memorial Garden	$ 20,000		**$229,000**	**FY 20**	
Engineering Assistance	$ 14,079		**$236,000**	**FY 21**	
	$ 215,204	TOTAL Complete Project, July	**$244,000**	**FY 22**	
	$ 252,000	FY 23 Costs assuming 3% annual construction inflation	**$252,000**	**FY 23**	

PARKING PICTURES



PARKING PICTURES




RENTAL EQUIPMENT RETURN

BEAVERDAM PARKING LOT

PRELIMINARY ESTIMATE
for
GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS: BEAVERDAM PARK - ROARING SPRINGS
GLOUCESTER, VA
March 15, 2017
Pg. 2 of 2

BAY design group
Engineering, Surveying & Land Planning

	Quantity	Unit	Unit Price	Total
1. Beaverdam Park - Roaring Springs Parking (76 Std., H/Cap & Trailer Spaces)				
A. Option A				
1. Pave Entire Parking Area	5000	SY	$30	$150,000
place, grade, compact 3" Aggregate				
install 3" asphalt base/surface				
pavement marking & wheel stops				
2. Schematic Contigency (15%)				$22,500
TOTAL				**$172,500**
B. Option B				
1. Pave Parking Stalls	3000	SY	$30	$90,000
2. Grade Access Aisles	2000	SY	$13	$26,000
3. Schematic Contigency (15%)				$17,400
TOTAL				**$133,400**
C. Option C				
1. Grade all parking stalls	3000	SY	$13	$39,000
2. Pave Access Aisles	2000	SY	$30	$60,000
3. Schematic Contigency(15%)				14,850
TOTAL				**113,850**
D. Option D				
1. Grade entire existing parking	5000	SY	$13	$65,000
place, grade, compact 3" Aggregate				
wheel stops				
2. Schematic Contigency (15%)				$9,750
TOTAL				**$74,750**

PRELIMINARY ESTIMATE
for
GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS: BEAVERDAM PARK - FARY'S MILL
GLOUCESTER, VA
March 15, 2017

BAY design group
Engineering, Surveying & Land Planning

	Quantity	Unit	Unit Price	Total
1. Beaverdam Park - Fary's Mill Parking (78 Std., H/Cap & Trailer Spaces)				
A. Option A				
1. Pave Entire Parking Area	4600	SY	$30	$138,000
place, grade, compact 3" Aggregate				
install 3" asphlat base/surface				
pavement marking & wheel stops				
2. Schematic Contigency (15%)				$20,700
TOTAL				**$158,700**
B. Option B				
1. Pave Parking Stalls	2000	SY	$30	$60,000
2. Grade Access Aisles	2600	SY	$13	$33,800
3. Schematic Contigency (15%)				$14,070
TOTAL				**$107,870**
C. Option C				
1. Grade all parking stalls	2000	SY	$13	$26,000
2. Pave Access Aisles	2600	SY	$30	$78,000
3. Schematic Contigency (15%)				15,600
TOTAL				**119,600**
D. Option D				
1. Grade entire existing parking	4600	SY	$13	$59,800
place, grade, compact 3" Aggregate				
wheel stops				
2. Schematic Contigency (15%)				$8,970
TOTAL				**$68,770**

PRELIMINARY ESTIMATE
for
GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS: BROWN PARK
GLOUCESTER, VA
August 7, 2017

BAY design group
Engineering, Surveying & Land Planning

	Quantity	Unit	Unit Price	Total
1. Brown Park Lot 1(40 Std. & H/Cap Spaces)				
A. Option A				
1. Pave Entire Parking Area	1900	SY	$30	$57,000
place, grade, compact 3" Aggregate				
install 3" asphalt base/surface				
pavement marking & wheel stops				
2. Schematic Contigency (15%)				$8,550
TOTAL				**$65,550**
B. Option B				
1. Pave Parking Stalls	800	SY	$30	$24,000
2. Grade Access Aisles	1100	SY	$13	$14,300
3. Schematic Contigency (15%)				$5,745
TOTAL				**$44,045**
C. Option C				
1. Grade all parking stalls	800	SY	$13	$10,400
2. Pave Access Aisles	1100	SY	$30	$33,000
3. Schematic Contigency(15%)				6,510
TOTAL				**49,910**
D. Option D				
1. Grade entire existing parking	1900	SY	$13	$24,700
place, grade, compact 3" Aggregate				
wheel stops				
2. Schematic Contigency (15%)				$3,705
TOTAL				**$28,405**

PRELIMINARY ESTIMATE
for
GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS: ARK PARK
GLOUCESTER, VA
August 7, 2017

BAY design group
Engineering, Surveying & Land Planning

	Quantity	Unit	Unit Price	Total
1. Ark Park Lot 1 (37 Std. & H/Cap Spaces)				
A. Option A				
1. Pave Entire Parking Area	1800	SY	$30	$54,000
place, grade, compact 3" Aggregate				
install 3" asphalt base/surface				
pavement marking & wheel stops				
2. Schematic Contigency (15%)				$8,100
TOTAL				**$62,100**
B. Option B				
1. Pave Parking Stalls	700	SY	$30	$21,000
2. Grade Access Aisles	1100	SY	$13	$14,300
3. Schematic Contigency (15%)				$5,295
TOTAL				**$40,595**
C. Option C				
1. Grade all parking stalls	700	SY	$13	$9,100
2. Pave Access Aisles	1100	SY	$30	$33,000
3. Schematic Contigency(15%)				6,315
TOTAL				**48,415**
D. Option D				
1. Grade entire existing parking	1800	SY	$13	$23,400
place, grade, compact 3" Aggregate				
wheel stops				
2. Schematic Contigency (15%)				$3,510
TOTAL				**$26,910**

PRELIMINARY ESTIMATE
for
GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS: ARK PARK
GLOUCESTER, VA
August 7, 2017

BAY design group
Engineering, Surveying & Land Planning

	Quantity	Unit	Unit Price	Total
1. Ark Park Lot 2 (80 Std. & H/Cap Spaces)				
A. Option A				
1. Pave Entire Parking Area	2600	SY	$30	$78,000
place, grade, compact 3" Aggregate				
install 3" asphalt base/surface				
pavement marking & wheel stops				
2. Schematic Contigency (15%)				$11,700
TOTAL				**$89,700**
B. Option B				
1. Pave Parking Stalls	1450	SY	$30	$43,500
2. Grade Access Aisles	1150	SY	$13	$14,950
3. Schematic Contigency (15%)				$8,768
TOTAL				**$67,218**
C. Option C				
1. Grade all parking stalls	1450	SY	$13	$18,850
2. Pave Access Aisles	1150	SY	$30	$34,500
3. Schematic Contigency(15%)				8,003
TOTAL				**61,353**
D. Option D				
1. Grade entire existing parking	2600	SY	$13	$33,800
place, grade, compact 3" Aggregate				
wheel stops				
2. Schematic Contigency (15%)				$5,070
TOTAL				**$38,870**

PRELIMINARY ESTIMATE
for
GLOUCESTER COUNTY PARKS ADA IMPROVEMENTS: ARK PARK
GLOUCESTER, VA
August 7, 2017

BAY design group
Engineering, Surveying & Land Planning

	Quantity	Unit	Unit Price	Total
1. Ark Park Lot 3 (20 Std. & H/Cap Spaces)				
A. Option A				
1. Pave Entire Parking Area	850	SY	$30	$25,500
place, grade, compact 3" Aggregate				
install 3" asphalt base/surface				
pavement marking & wheel stops				
2. Schematic Contigency (15%)				$3,825
TOTAL				**$29,325**
B. Option B				
1. Pave Parking Stalls	350	SY	$30	$10,500
2. Grade Access Aisles	500	SY	$13	$6,500
3. Schematic Contigency (15%)				$2,550
TOTAL				**$19,550**
C. Option C				
1. Grade all parking stalls	350	SY	$13	$4,550
2. Pave Access Aisles	500	SY	$30	$15,000
3. Schematic Contigency(15%)				2,933
TOTAL				**22,483**
D. Option D				
1. Grade entire existing parking	850	SY	$13	$11,050
place, grade, compact 3" Aggregate				
wheel stops				
2. Schematic Contigency (15%)				$1,658
TOTAL				**$12,708**

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Woodville Park Playground
Project Location	Woodville Park
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	20+
Design/Engineering Cost		Construction/Equipment Cost	$ 250,000	Previous Funding Amount	
Annual/Recurring Cost	$ 4,500	Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 250,000					$ 250,000		$ 250,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		150,000					150,000		150,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources		100,000					100,000		100,000
Total Capital Funding		$ 250,000	$ -	$ -	$ -	$ -	$ 250,000	$ -	$ 250,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Woodville Park is Gloucester County's largest park. Current park amenities include athletic fields, gardens, ponds, walkways, and a sand court. It is typical for a park of this size, type and visitation to have a playground. Numerous requests have been made by the public for play equipment. The playground will be themed appropriately to the site's history as a farm. Play equipment will be all-inclusive meaning that children with varying abilities will be able to use it.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The proposed playground will be able to accommodate a large number of children. An alternative would be to erect a smaller structure but if this is done, overcrowding will be an issue which could create a safety hazard. Another alternative would be to eliminate the poured rubber surface and use wood fiber mulch. The change would increase routine maintenance and would make the playground more difficult to access for individuals in wheelchairs or with ambulatory constraints.
3) Indicate and quantify what the consequences would be on services if not funded.	Without a playground, children visiting the park, may act inappropriately out of boredom, such as climbing on equipment. This is especially true of the siblings of children playing in organized activities who are waiting for brothers and sisters to finish their activity.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Playgrounds must be maintained properly which will require routine inspections. The potential for falls and other injuries will increase with additional play equipment. With proper surfacing and equipment, the liabilities should be minimal.
5) Additional information you wish to provide that would assist in the evaluation process.	Contributions from Park Partners and/or grants will provide up to $100,000. A series of fundraisers for the playground are currently underway.

Attachments (list):	
Woodville Playground Pic	

Woodville Park Playground Pictures

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Woodville Park Support Facilities and Equipment
Project Location	Woodville Park
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019			Date Improvements Complete		FY23+				Useful life (in years)	25+
Design/Engineering Cost	$ 154,000			Construction/Equipment Cost		$ 4,282,000				Previous Funding Amount	
Annual/Recurring Cost				Recurring Revenue Generated						For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs			$ 318,000				$ 318,000	$ 4,118,000	$ 4,436,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			318,000				318,000		318,000
Debt							-	4,118,000	4,118,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 318,000	$ -	$ -	$ -	$ 318,000	$ 4,118,000	$ 4,436,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The park needs additional infrastructure equipment and can accommodate a number of additional activities that will provide greater services to the public. Constructing a park maintenance building, park office, community space and additional restrooms for the front on the property using a pump and haul arrangement would be inefficient and problematic. Therefore, even though these items may be a higher priority, they have been pushed back and the requests shown FY19-23 do not require water or sewer connections.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	In-kind labor was considered as an alternative and could possibly reduce expenses if qualified volunteers are available. Sponsorships may also reduce overall costs. A wish list for a park could be quite extensive, but the items requested were listed and prioritized according to demand, impact and feasibility.
3) Indicate and quantify what the consequences would be on services if not funded.	The park will have limited uses and fewer opportunity for direct and indirect revenues.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Much of what has been accomplished at the park has come through volunteer labor, donations and grants. The County's commitment to typical and expected park facilities will help keep donations flowing. If the park is seen as not a priority, people, organizations and businesses may not be as willing to continue to give. This concern has been expressed numerous times to Department staff.
5) Additional information you wish to provide that would assist in the evaluation process.	Some facilities may qualify for matching grants.

Attachments (list):

Budget Background	
Woodville Other Pics	
New Master Plan Small	

Woodville Park Other Expenses		
FY 20		
Bleachers (2)	$ 40,000	
Picnic Shelter 40 X 40	$ 67,693	$53,356 for 40 X 40, concrete pad $14,337
Field Fencing	$ 40,000	
90' Access Bridge	$ 135,000	$1,500/lf
	$ 298,693	TOTAL Complete Project, July
FY 20 Costs assuming 3% annual construction infla	**$318,000**	
FY 23+		
Additional Facilities		
Restroom - located on front portion of property	$ 100,000	
Restroom Site & Building Design	$ 7,000	
Amphitheater	$ 695,000	
Amphitheater Design	$ 49,000	
Maintenance Building	$ 187,000	
Maintenance Building Design	$ 13,000	
Office/Community Building	$ 1,208,000	
Building Design	$ 85,000	
Public Utilities Connection and Installation	$ 1,208,000	
Picnic Shelter 20 X 40	$ 46,485	20 X 40 $39,235, Concrete pad $7,250
65' Arched Bridge	$ 97,500	$1,500/lf
Boardwalk Extension	$ 16,000	$40/sf
	$ 3,711,985	Total FY17 Cost
FY 23 Costs assuming 3% annual construction infla	**$ 4,436,000**	

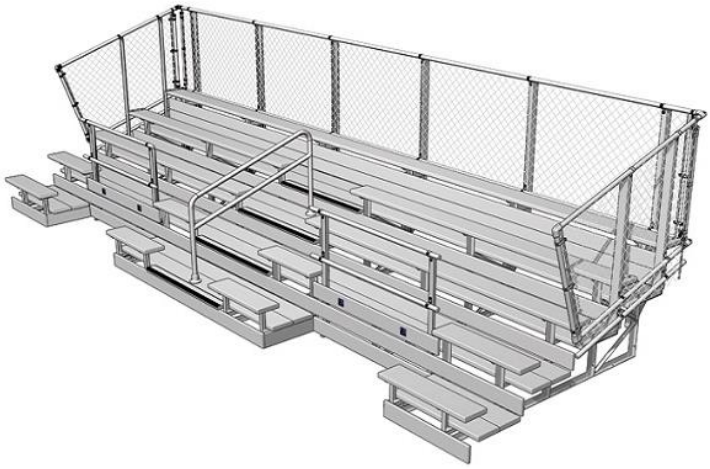
FY 20 Project Costs

$308,000 FY 19
$318,000 FY 20

FY 23+ Project Costs

$3,824,000 FY 19
$3,939,000 FY 20
$4,058,000 FY 21
$4,180,000 FY 22
$4,306,000 FY 23
$4,436,000 FY 24

Woodville Other Pictures (Facilities & Equip)



WOODVILLE PARK (FRONT 50 ACRES)

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	7/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Woodville Park Restrooms and Concessions
Project Location	Woodville Park
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018		Date Improvements Complete		6/30/2019			Useful life (in years)		20+
Design/Engineering Cost	$ 45,000		Construction/Equipment Cost		$ 577,000			Previous Funding Amount		
Annual/Recurring Cost	$ 30,000		Recurring Revenue Generated					For What Fiscal Year		

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 622,000					$ 622,000		$ 622,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		622,000					622,000		622,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 622,000	$ -	$ -	$ -	$ -	$ 622,000	$ -	$ 622,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	There are no public restrooms in the park which has thousands of visitors each year and is host to numerous large special events. There are also no handwashing facilities for staff or park visitors which is unsanitary and unsafe. The lack of utilities and facilities has restricted concession sales. Due to the cost of public sewer and water, a pre-engineered building with a pump and haul septic system along with an industrial well is proposed.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Alternative sewer systems were considered and rejected due to the cost and excessive amount of land needed for waste treatment.
3) Indicate and quantify what the consequences would be on services if not funded.	The Health Department requires public restrooms and we have used an exemption for having a seasonal facility. The park is being used year round and restrooms are needed. Without the restrooms, park staff have no running water for emergencies and have to drive out to another facility to wash their hands. The park cannot compete well when bidding to host events and tournaments. The County and civic leagues will miss out on potential revenues that could be generated through the concession operations.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The Virginia Department of Health could limit the use of the park. The Department of Labor and/or the Occupational and Safety and Health Administration could determine that we do not offer proper work conditions for our employees.
5) Additional information you wish to provide that would assist in the evaluation process.	Construction expenses could be reduced if qualifying volunteer labor is obtained to erect the building.

Attachments (list):

Budget Background	
Woodville Restroom and Concession Dwg	
Woodville Restrooms Pic	

Restroom/Concession Stand	
Design included with Construction Cost	
1325	Square foot rectangular building, single story building with cupola
	Restrooms, storage and concession area
$ 175,000	Pre-engineered building kit, includes all furnishings
$ 350,000	Site Preparation and Construction
$ 7,000	Septic Equipment and Installation
$ 33,500	Well Construction and Equipment
$ 525,000	Total Building
$525,000	Approximate Building and Site Construction Cost (Romtec Estimate)
1.15	15% Contingency, pre-design status
$603,750	TOTAL Complete Project, July
$622,000	FY 19 Costs assuming 3% annual construction inflation

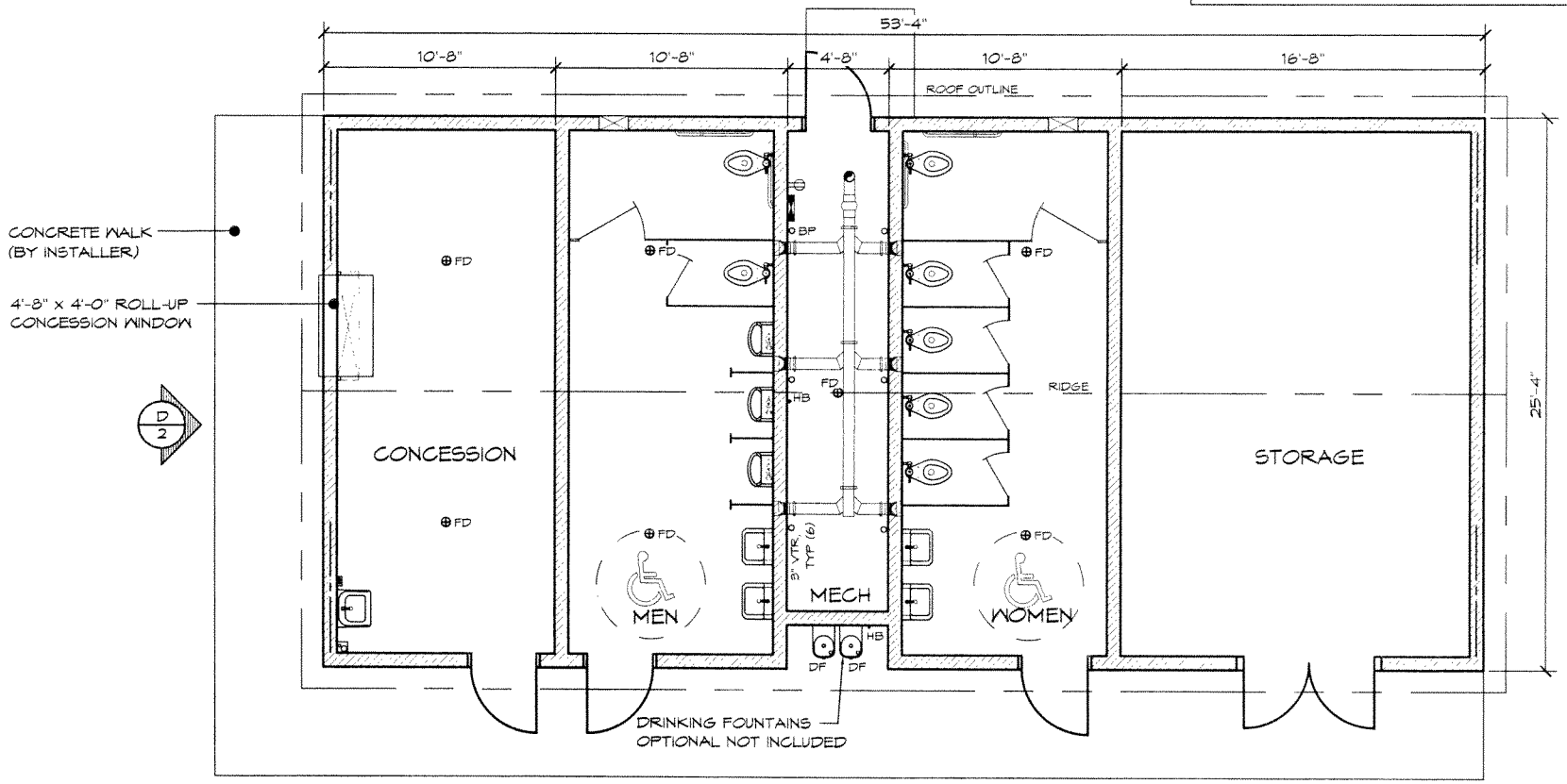
LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
— - —	GABLE VENT	4
	EXTERIOR WALL LIGHTS	8
	INTERIOR WALL LIGHTS	8
	INTERIOR CEILING LIGHTS	8
O	FLOOR DRAIN	7

LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
⊕	ELECTRICAL OUTLET	6
	INSTANT WATER HEATER	1
(F) EF-2	ROMTEC 6.1 VENTILATION PACKAGE	
	16" x 24" KICKPROOF WALL VENT	2

WALL TYPE SCHEDULE

8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



1 FLOOR PLAN

SCALE: 3/16" = 1'-0"

C 2

A D B

ROMTEC

18240 NORTH BANK ROAD - ROSEBURG, OR 97470

(541) 496-3541 FAX (541) 496-0803

PRELIMINARY

PROJECT: 2089 SIERRA III MULTI-USER RESTROOM W/ CONCESSION & STORAGE

CUSTOMER

PROJECT LOCATION

SHEET TITLE: FLOOR PLAN

PROJECT#:

MODEL#: 2089

DATE: 00/00/15

REVISIONS

REV	DATE	BY

DRAWN BY: TH

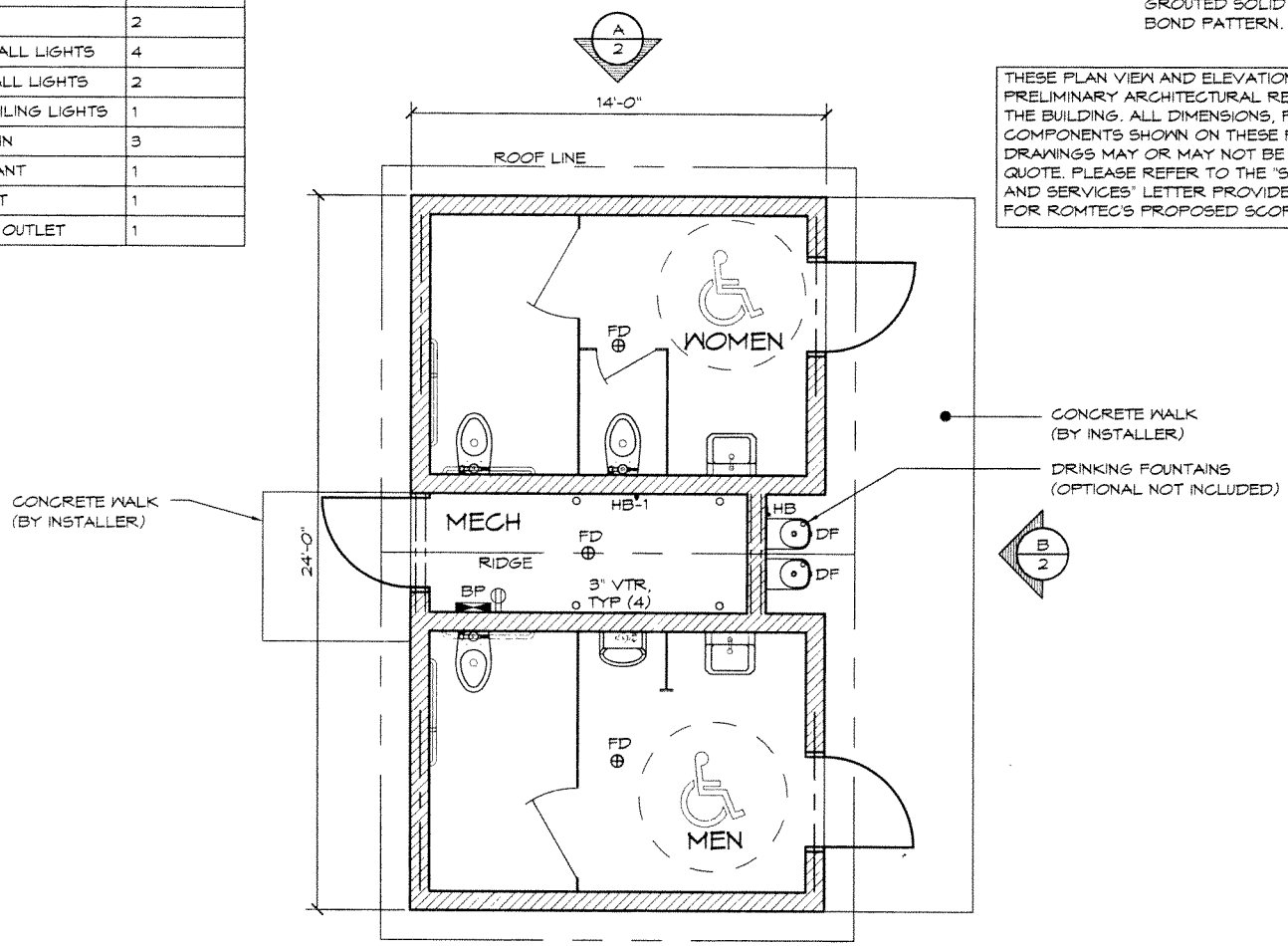
SHEET NO. 1

LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
———	GABLE VENT	4
═══	RIDGE VENT	2
	EXTERIOR WALL LIGHTS	4
	INTERIOR WALL LIGHTS	2
	INTERIOR CEILING LIGHTS	1
O	FLOOR DRAIN	3
HB	WALL HYDRANT	1
HB-1	WALL FAUCET	1
	ELECTRICAL OUTLET	1

WALL TYPE SCHEDULE

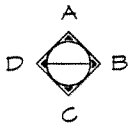
8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



1 FLOOR PLAN

SCALE: 1/4" = 1'-0"



ROMTEC
18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-3541 FAX (541) 496-0803

PRELIMINARY

PROJECT: 2061 SIERRA III MULTI-USER RESTROOM - VALUE
CUSTOMER
PROJECT
LOCATION
SHEET TITLE: FLOOR PLAN

PROJECT#:
MODEL#: 2061
DATE: 00/00/15
REVISIONS

REV.	DATE:	BY

DRAWN BY: TH

SHEET NO. 1

Woodville Restroom Picture

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Woodville Irrigation System
Project Location	Woodville Park
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	10
Design/Engineering Cost	$ 1,200	Construction/Equipment Cost	$ 80,973	Previous Funding Amount	$ -
Annual/Recurring Cost	$ 1,500	Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 82,173					$ 82,173		$ 82,173
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		82,173					82,173		82,173
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 82,173	$ -	$ -	$ -	$ -	$ 82,173	$ -	$ 82,173
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Woodville Park has 5 athletic fields located adjacent to a pond. Irrigation of the fields is needed to maintain grass and keep up with the heavy amount of usage. The pond water and an in-ground irrigation system will allow all 5 fields to be watered with very little labor. Two of the fields had to be closed this summer and could not be used because of large bare areas. Gloucester Youth Football had to delay their season start at the park because of field conditions.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	In the past, we have used above ground hoses with tripod sprinklers. The process was vary labor intensive and only a small portion of the fields could be reached in this manner. A KIFCO reel system was explored as an alternative, but would require staff to continually move equipment to the different fields, making it inefficient.
3) Indicate and quantify what the consequences would be on services if not funded.	If we continue to rely solely on Mother Nature for watering the fields we will have to limit play according to field conditions and will have to move programs to other fields in the County. This makes it harder on teams for storage of equipment and continuity of the schedule. These are the only lit fields within a park and crucial to youth sports programs.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If we do not properly care for the fields and grass is not properly covering the fields, more injuries to players could occur. Maintenance expenses to recover fields will also increase.
5) Additional information you wish to provide that would assist in the evaluation process.	Labor for water line installation will be provided by staff and volunteers.

Attachments (list):

Budget Background
Irrigation Pics

Irrigation System		
Design of Pump Station	$ 1,200	
Pump Station	$ 32,262	
Backwash Filter	$ 8,050	
Lines and Hardware	$ 33,413	
Addition of Electrical Lines/Panel	$ 5,000	
	$ 79,925	TOTAL Complete Project, July
	$83,000	**FY 19 Costs assuming 3% annual construction inflation**

Woodville Irrigation Pictures

STI 1925

RMS RAINWATER MANAGEMENT SOLUTIONS

Estimate # 1008-6739

Woodville Park
Gloucester County, Virginia
April 5, 2017

Major Components

The information provided below is for cost estimating purposes only and should not be construed as a formal estimate or a quote for equipment and/or services until such time as equipment and design are approved by the engineer of record. This appears to fulfill the requirements of the proposed system based on the information provided.
Contact Smith Turf & Irrigation, Gary Maul, for additional information.

Note: Piping and all cable from power supply to panel from panel to pumps not included.

Materials Included:

Quantity	Description
One (1)	10 HP Submersible Pump and Motor Inside 8" diameter Cool Jacket Electrical Demand: 208/3/60 Pump Output: 120 GPM at (100PSI) for irrigation design purposes
Two (2)	2" Floating Filters with Suction Hose for Floating Intake Point
One (1)	Aluminum Submersible Pump Skid to House Pump
One (1)	3" Brass Swing Check Valve
One (1)	3" diameter X 24" L Stainless Steel Male Thread Connections
One (1)	4" Pipe Housing N/O Float Switches
Three (1)	Normally Open (N/O) Float Switches With Pneumatic Level Sensing
One (1)	RMS- Two Pump Alternating Panel Control Box for well pumps -Single point power source -LED light display showing Irrigation Pump, Well pump A, Well Pump B, low water off, high water level -Manual disconnect - Two 40 Amp circuit breaker -208/3/60 Input -two soft starters for well pumps -NEMA 4 enclosure with fan
One (1)	RMS-AR550-208-3-50A Variable Frequency Drive
One (1)	NEMA 4 Enclosure with Fan Housing VFD

Total: $ 32, 262.00

Additional Backwash Filter 120 GPM 80 Micron: $ 8, 050.00

Pump Station Design Assistance, Construction Assistance, System Start Up, 600.00 per day, plus all expenses.

50% deposit prior to construction of custom pump control panels
All prices do not include applicable taxes or freight.

Pricing is valid until June 6, 2017

SMITH TURF & IRRIGATION
STI TURFCARE EQUIPMENT
P.O. Box 669388
Charlotte, NC 28266-9388
704-393-8873

STI 1925

QUOTATION

Order Number	
1311273	
Order Date	Page
4/7/2017 08:39:28	1 of 3
PO#	Woodville Park Prelim

Quote Expires On 5/7/2017

Bill To:
Res/Comm Irrigation Quote ***DO NOT MAIL***
6831 George Washington Memorial Highway
Yorktown , VA 23692
757-872-6660

Ship To:
Res/Comm Irrigation Quote ***DO NOT MAIL***
6831 George Washington Memorial Highway
Yorktown , VA 23692

Requested By: Gary Maul

Customer ID:73605 **Terms:** Cash / Credit Card **Carrier:** STI Truck

Quantities					*Item ID* *Item Description*	*Pricing UOM*	*Unit Price*	*Extended Price*
Ordered	*Allocated*	*Remaining*	*UOM*	*Disp.*				
4.00	0.00	4.00	EA		TI8-3 TI8 3 FULL PORT GATE VALVE	EA	85.2300	340.92
8.00	0.00	8.00	EA		436-030 3 TS MALE ADAPTER (CTN QTY 10)	EA	8.4225	67.38
4.00	0.00	4.00	EA		NDS212BC 10INROUND ICV BOX/COVER GRN BOX/GRN CVR PL *120* ***Ordered As:*** 212BC	EA	16.9855	67.94
2.00	0.00	2.00	EA		TI8-4 TI8 4 FULL PORT GATE VALVE	EA	136.3300	272.66
2.00	0.00	2.00	EA		NDS212BC 10INROUND ICV BOX/COVER GRN BOX/GRN CVR PL *120* ***Ordered As:*** 212BC	EA	16.9855	33.97
2.00	0.00	2.00	EA		436-040 4 TS MALE ADAPTER (CTN QTY 5)	EA	5.7320	11.46
1,400.00	0.00	1,400.00	EA		1110 4" BE 200 PIPE [580] SDR21 CL200	EA	2.2917	3,208.38
1,000.00	0.00	1,000.00	EA		1109 3" BE 200 PIPE (1500) SDR21 CL200	EA	1.3889	1,388.90
1,000.00	0.00	1,000.00	EA		MISC MISC PVC FITTINGS	EA	1.0000	1,000.00
100.00	0.00	100.00	EA		270672 3M DIRECT BURY SPLICE KIT DBR/Y DBY 100 (YELLOW/RED WIRE NUT) (100)	EA	1.1700	117.00
2,500.00	0.00	2,500.00	EA		170800R 14/2 PE TORO DECODER-JACKETED TWO-WIRE	EA	0.3400	850.00

SMITH TURF & IRRIGATION
STI TURF CARE EQUIPMENT
P.O. Box 669388
Charlotte, NC 28266-9388
704-393-8873

STI 1925

QUOTATION

Order Number	
1311273	
Order Date	Page
4/7/2017 08:39:28	2 of 3
PO#	Woodville Park Prelim

Quote Expires On 5/7/2017

Quantities					Item ID / Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM	Disp.				
					SYSTEM			
2,000.00	0.00	2,000.00	EA		1104 1" BE 200 PIPE [5400] SDR21 CL200	EA	0.1570	314.00
4,800.00	0.00	4,800.00	EA		1106 1 1/2" BE 200 PIPE SDR-21 (3600)	EA	0.3300	1,584.00
2,800.00	0.00	2,800.00	EA		1107 2" BE 200 PIPE [2800] SDR21 CL200	EA	0.5300	1,484.00
1,600.00	0.00	1,600.00	EA		MISC MISC PVC FITTINGS	EA	1.0000	1,600.00
80.00	0.00	80.00	EA		436-015 1 1/2 M.A. S X MPT (CTN QTY 25)	EA	0.5940	47.52
40.00	0.00	40.00	EA		150PESB 150PESB, NPT	EA	113.7150	4,548.60
16.00	0.00	16.00	EA		NDS218BC JUMBO VALVE BOX/COVER GRN BX & CVR PL *56* ***Ordered As:*** 218BC	EA	50.9534	815.25
8.00	0.00	8.00	EA		NDS212BC 10INROUND ICV BOX/COVER GRN BOX/GRN CVR PL *120* ***Ordered As:*** 212BC	EA	16.9855	135.88
1.00	0.00	1.00	EA		ESPLXD ESP-LXD Controller, 50 station	EA	780.9000	780.90
1.00	0.00	1.00	EA		WR2RFC WIRELESS RAIN/ FREEZE COMBO	EA	53.0100	53.01
40.00	0.00	40.00	EA		FD101TURF FD-101 FIELD DECODER 1STA 1SOL	EA	86.6400	3,465.60
5.00	0.00	5.00	EA		182201-796 COPPER GROUND PLATE ASSY 4"X3'	EA	84.0000	420.00
5.00	0.00	5.00	EA		LSP1TURF LSP1 TURF LINE SURGE PROTECTOR	EA	64.9800	324.90
3.00	0.00	3.00	EA		1820058 50# BAG GEM MATERIAL	EA	106.0000	318.00
1.00	0.00	1.00	EA		182199L COPPER PLATE ASSY GROUND4" X 8'	EA	145.3300	145.33
146.00	0.00	146.00	EA		F4PCSS F4PCSS FALCON 6504 LESS NOZ	EA	37.0500	5,409.30
146.00	0.00	146.00	EA		G132-212	EA	18.6100	2,717.06

SMITH TURF & IRRIGATION
STI TURFCARE EQUIPMENT
P.O. Box 669388
Charlotte, NC 28266-9388
704-393-8873

STI 1925

QUOTATION

Order Number	
1311273	
Order Date	Page
4/7/2017 08:39:28	3 of 3
PO#	Woodville Park Prelim

Quote Expires On 5/7/2017

Quantities					Item ID / Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM	Disp.				
					1" UNITIZED S.J. ASSY. W/12" NI (15) SWING JOINT			

Total Lines: 28

SUB-TOTAL:	31,521.96
TAX:	1,891.32
AMOUNT DUE:	**33,413.28**
U.S. Dollars	

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Community Center
Project Location	To Be Determined
Department Name	Parks, Recreation and Tourism
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2023	Date Improvements Complete	Beyond FY 23		Useful life (in years)	25+	
Design/Engineering Cost	$ 1,133,000	Construction/Equipment Cost	$ 16,669,000		Previous Funding Amount	$ -	
Annual/Recurring Cost	TBD	Recurring Revenue Generated	TBD		For What Fiscal Year		

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs						$ 1,133,000	$ 1,133,000	$ 16,669,000	$ 17,802,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt						1,133,000	1,133,000	16,669,000	17,802,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ 1,133,000	$ 1,133,000	$ 16,669,000	$ 17,802,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	A community center would meet many citizen needs. The facility ranked high on the public needs assessment survey and is listed in the Comprehensive Plan. The facility could include a gymnasium, swimming pool, fitness area, meeting rooms classrooms, etc. It could also serve as a new Senior Center. The proposed budget is based upon the renovation and expansion of the TC Walker Education Center. Using the facility may not be feasible and a new structure could cost substantially more depending upon acquisition and infrastructure needs.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The reuse of the TC Walker Center was looked at as an alternative rather than building a new facility to reduce expenses. The site already has infrastructure improvements that would also reduce the overall cost. Partnering with a nonprofit or private enterprise were also considered. Further discussion on that option is needed.
3) Indicate and quantify what the consequences would be on services if not funded.	Services for citizens would be limited such as the fact the Gloucester doesn't have public swimming pool. Businesses and potential residents make look more favorably on other localities for he quality of life those communities can offer. Citizens would have fewer opportunities and means to stay healthy. Very few recreational programs can be held in the daytime because the lack of meeting spaces. Limited daytime indoor programming would continue to be a constraint. The Senior Center will remain in an older and limited use facility.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	
5) Additional information you wish to provide that would assist in the evaluation process.	The community center could be built to provide emergency sheltering during disasters. Potential grant funds may be available if the facility can be used as a shelter. There are many partnering and sponsoring opportunities that can be explored to help with financing. From contracted rental space within a building to joint ownership to leasing the facility to a non-profit organization for operation, there are numerous ways the project could proceed.

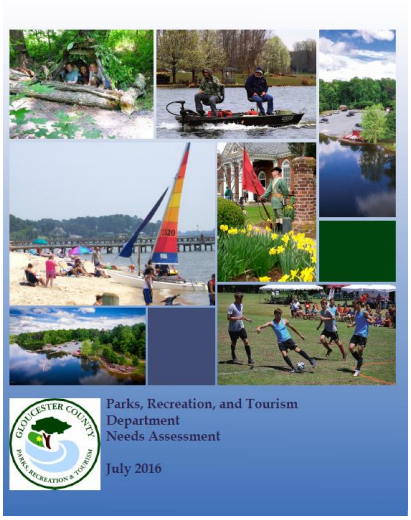
Attachments (list):

Budget Detail	
Community Center Pics	
Community Center Info	

Community Center

USE OF TC WALKER

New Space:			
Square Feet	Cost	Total	
8650	325	$ 2,811,250	New Gym
13000	325	$ 4,225,000	Pool with play area - 175 X 75 - adjusted
3040	325	$ 988,000	Classrooms (4) - GHS
5000	325	$ 1,625,000	Lobby, Reception, Hallways. Laundry, Storage, Offices, Utility ….
4000	325	$ 1,300,000	Fitness Area
2000	325	$ 650,000	Dance/Wellness Studio
35690	325	$ 11,599,250	TOTAL
48750	8	$ 390,000	150 Parking
		$ 10,000	Landscaping - Building and Parking Lot
		$ 400,000	TOTAL
Old Space:			
Square Feet	Cost	Total	
8650	40	$ 346,000	Gym - with locker rooms
			Reg Court 50 X 84
3040	30	$ 91,200	Classrooms (4) (not counting 4 in Community Ed budget)
352	30	$ 10,560	Restrooms - Approximately 22 X16
12042	100	$ 447,760	TOTAL
		$ 13,294,770	Total sf 46,732 sf
		$ 664,739	5% Contingency
		$ 13,959,509	TOTAL Complete Project, July
Construction		**$ 16,669,000**	**FY 23+ Costs assuming 3% annual construction inflation**
A&E at 7%		$ 977,166	TOTAL Complete Project, July
		$ 1,133,000	**FY 23 Costs assuming 3% annual construction inflation**



Information from Needs Assessment Survey

- A national trend is toward the construction of "one-step" indoor recreation facilities to serve all age groups. These facilities are typically large, multipurpose regional centers that have been observed to help increase operational cost recovery, promote user retention, and encourage cross-use. Parks and recreation agencies across the US are generally working toward increasing revenue production and cost recovery. Providing multiuse space and flexibility in facilities versus single, specialized spaces is a trend, offering programming opportunities as well as free-play opportunities.

- According to the National Sporting Goods Association, swimming ranked third nationwide among recreational activities in terms of participation in 2014. Nationally there is an increasing trend toward indoor leisure and therapeutic pools. Additional amenities such as spray pads are popular as well.

- During focus groups – the absence of a county operated recreation center and indoor aquatic facility were top areas for improvement.

- Two of the top three priorities identified that the County should focus on in the next five years include an indoor swimming pool and a recreation/community center.

- From the Survey – community/recreation center was in the top five facilities that are important to a household, and the only one of the top five that is not meeting the needs of the community.

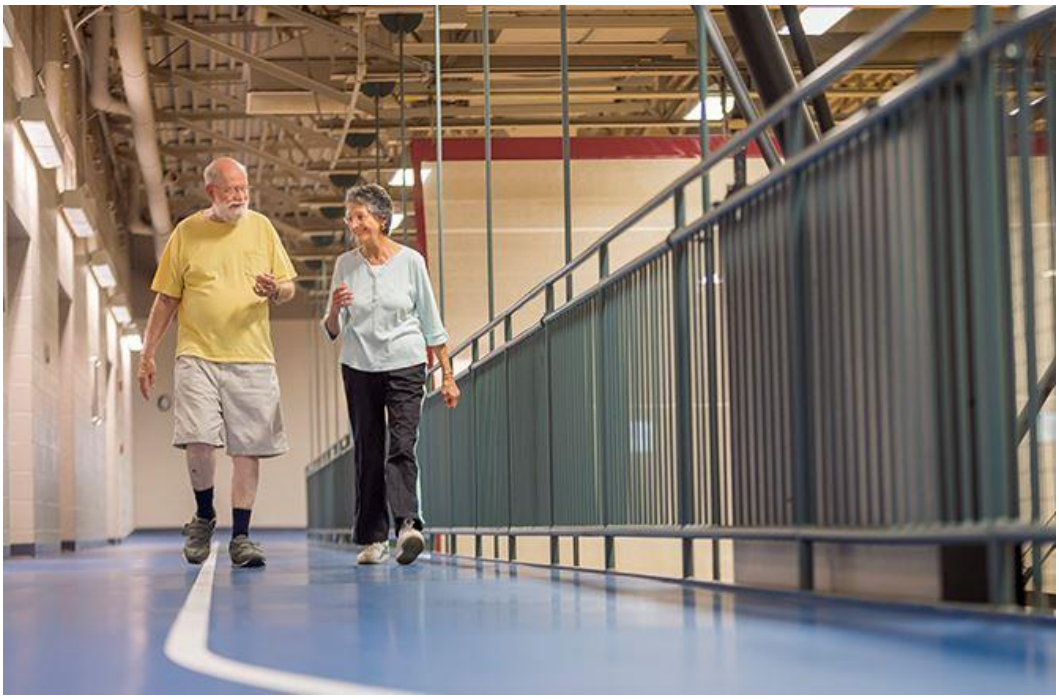
- From the Survey – Aquatic facilities and indoor recreation space were in the top three of areas for facility improvements. Indoor aquatics facility and community/recreation center were the top two most important facilities to add.

Images from Community Centers in James City County and Newport News.

Examples of facilities run by Parks and Recreation

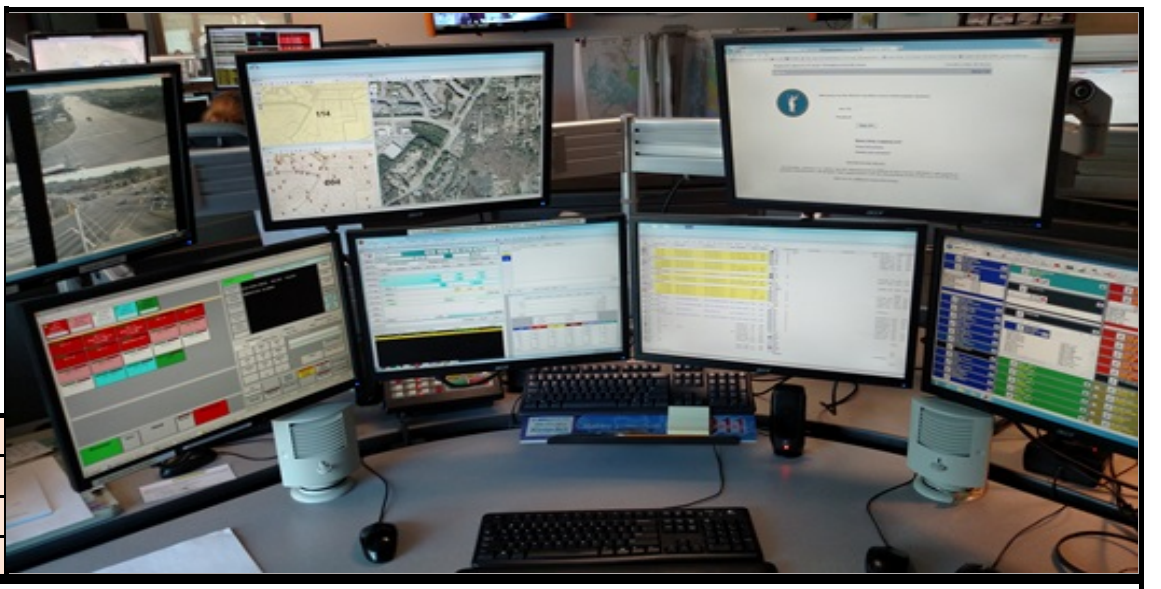

LEHIGH COMMUNITY CENTER


WOODWAY



CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	911 Call Handling Equipment (CHE)
Project Location	ECC
Department Name	Radio O&M
Contact Name/Phone/Email	Garrey W. Curry, Jr., P.E.

Proposed Schedule/Cost

Date Improvements Begin	5/1/2018	Date Improvements Complete	FY19	Useful life (in years)	10
Design/Engineering Cost	$ -	Construction/Equipment Cost	$ 440,000	Previous Funding Amount	
Annual/Recurring Cost	$ 85,000	Recurring Revenue Generated	$ -	For What Fiscal Year	FY18

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 440,000					$ 440,000		$ 440,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		290,000					290,000		290,000
Debt							-		-
Grant-Federal, State, Local		150,000					150,000		150,000
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 440,000	$ -	$ -	$ -	$ -	$ 440,000	$ -	$ 440,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Our current 911 equipment has reached useful life expectancy with an end of vendor support date of 12/31/2016. Beyond that date the manufacturer and our maintenance vendor are only able to provide "best efforts." To ensure a continued public safety level of service we must plan for equipment upgrade. The project includes call handling equipment (including integrated mapping and next generation 911) and call recording equipment.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	One alternative would be to discontinue dispatching in Gloucester an consolidate with another agency. The Board declined that option prior to building the ECC. Pursuing this alternative now would be very costly given the sunk costs for our ECC. There are alternative software/equipment packages available, however it is our intention to ensure the selected package is compatible with our regional radio system partners with a goal of providing deeper redundancies.
3) Indicate and quantify what the consequences would be on services if not funded.	E911 is a critical service provided to the community. Continuing to use equipment that is no longer adequately supported by the manufacturer is not recommended.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This is a must complete project. It would be best to complete it in FY18, but funding is currently not available; as such, this proposal slates the expense for FY19. We have received $150,000 in grant funds from the state and are working on a plan to accelerate implementation to start at the end of FY18 (using grant funds) and then finish in FY19 using CIP funds.
5) Additional information you wish to provide that would assist in the evaluation process.	The $440,000 cost entered is based on $300,000 for call handling equipment (confidential quote), $100,000 for call recording equipment (subtotal of $400,000) and a 10% contingency. A $150,000 VITA PSAP grant was awarded to Gloucester and available for use in FY18 or FY19. This pricing does NOT incorporate any annual maintenance prepurchase from the vendor as was done at last upgrade. Annual maintenance will be approximately $85,000 per year, with no cost during the one year warranty period.

Attachments (list):

Cassidian End of Vendor Support Documentation	
Grant award letter	
Additional Narrative	

FEBRUARY 2014

CASSIDIAN COMMUNICATIONS
PRODUCT DISCONTINUATION NOTICE

DOCUMENT ID: PDN VP140228
TITLE: VESTA® PALLAS™ – END OF SALE / SUPPORT PLAN
EFFECTIVE DATE: FEBRUARY 28, 2014

INTRODUCTION

With the world of mission-critical communications ever-changing, Cassidian Communications, an Airbus Group, Inc. company, remains committed to delivering solutions that best address your CRITICAL **MATTERS**™. As part of this effort, Cassidian Communications is providing this Product Discontinuation Notice (PDN) to announce a change in the product lifecycle for the VESTA® Pallas™ solution.

Communication with our customers is essential in order to set appropriate expectations of service support levels throughout the lifecycle and retirement of a product. For our partners and customers, this information may be used to manage deployments, plan for upgrades, prepare for support needs, and develop migration and transition strategies.

Information on part numbers, quoting, last time purchase dates, support delivery plans and migration options are included below.

BACKGROUND

Cassidian Communications introduced the VESTA Pallas solution in 2003, and it has since provided reliable 9-1-1 and administrative call-processing to fit the operational needs of call centers. VESTA Pallas established a clear migration path for those VESTA® Standard™ customers in need of an advanced IP-based Computer Telephony Integrated (CTI) solution while maintaining uniformity in desktop user interface (UI). Over time, technology has evolved such that much of the hardware and software required for this product has started to become obsolete. As a result, we are announcing the End of Sale for VESTA Pallas with PBXs based on the Avaya BCM450 and End of Support Delivery for VESTA Pallas with PBXs based on the Avaya BCM400 and Avaya BCM450.

FUTURE SALES & SUPPORT PLANS

In order to continue to protect current customers' investment in the VESTA Pallas solution, Cassidian Communications is offering our customers the opportunity to maintain and expand their current systems while budgeting for migration to Cassidian Communications' VESTA®/Sentinel® 4 solution. The schedule and details of the sales and support delivery plan are outlined below.

END OF NEW SYSTEM SALES

Cassidian Communications will no longer accept orders for new VESTA Pallas systems effective immediately.

The terms of this announcement are as follows:

- **New quotes:** Effective immediately, Cassidian Communications will no longer provide quotes for new VESTA Pallas systems.
- **Existing quotes:** Cassidian Communications will honor outstanding quotes based on original quote date plus 120 days.
- **Existing orders:** All existing orders will be honored as is.

SUPPORT DELIVERY FOR CUSTOMERS

Cassidian Communications appreciates our loyal customers and recognizes the need to plan for solution changes. We have structured our ongoing support to facilitate that transition by continuing to serve our customers through:

- **Existing system expansion:** Customers desiring to expand their existing VESTA Pallas system to address growth/capacity needs may purchase in accordance with the End of Expansion Sale milestone identified below.
- **Spare parts available:** Spare parts are available for purchase in accordance with the End of Expansion Sale milestone identified below.
- **Existing support contracts:** Existing support contracts will be honored until the contract expires.
- **Support renewal:** Support renewal is available for purchase in accordance with the End of Support Contract Renewal milestone identified below.
- **Repair:** For systems not covered under an active Cassidian Communications warranty, out-of-warranty repair is available on time & materials basis per Cassidian Communications' standard Hardware Repair & Warranty Policy.
- **Technical Support:** Phone support will be available to customers with active support contracts in accordance with the End of Support Delivery milestone identified below. Customers that do not have active support contracts will be referred to Cassidian Communications' Contracts Department to facilitate the activation of support if appropriate.

Cassidian Communications will continue to support customers per the terms of the customer's current contract with Cassidian Communications.

SUMMARY OF MILESTONE DATES

	Milestone	Description	Effective Date
End of Sale	End of Sale	The end of new system sales for VESTA Pallas.	February 28, 2014
	End of Expansion Quote*	The final date to obtain quotes for upgrades, spares and add-ons for the Avaya BCM450.	May 18, 2015 or while supplies last, whichever is sooner
	End of Expansion Sale*	The final date on which upgrades, spares and add-ons will be available for sale for the Avaya BCM450.	September 18, 2015 or while supplies last, whichever is sooner

End of Support (Avaya BCM 400)	End of Support Contract Renewal	The last date to extend or renew a support contract for VESTA Pallas / BCM400 systems. The extension or renewal period cannot extend beyond the End of Support Delivery date.	December 31, 2015
	End of Support Delivery (EoL)	The last date to receive support for VESTA Pallas / BCM400 (or earlier units) systems. Cassidian Communications will provide best effort to resolve any issues beyond the given date.	December 31, 2016
End of Support (Avaya BCM 450)	End of Support Contract Renewal	The last date to extend or renew a support contract for VESTA Pallas / BCM450 systems. The extension or renewal period cannot extend beyond the End of Support Delivery date.	September 30, 2017
	End of Support Delivery (EoL)	The last date to receive support for VESTA Pallas / BCM450 systems. Cassidian Communications will provide best effort to resolve any issues beyond the given date.	September 30, 2018

**Customers are encouraged to review their spares inventory and account for future support while equipment is still obtainable. Availability is subject to change based on supply and demand. Cassidian Communications will notify customers formally if pricing or availability status changes.*

In accordance with previous product announcements, certain expansions (spares and add-ons) are available to VESTA Pallas customers running the BCM450 Base Unit only. Please reference the Summary of Previous Product Announcements section (as follows) for details.

SUMMARY OF PREVIOUS PRODUCT ANNOUNCEMENTS

Cassidian Communications previously issued (2) PDN notifications to inform customers of the LTB opportunity for Server 2003-supported servers and Windows XP-supported workstations.

- **PDN PE120403 (April 3, 2012)**
  Planning for Microsoft® Windows® XP Professional / Windows® Server® 2003 Operating System Discontinuation
- **PDN PE120622 (June 22, 2012)**
  Courtesy Reminder for Last Time Buy of Microsoft® Windows® XP Professional / Windows Server® 2003 Operating Systems

The below outlines previous VESTA Pallas product announcements relative to product availability:

DATE	NOTICE #	NOTICE TITLE	SUMMARY
04/03/2012	PE120403 (PDN)	Planning for Microsoft® Windows® XP Professional / Windows® Server® 2003 Operating System Discontinuation	Notifications to inform customers of the LTB opportunity for Server 2003-supported servers and Windows XP-supported workstations.
06/22/2012	PE120622 (PDN)	Courtesy Reminder for Last Time Buy of Microsoft® Windows® XP Professional / Windows Server® 2003 Operating Systems	Notifications to inform customers of the LTB opportunity for Server 2003-supported servers and Windows XP-supported workstations.

The below outlines previous VESTA Pallas product announcements relative to product availability:

DATE	NOTICE #	NOTICE TITLE	SUMMARY
04/05/2010	VP100405 (PDN)	VESTA Pallas PBX Non-Redundant Base Unit No Longer Available	Notification that the Non-Redundant BCM400 Base Unit is no longer available for purchase.
11/23/2010	VP101123 (PDN)	VESTA Pallas PBX 4.0 Base Unit No Longer Available	Notification that the Redundant BCM400 Base Unit is no longer available for purchase and identified the BCM450 as the functional replacement product.
04/12/2011	VP110412 (PCN)	VESTA Pallas PBX 3.5 to 3.6 and 3.6/3.7 to 4.0 Upgrade Kits	Communication of the new part numbers and availability (10/28/2011) for the BCM400 3.5 to 3.6 and 3.6/3.7 to 4.0 software upgrade kits.
08/12/2011	VP110812 (PDN)	VESTA Pallas PBX 3.6/3.7/4.0 Upgrades/Expansions/Spares - Last Time Buy	Communication of the LTB opportunity (10/28/2011) for the BCM400 software and hardware.
10/03/2011	VP111003 (PDN)	Courtesy Reminder for LTB of VESTA Pallas PBX 3.6/3.7/4.0 Upgrades/Expansions/Spares	Courtesy reminder for the LTB opportunity (10/28/2011) for the BCM400 software and hardware.
11/02/2011	VP111102 (PDN)	Date Extension for LTB of VESTA Pallas PBX 3.6/3.7/4.0 Upgrades/Expansions/Spares	Date extension for the LTB opportunity (2/17/2012) for the BCM400 software and hardware.
09/07/2012	VP120907 (PDN)	VESTA Pallas PBX 5.0 and 6.0 Base Unit - Upcoming End of Sales	Communication of the EoS and LTB opportunity (11/1/2012 or while supplies last, whichever is sooner) for the Non-Redundant and Redundant BCM450 5.0/6.0 Base Units.
10/18/2012	VP121018 (PDN)	Courtesy Reminder for Upcoming End of Sales - VESTA Pallas PBX 5.0/6.0 Base Unit	Courtesy reminder for the LTB opportunity (11/1/2012 or while supplies last, whichever is sooner) and notification that the Non-Redundant BCM450 Base Unit is no longer available for purchase.

MIGRATION

A comprehensive migration strategy to Cassidian Communications VESTA/Sentinel 4 system is in place for Cassidian Communications customers using earlier releases of our Computer Telephony Integration (CTI) solutions, such as VESTA Pallas.

Bringing the best features of two nationally acclaimed products together, the VESTA/Sentinel 4 system establishes the new benchmark for NG9-1-1 call taking. It combines Session Initiation Protocol (SIP) call handling with advanced Cassidian Communications call control technologies to support the emergency and administrative call taking needs of PSAPs with up to 250 positions. It includes standard telephony features such

as Automatic Call Distribution (ACD), one-button transfer and dynamic conferencing. Plus its flexible, open architecture often eliminates the need for a traditional PBX, reducing call center costs and easily accommodating single and multi-site (geo-diverse) deployments.

Most importantly, the VESTA/Sentinel 4 system features an all-new, highly configurable and supremely intuitive user interface (UI), considered a foundational component of our next generation integrated, geospatial multimedia platform.

Please visit the following link to access the Product Bulletin for VESTA/Sentinel 4:
http://www.CassidianCommunications.com/pdf/PB_Vesta_Sentinel4.pdf

We are pleased to extend an **incentive program** to our loyal customers in appreciation for ongoing support of Cassidian Communications' solutions. Please contact your sales representative to discuss the options that best fit your system requirements.

PART NUMBER INFORMATION
VESTA PALLAS SOFTWARE:

The following part numbers are discontinued effective immediately:

870899-03102.5	VP 2.5 LIC
870899-03002.6	VP 2.6 FOR PBX 3.7
870899-03102.6	VP 2.6 LICENSE ONLY
870899-20201	VSAT CTI2.6 PALLAS PBX3.7
870899-03012.6	VP 2.6 FOR PBX 4.0
870890-20601	VP 2.6 SP1
870899-20401	VSAT CTI2.6 PALLAS PBX4.0
870890-20301	TPI 1.6 VP 2.6
870899-03002.7	VP 2.7 FOR PBX 3.7
870899-23701	VSAT CTI2.7 PALLAS PBX3.7
870899-03012.7	VP 2.7 FOR PBX 4.0
870899-23801	VSAT CTI2.7 PALLAS PBX4.0

The following part numbers are available for ordering to support existing customers in accordance with the End of Expansion Sale milestone:

870899-03002.6U	VP 2.6 FOR PBX 3.7 UPGD
870899-03102.6U	VP 2.6 UPGRADE LICENSE
870899-20201U	VSAT CTI2.6 VP PBX3.7 UPG
870899-03012.6U	VP 2.6 FOR PBX 4.0 UPGD
870899-20401U	VSAT CTI2.6 VP PBX4.0 UPG
870899-03002.7U	VP 2.7 FOR PBX 3.7 UPGD
870899-23701U	VSAT CTI2.7 VP PBX3.7 UPG
870899-03012.7U	VP 2.7 FOR PBX 4.0 UPGD
870899-03102.7U	VP 2.7 UPGD LICENSE ONLY
870899-23801U	VSAT CTI2.7 VP PBX4.0 UPG
870899-03112.7	VP 2.7 FOR PBX 5.0

870899-03102.7	VP 2.7 LICENSE ONLY
870899-03112.7U	VP 2.7 FOR PBX 5.0 UPGD
870899-23901	VSAT CTI2.7 PALLAS PBX5.0
870899-23901U	VSAT CTI2.7 VP PBX5.0 UPG
870899-03013.0U	VP 3.0 FOR PBX 4.0 XP UPG
870891-03013.0U	VP 3.0 UPGD LIC ONLY
870891-03013.0	VP 3.0 LIC ONLY
870899-24001U	VSAT CTI3.0 VP PBX4.0 UPG
870899-03213.0	VP 3.0 FOR PBX 5.0 XP
870899-03213.0U	VP 3.0 FOR PBX 5.0 XP UPG
870899-03113.0U	VP 3.0 FOR PBX 5.0 W7 UPG
870899-24301	VSAT CTI3.0 PBX 5.0 XP
870899-24101U	VSAT CTI3.0 PBX5.0 W7 UPG
870899-03303.0	VP 3.0 FOR PBX 6.0 XP L/D
870899-03303.0U	VP 3.0 FOR PBX 6.0 XP UPG
870899-03203.0	VP 3.0 FOR PBX 6.0 W7 L/D
870899-03203.0U	VP 3.0 FOR PBX 6.0 W7 UPG
870899-24201	VSAT CTI3.0 PBX6.0 W7
870899-24201U	VSAT CTI3.0 PBX6.0 W7 UPG
870809-00201**	V ALI INTFC MOD
870809-00101**	V CAD INTFC MOD
870809-00201U**	V ALI INTFC MOD UPGD
870809-00101U**	V CAD INTFC MOD UPGD
870810-00602**	VIRR PHN/RAD MOD
870810-00602U**	VIRR PHN/RAD MOD UPGD
870810-01101**	VCDR SVR MOD
870810-01101U**	VCDR SVR MOD UPGD
870810-01102**	VCDR MNTR LIC
870810-01102U**	VCDR MNTR LIC UPGD
870899-10401**	VALIFAX
870890-19301**	VESTA ALIFAX FEATURE PACK
870899-14101	VSAT RPU PALLAS SERVER
870899-17101	VSAT DATA PALLAS SVR
870899-20301	VSAT DATA PALLAS WKSTN

VESTA PALLAS SOFTWARE SUPPORT

The following part numbers are available for ordering to support existing customers in accordance with the End of Support Contract Renewal Milestone:

809800-90201	SPT VP 1YR PCML
809800-90202	SPT VP 2YR PCML

809800-90203	SPT VP 3YR PCML
809800-90204	SPT VP 4YR PCML
809800-90216	SPT VP SW 1 MTH
809800-90217	SPT VP SW 2 MTH
809800-90218	SPT VP SW 3 MTH
809800-90219	SPT VP SW 4 MTH
809800-90220	SPT VP SW 5 MTH
809800-90221	SPT VP SW 6 MTH
809800-90222	SPT VP SW 7 MTH
809800-90223	SPT VP SW 8 MTH
809800-90224	SPT VP SW 9 MTH
809800-90225	SPT VP SW 10 MTH
809800-90226	SPT VP SW 11 MTH
809800-90211	SPT VP 1YR NON-PCML
809800-00239	SPT VP 2YR NON-PCML
809800-90212	SPT VP 3YR NON-PCML
809800-00240	SPT VP 4YR NON-PCML
809800-04001	SPT VSAT PALLAS CTI Y1PEI
809800-04002	SPT VSAT PALLAS CTI Y2PEI
809800-04003	SPT VSAT PALLAS CTI Y3PEI
809800-04004	SPT VSAT PALLAS CTI Y4PEI
809800-04006	SPT VSAT PALLAS CTI Y1 NP
809800-04007	SPT VSAT PALLAS CTI Y2 NP
809800-04008	SPT VSAT PALLAS CTI Y3 NP
809800-04009	SPT VSAT PALLAS CTI Y4 NP
809800-80106**	SPT VIRR THRU YR1 PEI
809800-80107**	SPT VIRR THRU YR2 PEI
809800-80108**	SPT VIRR THRU YR3 PEI
809800-80109**	SPT VIRR THRU YR4 PEI
809800-80110**	SPT VIRR THRU YR1 NPEI
809800-80111**	SPT VIRR THRU YR2 NPEI
809800-80112**	SPT VIRR THRU YR3 NPEI
809800-80113**	SPT VIRR THRU YR4 NPEI
809800-80141**	SPT VALIFAX THRU YR1 PEI
809800-80142**	SPT VALIFAX THRU YR2 PEI
809800-80012**	SPT VALIFAX THRU YR3 PEI
809800-80143**	SPT VALIFAX THRU YR4 PEI
809800-80144**	SPT VALIFAX THRU YR1 NPEI
809800-80145**	SPT VALIFAX THRU YR2 NPEI
809800-80146**	SPT VALIFAX THRU YR3 NPEI

809800-80147**	SPT VALIFAX THRU YR4 NPEI
809800-04031	SPT VSAT PALLAS RPU Y1PEI
809800-04032	SPT VSAT PALLAS RPU Y2PEI
809800-04033	SPT VSAT PALLAS RPU Y3PEI
809800-04034	SPT VSAT PALLAS RPU Y4PEI
809800-04036	SPT VSAT PALLAS RPU Y1 NP
809800-04037	SPT VSAT PALLAS RPU Y2 NP
809800-04038	SPT VSAT PALLAS RPU Y3 NP
809800-04039	SPT VSAT PALLAS RPU Y4 NP
809800-04011	SPT VSAT DATA PALLAS Y1PE
809800-04012	SPT VSAT DATA PALLAS Y2PE
809800-04013	SPT VSAT DATA PALLAS Y3PE
809800-04014	SPT VSAT DATA PALLAS Y4PE
809800-04016	SPT VSAT DATA PALLAS Y1NP
809800-04017	SPT VSAT DATA PALLAS Y2NP
809800-04018	SPT VSAT DATA PALLAS Y3NP
809800-04019	SPT VSAT DATA PALLAS Y4NP

VESTA PALLAS MULTI-TRUNK UNIT (MTU)

The following part numbers are available for ordering to support existing customers in accordance with the End of Expansion Sale milestone:

852204-00101**	MTU BASE UNIT
852204-00201**	RDNT PKG - MTU
852210-00401**	ACTIVE CAMA MODULE
872299-00101	MTU FIRMWARE - PALLAS
852210-00301**	MTU SHELF
852210-00901**	CPU CARRIER MODULE
852210-00101**	POWER MODULE (MTU)
832211-00606-FRU**	MTU FAN CARD - FRU
832201-00101**	CBL MTU PWR BUSS
862306-00501**	TELEPHONE BKUP 4-LINE
852204-00301**	CROSS-CONN ASSY BKUP PHN

VESTA PALLAS MULTI-TRUNK UNIT (MTU) FIRMWARE SUPPORT

The following part numbers are available for ordering to support existing customers in accordance with the End of Support Contract Renewal milestone:

809800-90301**	SPT THRU YR 1 MTU FW
809800-90302**	SPT THRU YR 2 MTU FW
809800-90303**	SPT THRU YR 3 MTU FW

809800-90304**	SPT THRU YR 4 MTU FW

VESTA PALLAS PBX

The following part numbers are discontinued effective immediately:

862309-00201	PBX 3.7 EXPANSION SHELF
870890-16404	NORTEL COMPONENTS 3.1
870890-16405	NORTEL COMPONENTS 4.0

The following part numbers are available for ordering to support existing customers in accordance with the End of Expansion Sale milestone:

862309-00403	PBX 5/6.0 EXPAN SHLF RNDT
04000-07105	PBX 5/6.0 EXP PORT LIC
862311-01001	PBX 5.0/6.0 CAP EXP CARD
862304-00503	PBX 5.0/6.0 RAID UPGD KIT
862304-00102	PBX 5/6.0 RDNT UPGD KITV2
852204-00401	BNDL PALLAS PYXIE 24P
862311-00901	CARD 4 PORT (50PIN X2)
862311-00801	CARD 8-PORT GATM
862304-01301	KIT CARD COMBO 4X16
862304-01001	KIT 8-PORT GATM
832201-01001	CBL VP GATM8/PTCHPNL 9FT
862311-00401	CARD DIGITAL T1/PRI
862311-00501	CARD 16-STATION
862311-00601	CARD 32 DIGITAL STATION
862308-00101	ANALOG TERM ADAPT
862308-00301	GASM8-ANALOG STN MOD
862308-01401	ADID 8-PORT MODULE
862309-00801	NON-RDNT PS PBX 5.0/6.0
862309-00701	RDNT PWR SPLY PBX 5.0/6.0
862308-00401	COOLING FAN SPARE FRU PBX
862308-01201	COOLING FAN SPARE FRU EXP
862308-00510	PBX 5/6.0 POP BFT ASSY
862308-00910	PBX 5.0/6.0 PRG HDD FRU
862308-00610	PBX 5/6.0 BLANK HDD FRU
862304-01201	PALLAS PBX Y-CBL FM KIT
862306-00401	VP PHN BLK 1-BTN
862306-00301	VP PHN BLK 8-BTN
862306-00201	VP PHN BLK 16-BTN
862308-00801	T24-24 BUTTON KIM
862304-01504	PHN 1140 VPPBX5/6.0 IPBND

862304-01505	PHN 1120 VPPBX5/6.0 IPBND
04000-43120	IP KEY EXP MOD 1120/1140E
04000-43211	PWR SPLY VP IP PHN
04000-43212	PWR SPLY CORD VP IP PHN
862306-00601	PHN IP 1140E
862306-00701	PHN IP 1120E
04000-43110	PHN i2004 IP
04000-43111	IP KEY EXP MOD 2004 PHN
04000-43210	PHN I-2007 IP
04000-00146	SWITCH 3-PORT
04000-02070	HDST PALLAS PHN T7300
862304-01432	PBX 5.0 TO 6.0 UPGD KIT
872399-00701	PBX 5/6.0 LAN CTE 1 SEAT
04000-10170	PBX5/6.0 VOICE MAIL 1SEAT
04000-07106	PBX 5/6.0 NTWK MCDN
04000-07104	PBX 5/6.0 VOIP GATE LIC
04000-07107	LIC IP PALLAS PBX 5/6.0
832201-00401-018	CBL PALLAS CFG 25PR 18FT
832201-00601-16P	CBL PALLASPYXIE 16P-53IN
832201-00601-24P	CBL PALLASPYXIE 24P-53IN
832201-00601-8P	CBL PALLASPYXIE 8P-53IN
832201-00701-16P	CBL PALLASPYXIE 16P-9FT
832201-00701-24P	CBL PALLASPYXIE 24P-9FT
832201-00701-8P	CBL PALLASPYXIE 8P-9FT
832201-00801-16P	CBL PALLASPYXIE 16P-3FT
832201-00801-24P	CBL PALLASPYXIE 24P-3FT
832201-00801-8P	CBL PALLASPYXIE 8P-3FT
832201-00901-16P	CBL PALLASPYXIE 16P-5FT
832201-00901-24P	CBL PALLASPYXIE 24P-5FT
832201-01101	CBL PALLAS FLIC 9FT
852204-00401	BNDL PALLAS PYXIE 24P
862314-00101	PALLAS PERIPHERAL EQUIP

VESTA PALLAS AUDIO DEVICE

The following part number is available for ordering to support existing customers in accordance with the End of Expansion Sale milestone:

850808-00702**	AUDIO CONTROL UNIT (ACU)

VESTA PALLAS SERVICES

The following part numbers are discontinued effective immediately:

809800-80401	PALLAS CFG
809800-80400	PALLAS STG PER POS
809800-24001**	EXT WARR PROP HDWR 3YR
809800-25001**	EXT WARR PROP HDWR 4YR
809800-26001**	EXT WARR PROP HDWR 5YR
812200-00101	PALLAS PBX T&M
812200-00201	PALLAS PBX EXPDT FEE
812200-00401	PALLAS PBX SVC MAINT 1YR
812200-00501	PALLAS PBX PARTS MAIN 1YR
809800-04005	SPT VSAT PALLAS CTI Y5PEI
809800-04010	SPT VSAT PALLAS CTI Y5 NP
809800-80002**	SPT VIRR THRU YR5 PEI
809800-80114**	SPT VIRR THRU YR5 NPEI
809800-80040**	SPT VALIFAX THRU YR5 PEI
809800-80025**	SPT VALIFAX THRU YR5 NPEI
809800-04035	SPT VSAT PALLAS RPU Y5PEI
809800-04040	SPT VSAT PALLAS RPU Y5 NP
809800-04015	SPT VSAT DATA PALLAS Y5PE
809800-04020	SPT VSAT DATA PALLAS Y5NP
809800-90305**	SPT THRU YR 5 MTU FW

The following part numbers are available for ordering to support existing customers in accordance with the End of Expansion Sale milestone:

809800-70001**	SYS SVR CFG
809800-29001**	V SVR CFG NPEI
809800-90001**	V WKST CFG PEI
809800-28001**	V WKST CFG NPEI
809800-90230	VP RETRIEVE AUTODIAL SRV

VESTA PALLAS TRAINING

The following part numbers for VESTA Pallas training courses are discontinued effective immediately:

000000-26508	VP I&M/PRGM SUIT TRNG
000000-26505	VP DELTA SUIT TRNG
000000-06508	VP I&M/PRGM TRNG
000000-06505	VP I&M 3.7/4.0 DELTA TRNG
000000-66501	VP AGENT RFSHR CBT TRNG
000000-76501	VP AGENT RFSHR LMS TRNG

The following part numbers for VESTA Pallas training courses are available for ordering through June 2, 2014 and will be conducted through September 1, 2014. Cassidian Communications recommends customers to review

their future training needs and take advantage of the VESTA Pallas Agent Train-The-Trainer (TTT) course while available.

000000-26500	VP I&M/AD SUIT TRNG
000000-06500	VP I&M/ADMIN TRNG
000000-46501	VP AGENT TRNG
000000-26504	VP ADMIN TRNG
000000-66506	VP AGENT BNDL SITE TRNG
000000-56502	VP AGENT TTT TRNG

***Common part number to multiple Cassidian Communications product lines. Part numbers reflecting this designation will continue to be available for these other product lines only.*

ORDERING INFORMATION

To place an order, please email insidesales@CassidianCommunications.com or call Cassidian Communications Order Management team at 800.491.1734. Please allow 6-8 weeks for delivery after receipt of order (ARO). This PDN is effective immediately.

CLOSING

Your immediate attention to this matter is greatly appreciated. Should you have questions or require further assistance, please contact us at 951.719.2100 or productlinemanagement@CassidianCommunications.com. We appreciate your continued support of our products and look forward to working with you in the continued evolution of Cassidian Communications technology.

– The Cassidian Communications Product Team

COMMONWEALTH of VIRGINIA

Virginia 9-1-1 Services Board

Dorothy Spears-Dean
PSC Coordinator
(804) 416-6201

Terry D. Mayo
Board Administrative
Assistant
(804) 416-6197

January 24, 2017

Dear Gloucester PSAP:

I am pleased to advise you that the Virginia 9-1-1 Services Board has approved your FY18 grant request. You have been awarded $150,000 for your Individual PSAP Call Handling Equipment project, Grant ID 18-168. Funding for this grant award will be available beginning July 1, 2017.

The Grant Payment Reimbursement Process is described in the PSAP Grant Guidelines. Payment will be made on a reimbursement basis only for allowable project costs. ISP staff has already advised grant awardees of any non-allowable items that were included in their grant applications; however, grant awardees are financially responsible for any non-allowable items that are submitted for reimbursement. If you are unsure whether or not a purchase will be reimbursed, particularly with CAD and NG9-1-1 GIS projects, please consult your Regional Coordinator or me before making the purchase.

All funding requests must be submitted on the Grant Payment Request Form. Invoice(s) that support the amount requested should be attached to the form at the time it is submitted in order for the request to be processed. Furthermore, a Progress Report is required after completion of the first year of the grant award period. When the project is completed, a Grant Closure Form is needed to close out the grant award. Finally, grant payment requests will be held until all required reports are received. This includes annual True-ups, or any other document required by the Board.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

Lisa Nicholson

Lisa Nicholson
Public Safety Program Manager

911 Call Answering Equipment FY2019 - FY2023 CIP Information

- Gloucester's current 911 call answering equipment was purchased during the radio system upgrade with the equipment and version purchased to match that being used by York County and James City County.
- York County and James City County have upgraded their systems as necessary to provide seamless redundancy for 911 calls. That is, too many rings in one of the 911 centers automatically rings through to the other and calls can be very quickly routed to the peer center.
- While Gloucester would like similar redundancy, complexities between the 757 area code and 804 area code currently preclude that level of redundancy with current equipment.
- Proposed new equipment is fully IP based and will be aligned with our radio partners
    - This will prepare us for the migration to Next Generation 9-1-1 (while nor fully possible now, ultimately this technology will allow photographs and videos submission to the 9-1-1 center).
    - We have seen all of Hampton Roads 757 areas lose 9-1-1 due to a Verizon switch failure. IP based technologies will eventually eliminate working with wireline companies today who provide antiquated technologies that have been around since the early 1970's. IP based systems are the future.
    - Better redundancy with York/Poquoson/Williamsburg (YPW) 911 working toward seamless redundancy like that enjoyed today by YPW and JCC – We are working with our radio partner York/JCC to look at providing redundancy in our 911 center similar with what we enjoy with our radio system. York and JCC are currently upgrading their equipment to technology that will help us improve our redundancy if we upgrade as well. We currently experience problems when we need to transfer 911 calls because other nearby 804 localities are too small and Verizon has technological difficulties transferring to 757 localities due to our 804 exchange being based in the Richmond operations center and the 757 exchange being based in the Newport News operations center. An integrated IP interface will allow us a path that will ultimately provide the same seamless coverage that York and JCC have between 911 centers.
    - IP based equipment will provide the core requirement to help with future redundancy during high call volume incidents (natural disasters). While replacement of our current equipment will not provide redundancy alone, it is a first step toward providing the opportunity for calls to automatically spill over to our regional partners who already have seamless access to our joint regional radio system.
    - Recent regional radio system developments with respect to Isle of Wight County and the City of Suffolk provide two more localities that could possibly provide 9-

1-1 redundancy as we work to expand our wide area microwave network to those localities.

- The current system and technology is antiquated and as at the end of its useful life expectancy and makes it very expensive and difficult to provide backup services to Gloucester. Our systems vendor, Motorola, has advised us that as the system continues to age parts will no longer be available, maintenance is currently in a "best effort" service category since December 2016. Our 911 system is mission critical and we cannot afford the opportunity to let it become inoperable where we have to provide used parts. The propensity for failure increases with age as does the amount of time and effort to restore issues because of parts availability.
- We have received a $150,000 PSAP (Public Safety Answering Point) grant from the state that must be spent in FY18 or FY19.

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Public Safety Radio Subscriber Upgrades
Project Location	ECC
Department Name	Radio O&M
Contact Name/Phone/Email	Garrey W. Curry, Jr., P.E.

Proposed Schedule/Cost

Date Improvements Begin	FY23	Date Improvements Complete	FY23	Useful life (in years)	10
Design/Engineering Cost	$ -	Construction/Equipment Cost	$ 3,090,000	Previous Funding Amount	
Annual/Recurring Cost	$ -	Recurring Revenue Generated	$ -	For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs						$ 3,090,000	$ 3,090,000		$ 3,090,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt						3,090,000	3,090,000		3,090,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ 3,090,000	$ 3,090,000	$ -	$ 3,090,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The mobile radios (vehicle mounted) and portable radios will require replacement at some point. Our 15-year managed upgrade pathway indicates this expense occurring in FY23. These assets are public safety grade and must be maintained as such to maintain the standard of care for public safety (5 - nines reliability). There will likely be some improved capabilities with the technology that will be available when we upgrade (current technology).
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	We are bound to Motorola devices to align with our regional system and its related MOU.
3) Indicate and quantify what the consequences would be on services if not funded.	We will hold on to our existing equipment for as long as they are operating reliably and can be serviced by Motorola and extend further to the greatest extent possible.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This is a must complete project. The XTS (portable) and XTL (mobile) radios are no longer manufactured. Motorola's published end of field service date for the radios is December 31, 2019 (mid FY20). Given the number of radios currently in use by the County and our regional partners, we believe we will be able to delay replacement until FY23. If we have radio failures (not simply field tuning issues or accessory issues), we will have the opportunity to pool resources and use regional spares to bridge the gap as our partners plan to upgrade earlier than we do due to the age of their radios.
5) Additional information you wish to provide that would assist in the evaluation process.	The cost estimate is very preliminary but is suitable to develop 10 year financing costs. Our current subscribers were financed for 10 years with FY19 including the last annual finance payment.

Attachments (list):		
	15 Year managed radio upgrade plan	

5YR LEASE - FY17+

GLOUCESTER SUBSCRIBERS PROGRAMMED FOR REPLACEMENT

#1 - Pay as You Go

#1 - Pay as You Go	FY'17	FY'18	FY'19	FY'20	FY'21	FY'22	FY'23	FY'24	FY'25	FY'26	FY'27	FY'28	FY'29	FY'30	FY'31			
Project	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	FY'17-21 TOTAL	FY'22-31 TOTAL	FY'17-31 TOTAL
System Upgrade including Trunked Logging System	3,030,503	-	-	395,981	2,359,000	-	-	-	-	-	2,443,000	-	-	-	-	5,785,484	2,443,000	8,228,484
Channels	915,460	658,505	1,411,409	2,789,015	-	-	-	-	-	-	-	-	-	-	-	5,774,389	-	5,774,389
Consoles	-	2,101,497	590,438	-	-	-	-	-	-	-	-	-	-	-	-	2,691,935	-	2,691,935
Power Systems	-	-	-	-	596,808	-	-	-	-	-	697,138	-	-	-	-	596,808	697,138	1,293,946
Frequency Standard Upgrade & Time Reference	-	-	-	-	326,922	-	-	-	-	-	-	-	-	-	-	326,922	-	326,922
RF Networks	-	-	-	-	-	1,428,509	-	-	-	-	-	-	-	-	-	-	1,428,509	1,428,509
Civil Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Microwave System	-	-	-	-	-	-	1,995,129	-	-	-	-	-	-	-	-	-	1,995,129	1,995,129
Paging	-	-	-	-	-	456,428	-	-	-	-	-	-	-	-	-	-	456,428	456,428
Mobile Data Terminals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Incentive	(150,000)	-	-	(100,000)	(180,000)	-	(100,000)	-	-	-	(215,000)	-	-	-	-	(430,000)	(315,000)	(745,000)
SUBTOTAL: Infrastructure	**3,795,963**	**2,760,002**	**2,001,847**	**3,084,997**	**3,102,730**	**1,884,937**	**1,895,129**	**-**	**-**	**-**	**2,925,138**	**-**	**-**	**-**	**-**	**14,745,539**	**6,705,204**	**21,450,743**
SUBTOTAL: Subscribers	**-**	**-**	**-**	**-**	**-**	**12,766,215**	**7,647,502**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**20,413,716**	**20,413,716**
SUBTOTAL: Equipment	**3,795,963**	**2,760,002**	**2,001,847**	**3,084,997**	**3,102,730**	**14,651,152**	**9,542,631**	**-**	**-**	**-**	**2,925,138**	**-**	**-**	**-**	**-**	**14,745,539**	**27,118,921**	**41,864,459**
Baseline System Maintenance	*2,493,048*	*2,567,840*	*2,644,875*	*2,724,221*	*2,805,948*	*2,890,126*	*2,976,830*	*3,066,135*	*3,158,119*	*3,252,862*	*3,350,448*				*0 959*	*13,235,931*	*33,132,057*	*46,367,988*
Warranty Savings: Infrastructure	*-*	*(52,306)*	*(19,835)*	*(15,274)*	*(24,356)*	*(88,152)*	*(9,600)*	*(37,500)*	*-*	*-*	*-*	*(75,000)*	*-*	*-*	*-*	*(111,771)*	*(210,252)*	*(322,023)*
Warranty Savings: Subscribers	*-*	*-*	*-*	*-*	*-*	*-*	*(252,000)*	*(42,000)*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*-*	*(294,000)*	*(294,000)*
SUBTOTAL: Maintenance w/subs	**2,493,048**	**2,515,534**	**2,625,040**	**2,708,947**	**2,781,592**	**2,801,974**	**2,715,230**	**2,986,635**	**3,158,119**	**3,252,862**	**3,350,448**	**3,375,962**	**3,554,491**	**3,661,125**	**3,770,959**	**13,124,160**	**32,627,805**	**45,751,965**
TOTAL	**6,289,011**	**5,275,535**	**4,626,887**	**5,793,944**	**5,884,322**	**17,453,126**	**12,257,860**	**2,986,635**	**3,158,119**	**3,252,862**	**6,275,586**	**3,375,962**	**3,554,491**	**3,661,125**	**3,770,959**	**27,869,699**	**59,746,725**	**87,616,424**

	FY'17	FY'18	FY'19	FY'20	FY'21	FY'22	FY'23	FY'24	FY'25	FY'26	FY'27	FY'28	FY'29	FY'30	FY'31			
Breakdown by County: Infrastructure	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	FY'17-21 TOTAL	FY'22-31 TOTAL	FY'17-31 TOTAL
York	*1,609,931*	*1,169,851*	*941,880*	*1,512,900*	*1,239,831*	*732,279*	*758,052*	-	-	-	*1,168,582*	-	-	-	-	*6,474,393*	-	*9,133,306*
James City	*1,609,931*	*1,169,851*	*941,880*	*1,512,900*	*1,239,831*	*703,274*	*758,052*	-	-	-	*1,168,582*	-	-	-	-	*6,474,393*	-	*9,104,301*
Gloucester	*576,101*	*420,299*	*118,088*	*59,196*	*623,068*	*449,385*	*379,026*	-	-	-	*587,973*	-	-	-	-	*1,796,752*	-	*3,213,135*
Infrastructure	*3,795,963*	*2,760,002*	*2,001,847*	*3,084,997*	*3,102,730*	*1,884,937*	*1,895,129*	-	-	-	*2,925,138*	-	-	-	-	*14,745,539*	-	*21,450,743*
Breakdown by County: Subscribers																		
York	-	-	-	-	-	*6,736,026*	-	-	-	-	-	-	-	-	-	-	-	*6,736,026*
James City	-	-	-	-	-	*6,030,188*	-	-	-	-	-	-	-	-	-	-	-	*6,030,188*
Gloucester	-	-	-	-	-	-	*3,090,124*	-	-	-	-	-	-	-	-	-	-	*3,090,124*
Tenant Agencies	-	-	-	-	-	-	*4,557,377*	-	-	-	-	-	-	-	-	-	-	*4,557,377*
Subscribers	-	-	-	-	-	*12,766,215*	*7,647,502*	-	-	-	-	-	-	-	-	-	-	*20,413,716*
Breakdown by County: Maintenance with Subscribers																		
York	*997,219*	*1,006,213*	*1,050,016*	*1,083,579*	*1,112,637*	*1,120,790*	*1,086,092*	*1,194,654*	*1,263,248*	*1,301,145*	*1,340,179*	*1,350,385*	*1,421,796*	*1,464,450*	*1,508,384*	*5,249,664*	-	*18,300,786*
James City	*997,219*	*1,006,213*	*1,050,016*	*1,083,579*	*1,112,637*	*1,120,790*	*1,086,092*	*1,194,654*	*1,263,248*	*1,301,145*	*1,340,179*	*1,350,385*	*1,421,796*	*1,464,450*	*1,508,384*	*5,249,664*	-	*18,300,786*
Gloucester	*498,610*	*503,107*	*525,008*	*541,789*	*556,318*	*560,395*	*543,046*	*597,327*	*631,624*	*650,572*	*670,090*	*675,192*	*710,898*	*732,225*	*754,192*	*2,624,832*	-	*9,150,393*
Maintenance	*2,493,048*	*2,515,534*	*2,625,040*	*2,708,947*	*2,781,592*	*2,801,974*	*2,715,230*	*2,986,635*	*3,158,119*	*3,252,862*	*3,350,448*	*3,375,962*	*3,554,491*	*3,661,125*	*3,770,959*	*13,124,160*	-	*45,751,965*
Breakdown by County: Total																		
York	*2,607,150*	*2,176,065*	*1,991,896*	*2,596,479*	*2,352,468*	*8,589,094*	*1,844,144*	*1,194,654*	*1,263,248*	*1,301,145*	*2,508,762*	*1,350,385*	*1,421,796*	*1,464,450*	*1,508,384*	*11,724,058*	-	*34,170,118*
James City	*2,607,150*	*2,176,065*	*1,991,896*	*2,596,479*	*2,352,468*	*7,854,252*	*1,844,144*	*1,194,654*	*1,263,248*	*1,301,145*	*2,508,762*	*1,350,385*	*1,421,796*	*1,464,450*	*1,508,384*	*11,724,058*	-	*33,435,276*
Gloucester	*1,074,710*	*923,406*	*643,096*	*600,986*	*1,179,386*	*1,009,780*	*4,012,196*	*597,327*	*631,624*	*650,572*	*1,258,063*	*675,192*	*710,898*	*732,225*	*754,192*	*4,421,584*	-	*15,453,653*
Tenant Agencies	-	-	-	-	-	-	*4,557,377*	-	-	-	-	-	-	-	-	-	-	*4,557,377*
Total	*6,289,011*	*5,275,535*	*4,626,887*	*5,793,944*	*5,884,322*	*17,453,126*	*12,257,860*	*2,986,635*	*3,158,119*	*3,252,862*	*6,275,586*	*3,375,962*	*3,554,491*	*3,661,125*	*3,770,959*	*27,869,699*	-	*87,616,424*

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	8/30/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Expansion of Social Services Building
Project Location	6641 Short Lane Gloucester, VA 23061
Department Name	Social Services
Contact Name/Phone/Email	Beth Barry/804-693-2671/zane.barry@dss.virginia.gov

Proposed Schedule/Cost

Date Improvements Begin	8/1/2019			Date Improvements Complete		5/1/2020			Useful life (in years)		40
Design/Engineering Cost	$ 130,000			Construction/Equipment Cost		$ 1,000,000			Previous Funding Amount		$ 130,000
Annual/Recurring Cost	$ 4,000			Recurring Revenue Generated		$ 5,715			For What Fiscal Year		FY18
Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**		**Total FY19-23**	**Costs Beyond**		**Total Project Costs**
Proposed Capital Costs		$ 1,000,000						$ 1,000,000			$ 1,000,000
Financing											**Total Project Financing**
General Fund Operating								$ -			$ -
Enterprise Fund Operating								-			-
Fund Balance-Committed								-			-
Fund Balance-Unassigned		1,000,000						1,000,000			1,000,000
Debt								-			-
Grant-Federal, State, Local								-			-
Proffers								-			-
Other Sources								-			-
Total Capital Funding		$ 1,000,000	$ -	$ -	$ -	$ -		$ 1,000,000	$ -		$ 1,000,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The Gloucester Social Services building was built in 1993 and reached its capacity in 2001. The capacity issue is linked to a continued increase in the number of citizens receiving benefits and services mandated by Federal and State law. When caseloads increase beyond building capacity there is a direct correlation to the number of staff needed to perform the mandated work, the space for staff, necessary equipment and the storage of documents pursuant to the Internal Revenue Service and the Library of Virginia retention schedule. SEE NEXT PAGE
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	An alternative to expanding the Social Services building would be to expand into a second location with property purchase or rental. This would be a very costly solution requiring duplication of equipment to ensure citizens needs were served as well as ensuring that the mandated requirements on retention of confidential materials are preserved. Staffing would likely need to increase in order to provide all or many of the same required services at both sites. SEE NEXT PAGE
3) Indicate and quantify what the consequences would be on services if not funded.	Despite the economic improvement, there continue to be record numbers of citizens served by the Department programs. This continued increase requires additional space for staff, citizens, equipment, supplies and files. Safety hazards are a concern with equipment and records placement. Physical safety of staff due to limited available space to conduct business with the citizens in emotionally charged situations, within the building is an important concern. SEE NEXT PAGE
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If expansion does not occur, there is a present and increasing liability to include financial consequences of failing to maintain confidentiality of citizen information. There also is potential liability of physical safety of staff when storage of files and supplies create potentially unsafe access. Liability also is compromised with violent behaviors of citizens when in meetings that must be held in areas of the building where access to the entire staff and confidential information exists. SEE NEXT PAGE
5) Additional information you wish to provide that would assist in the evaluation process.	As part of the Annual Cost Allocation Plan, the County is able to claim depreciation of the building each year (for a total of 40 years) to the State Dept. of Social Services. Based on the square footage increase in this proposal, an additional $228,600 for the expansion footage would be projected to be received from the State through the Annual Cost Allocation Plan over the 40 year life of the building expansion. SEE TAB LABELED SOCIAL SERVICES EXPANSION FOR CONTINUED INFORMATION OF ITEMS 1-4

Attachments (list):

1993 Building Plan with defined expansion 6641 Short Lane, Gloucester, VA	
Photos of existing structure on Short Lane, across form Gloucester High School	

CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

Project Title	Expansion of Social Services Building

Project Narrative/Justification

#1 Statement of Need continued: Additional legal mandates placed on local social services' Child Protective and Foster Care programs involve multiple extended family meetings. Citizens attending these mandatory emotionally charged meetings have access to areas where the safety of all staff and the ability to maintain control of confidential information as required by law is compromised. Modifications within the building have been exhausted with the assistance and expertise of Building & Grounds.

#1 Statement of Need continued from above: An expansion of the building would aid in assuring protection of citizen's confidential information while providing safety & security to the citizens & staff within the building. Currently, staff have created an outdoor area where court ordered parental visits occur in good weather, as the space does not exist internally. The building housing the Department is in need of a minimum expansion of 4,000 sq. feet in order to meet current/anticipated need. Improved service to the citizens, prevention of violation of Federal & State mandates, public & staff safety would be accomplished by expansion.

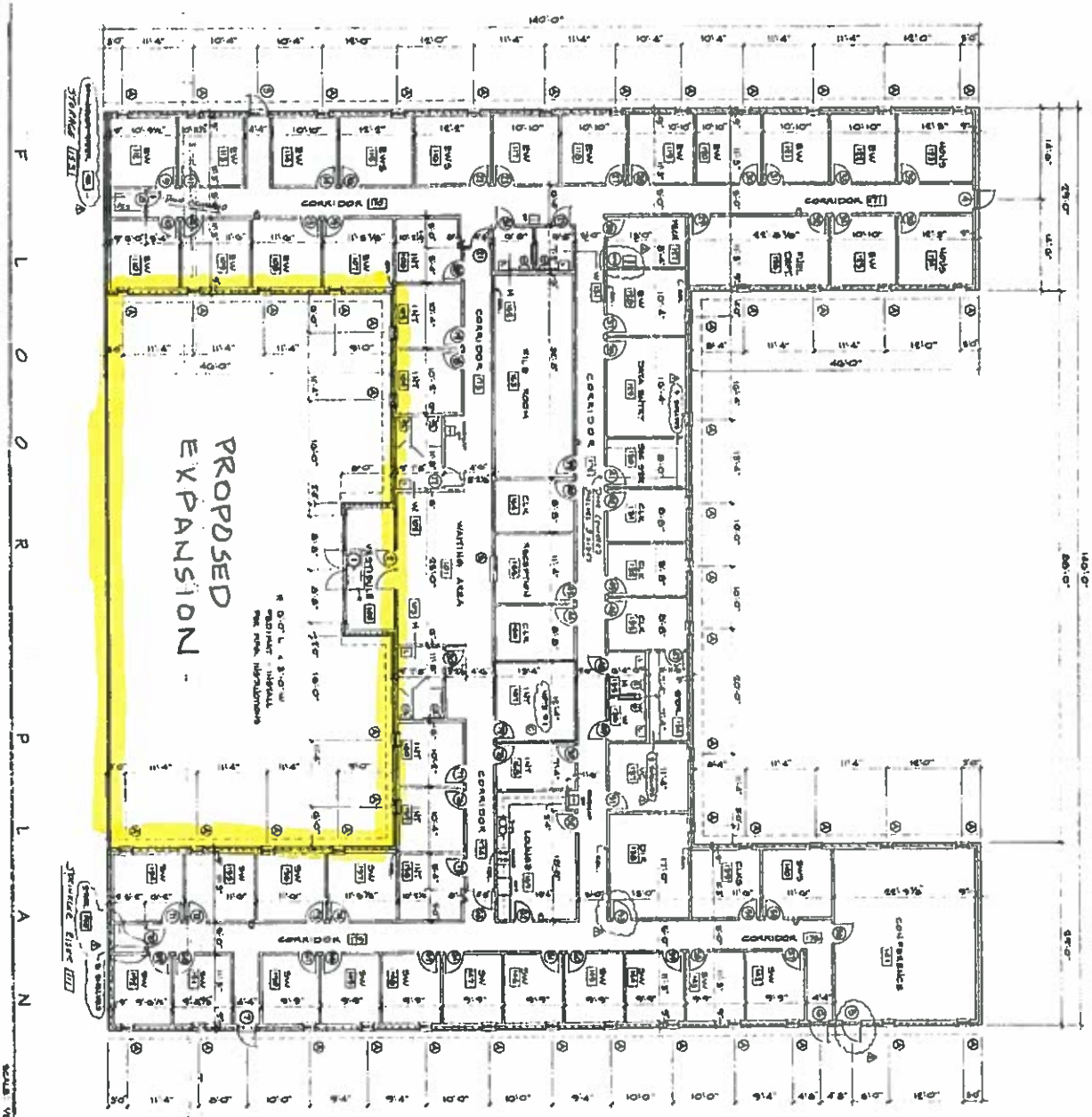
#2 Alternatives continued: If certain service and benefit programs were to relocate, this would likely result in a lack of coordinated service provision to citizens who often need multiple services. There are 17 mandated primary programs. The cost for this option would soon exceed the cost of expansion of the current building at the current cost.

#3 Consequences continued: An IRS walk through audit pertaining to the storage of IRS records and the requirements to ensure their protection, in FY17, demonstrated the need for additonal storage areas for files that are kept protected. Failure to abide by these requirements is a Federal violation with funding sanctions. Services provided are mandated and thus citizens must be served. Funding sanctions would result in additional local funding to meet the Federal and State requirements when funding from the Federal and State authorities is denied due to noncompliance.

#3 Consequences continued: Alternative options as noted above would be far more costly than helpful to citizens and would envoke barriers to benefits prohibited by Federal law. Additionally, there are serious consequences for maintaining child safety when court ordered supervised parental visits are often occuring in places that limit staff member's ability to protect the child.

#4 Potential Liabilities continued: Since mandated family meetings have been implemented in Child Protective Service and Foster Care matters, the number of meetings where law enforcement has been contacted has increased. It should be noted that the County cannot require that firearms be prohibited in the building.

AS-BUILT



BUILDING CODE INFORMATION

1. APPLICABLE CODE: VA U.S.B.C. - 1990 EDITION
2. USE GROUP: B BUSINESS
3. TYPE OF CONSTRUCTION: 5-B CONSTRUCTED - UNPROTECTED
4. HEIGHT & AREA LIMITATIONS:
   A. HEIGHT - TWO STORIES - (30') MAX.
   B. AREA - ONE STORY W/ATTIC (1 1/2')
   C. AREA - 7,500 SF ALLOWABLE MAX.
   D. ACTUAL - 16,915 SF
   E. SPRINKLER SYSTEM INCREASE: 200% = 7,500 SF + 15,000 SF
   F. TOTAL AREA INCREASE: 15,000 SF + 7,500 SF = 22,500 SF
   G. TOTAL ALLOW. BLDG. AREA: 22,500 SF
5. FIRE RESISTANCE RATING (HOURS)
   A. EXTERIOR BEARING WALLS: 2
   B. INTERIOR BEARING PARTITIONS: 0
   C. INTERIOR ARCH & BEAMS: 0
   D. ROOF CONSTRUCTION: 0
6. OCCUPANT LOAD: ONE PER 100 SF MIN.
7. EXITS REQUIRED: 2, PROVIDED: 2

NOTE: FLOOR SOUND ATTENUATION BLANKET INSULATION AT WALLS OF EACH SIDE FROM FLOOR TO BOTTOM OF ROOF TRUSS.

OFFICE LEGEND

ESW - ELECTRIC SERVICE WORKER
CLKS - CLERK SUPERVISOR
DIR - DIRECTOR
EW - ELIGIBILITY WORKER
ESWS - ELIGIBILITY WORKER SUPERV.
HOMS - HOUSING
INT - INTERVIEW
MECH - MECHANICAL
SW - SOCIAL WORKER
SWS - SOCIAL WORKER SUPERV.
CC - CHILD CARE COORDINATOR
SPR - SPRINKLER RISER
JAN - JANITOR
D - DATA PROCESSING EQUIPMENT: MINIMUM PROTECTION: 4 HOUR RATED PLASTIC SPRINKLER HEAD & 2 HR CHEMICAL FIRE EXTINGUISHER

A1.1

FLOOR PLAN
County of Gloucester
Department of Social Services
Route 17 Gloucester, Virginia

Comm. No. 94-06
Date 11-14-94
Drawn RDW
Proj. Mgr. WCM

Rogers | Gatsos Architects, Inc.

720 Thimble Shoals Blvd. Suite 200 Newport News, VA 23606 (804) 873-2222

Δ Jul. 10, 1995
Δ Mar. 20, 1996

Caro Monroe Liang ARCHITECTS PC

Back of Social Services Building ~ HVAC

Back of Social Services

Front of Social Services

Social Services on Short Lane

Social Services ~ Side 1

Social Services ~ Side 2

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	HVAC Replacement
Project Location	Peasley and Bethel
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	6/1/2017	Date Improvements Complete	6/30/2023	Useful life (in years)	20
Design/Engineering Cost		Construction/Equipment Cost	$ 2,114,109	Previous Funding Amount	$ 400,000
Annual/Recurring Cost		Recurring Revenue Generated	$ -	For What Fiscal Year	FY2017/8

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 215,000	$ 220,000	$ 339,109		$ 940,000	$ 1,714,109		$ 1,714,109
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		215,000	220,000	339,109			774,109		774,109
Debt						940,000	940,000		940,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 215,000	$ 220,000	$ 339,109	$ -	$ 940,000	$ 1,714,109	$ -	$ 1,714,109
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	A cyclical replacement of school HVAC equipment is necessary to maintain building mechanical systems. Peasley is in need of replacements for the water source heat exchangers in various halls. Bethel's HVAC system is over 20 years old, parts are becoming hard to obtain and the air-to-air systems will need to be replaced.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	At Peasley, Air-to-Air systems rejected to maintain water source system which proves to be more economical. At Bethel, Air-to-Air system will be replaced with a similar system to reduce engineering and installation costs.
3) Indicate and quantify what the consequences would be on services if not funded.	Catastrophic failure could result in closing schools, thus resulting in a failure to serve the students and the community. Even failures of less stature could negatively impact the learning environment thus impacting academic success for students… the ultimate division mission.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	
5) Additional information you wish to provide that would assist in the evaluation process.	The GHS and Transportation Facility HVAC projects are removed and included as needed in renovation projects should GHS not be renovated and Transportation relocated. Costs are as proposed and noted by Honeywell as approximate project costs. For Peasley, an exception occurs in 2021 in that consideration must be given to the replacement of the boilers/circulator pump and the need to inspect and possibly replace portions of the treated water piping which has been in place for nearly 30 years. 2019.....Replace 1/3 of smaller WSHP 6th Grade Hall.....$215,000 2020.....Replace 1/3 of smaller WSHP 7th Grade Hall.....$220,000 2021.....Replace 1/3 of smaller WSHP 8th Grade Hall.....$339,109 (Honeywell proposal $225,000...balance is amount to address new boilers/circulator pump and water pipe replacement.) 2023.....Replace Air-to-Air rooftop systems at Bethel

Attachments (list):

HVAC Replacement Plan	
Honeywell Email	

Gloucester County Public Schools

Project	Scope	2019	2020	2021	2022	2023	Total
Peasley	Upgrades/replacements to existing system	215,000	220,000	339,109			774,109
							-
Bethel	Upgrades/replacements to existing system					940,000	940,000
							-
Totals		**215,000**	**220,000**	**339,109**	**-**	**940,000**	**1,714,109**

Excerpt from email from Wayne Verlander, District General Manager, Honeywell Building Solutions…

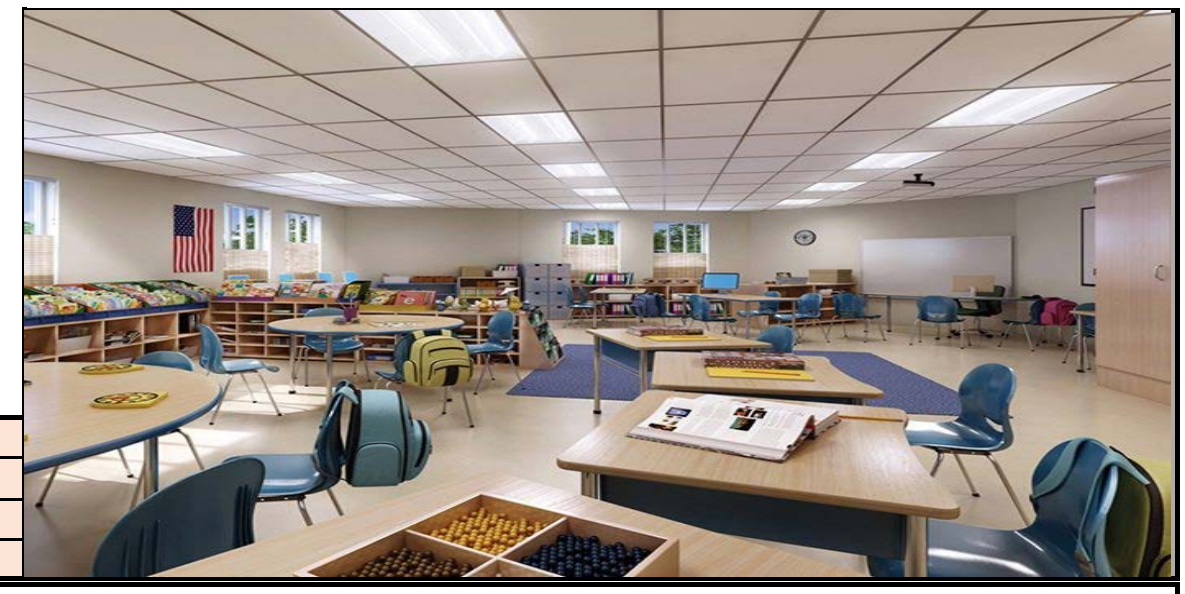
Honeywell will provide GCPS with budget numbers for Long-Range CIP plan:

FY19 - approximate budget amount to replace smaller WSHP serving a single grade level (SAY 6th) - $215K

FY20 - approximate budget amount to replace smaller WSHP serving a single grade level (SAY 7th) - $220K

FY21 - approximate budget amount to replace smaller WSHP serving a single grade level (SAY 8th) - $225K

CIP PROJECT REQUEST FORM
Gloucester County, Virginia



General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	X
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Lighting Replacement
Project Location	All schools except GHS and Page
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2023	Useful life (in years)	20
Design/Engineering Cost		Construction/Equipment Cost	$ 1,709,109	Previous Funding Amount	$ 322,408
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	FY2018

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 415,702	$ 266,417	$ 292,306	$ 412,276		$ 1,386,701		$ 1,386,701
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		415,702	266,417	292,306	412,276		1,386,701		1,386,701
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 415,702	$ 266,417	$ 292,306	$ 412,276	$ -	$ 1,386,701	$ -	$ 1,386,701
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Replace all T-12 fluorescent classroom/facility light fixtures in all schools with efficient LED lighting.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Due to Federal Government changes in lighting fixture requirements, the current model of lamps used in schools is no longer being manufactured. Moving to LED lighting will: 1) result in the greatest savings on energy costs for lighting; 2) provide extended lighting fixture longevity; 3) reduce labor costs with reduced need for lighting and fixture replacement; 4) reduce amperage draw resulting in savings through freeing up existing circuitry for existing and expanding needs of technology.
3) Indicate and quantify what the consequences would be on services if not funded.	It will be necessary to re-lamp all fixtures over the next four fiscal years as the supply of existing T-12 lamps disappears from warehouses and availability diminishes.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Reduction of funds to other projects
5) Additional information you wish to provide that would assist in the evaluation process.	The GHS and Transportation Facility HVAC projects are removed and included as needed in renovation projects should GHS not be renovated and Transportation relocated. Page is also not included in this list. Estimates (with the exception of the Achilles completion) are based on $3.50/sq. ft. as prescribed as the industry standard for estimating LED lighting. This standard verbally communicated to us in a meeting with a local engineering firm with whom we have worked with previously. 2019....Lighting replacement at Peasley....$415,702 (118,772 sq. ft.) 2020....Lighting replacement at Bethel.....$266,417 (76,119 sq. ft.) 2021....Lighting replacement at Botetourt....$292,306 (83,516 sq. ft.) 2022....Lighting replacement at Abingdon and TCWEC....$412,276 ($314,276 for Abingdon...89,793 sq. ft. and $98K for TCWEC) Petsworth and Achilles previously funded in FY2018. See attached information for ROI for the lighting conversion from T-12 to LED. It is estimated to take an average of 9.5 years to recoup the cost of the project from the annually savings of the conversion.

Attachments (list):		
	ROI for Lighting Project	

ROI for Lighting Project

Building	Project Cost	Sq. Ft. of Bldg.	KWH 2015	KWH 2016	Average of KWH for Past Two Years	Estimated % KWH Reduction	Estimated KWH Reduction	Post Up-Grade KWH	Annual Savings	Projected Payback Period
Abingdon	$ 314,276	89,793	1,208,700	1,202,400	1,205,550	63.9%	770,346	435,204	$ 33,223.41	9.46
*Achilles Elementary Sch	$ 129,176	36,907	739,800	720,000	729,900	63.9%	466,406	263,494	$ 13,655.59	9.46
Bethel	$ 266,417	76,119	969,820	1,010,160	989,990	63.9%	632,604	357,386	$ 28,164.03	9.46
Botetourt	$ 292,306	83,516	832,760	822,300	827,530	63.9%	528,792	298,738	$ 30,900.92	9.46
Peasley	$ 415,702	118,772	1,357,567	1,122,967	1,240,267	61.2%	759,043	481,224	$ 43,945.64	9.46
TCWEC	$ 98,000	28,000	523,080	564,720	543,900	63.9%	347,552	196,348	$ 10,360.00	9.46
Subtotal	**$ 1,515,877**					**63.5%**			**$ 160,249.59**	**9.46**
GHS	$ 918,750	262,500	3,542,505	2,986,496	3,264,501	59.4%	1,939,113	1,325,387	$ 97,125.00	9.46
Subtotal	**$ 918,750**					**59.4%**			**$ 97,125.00**	**9.46**
Bus Compound	$ 27,300	7,800	76,201	75,032	75,617	59.4%	44,916	30,700	$ 2,886.00	9.46
Subtotal	**$ 27,300**					**59.4%**			**$ 2,886.00**	**9.46**
Grand Total	**$ 2,461,927**					**60.8%**			**$ 260,261**	**9.46**

Based on average annual cost savings of $0.37 per sq. ft.

***Approximately 36,907 sq. ft. of Achilles still needs to have the conversion completed.**

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	Bathroom Renovations
Project Location	Botetourt and Petsworth
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2017	Date Improvements Complete	6/30/2019	Useful life (in years)	30
Design/Engineering Cost		Construction/Equipment Cost	$ 186,000	Previous Funding Amount	$ 81,000
Annual/Recurring Cost		Recurring Revenue Generated	$ -	For What Fiscal Year	FY2018

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 105,000					$ 105,000		$ 105,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		105,000					105,000		105,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 105,000	$ -	$ -	$ -	$ -	$ 105,000	$ -	$ 105,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Bathroom facilities are in need of repair and replacement. Renovations will promote cleanliness, sanitization and utility savings. It will also create generally healthier conditions.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Continued maintenance costs and cleaning costs associated with old facilities.
3) Indicate and quantify what the consequences would be on services if not funded.	Continued maintenance costs and cleaning costs associated with old facilities.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential for illness or injury if not maintained. They will be maintained or closed.
5) Additional information you wish to provide that would assist in the evaluation process.	The GHS Bathroom projects are removed and included as needed in renovation projects should GHS not be renovated. 2019.....Botetourt $55,000 and Petsworth $50,000 All restrooms have unique required improvements; some are larger, have more tile, more damage, more aged fixtures, more pipe problems, etc. Estimates are based on previous costs of bathroom projects that we have completed within the division. Survey of bathroom renovation needs at Botetourt and Petsworth indicate that partial restorations in remaining bathrooms needing improvements can be completed for $105,000. ADA improvements will be included. The 2012 Achilles bathroom renovations cost is attached for reference. Costs were based on a 5% increase. This completes bathroom renovations at all schools except for Gloucester High School.

Attachments (list):

Achilles Bathroom Renovation 2012	

THE PHOENIX CORPORATION

May 21, 2012

Gloucester School Division
Engineering Services
6097 T.C. Walker Rd.
Gloucester, Va. 23061

Attn: Scott Shorland

Re: Achilles Elementary School
Bathroom Renovations

As requested, we are providing pricing on six restrooms in Botetourt School utilizing unit cost pricing established in our existing contract with Gloucester Schools.

Boys	:	$40,840.95
Gilrs:		$36,063.90
Total:		$76,904.85

I am available to meet with you to review and discuss at your convenience.

Sincerely,
The Phoenix Corporation

Randy D. Pollard
Project Manager

Attachment: Estimates- breakdown of costs per restroom

611 INDUSTRIAL PARK DR., NEWPORT NEWS, VA 23608 ■ 757.874-3600 ■ FAX 757.874-3612

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	School Bus Replacement Program (5 per year)
Project Location	Transportation
Department Name	Transportation
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	5/1/2017	Date Improvements Complete	on going	Useful life (in years)	15
Design/Engineering Cost		Construction/Equipment Cost	$ 2,942,812	Previous Funding Amount	$ 400,000
Annual/Recurring Cost		Recurring Revenue Generated	$ -	For What Fiscal Year	FY2017/8

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 478,950	$ 493,319	$ 508,118	$ 523,362	$ 539,063	$ 2,542,812		$ 2,542,812
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		$ 478,950	$ 493,319	$ 508,118	$ 523,362	$ 539,063	2,542,812		2,542,812
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 478,950	$ 493,319	$ 508,118	$ 523,362	$ 539,063	$ 2,542,812	$ -	$ 2,542,812
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	In order to provide for the safe transportation of our students, the Virginia Department of Education current standard replacement cycle of fifteen (15) years is recommended. As school buses continue to age, the cost of maintenance continues to accelerate and the structural integrity of the bus frame and body become compromised.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Continued expensive maintenance and repair costs.
3) Indicate and quantify what the consequences would be on services if not funded.	Continued expensive maintenance and repair costs or diminished bus fleet.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Unsafe vehicles will not be used, therefore, potentially less buses to use.
5) Additional information you wish to provide that would assist in the evaluation process.	Complete bus lists are available with age and mileage.

Attachments (list):

Bus Replacement Plan	
Current Bus List - 7/26/2017	

Long Range School Bus Replacement Capital Plan

Number of Buses	Projected price w/3% annual increase	2019	2020	2021	2022	2023	Total
5	95,790.00	478,950					478,950
5	98,664.00		493,320				493,320
5	101,624.00			508,120			508,120
5	104,673.00				523,365		523,365
5	107,813.00					539,065	539,065
Totals:		**478,950**	**493,320**	**508,120**	**523,365**	**539,065**	**2,542,820**

SCHOOL BUS LISTING AND MILEAGE **AS OF JULY 26, 2017**

Number	Type	Year	Make	Model	Tag Number	Status		Mileage
0001	SCHOOL BUS - REGULAR	2007	INT	IC	138-004L	Active	4DRBUAAN97A428324	174,791
0002**								0
0003	SCHOOL BUS - REGULAR	1999	NAVISTAR	BLUEBIRD	32-638L	Active	1HVBBAAP5XH646600	228,804
0004**								0
0005	SCHOOL BUS - REGULAR	1998	NAVISTAR	BLUEBIRD	32-610L	Active	1HVBBAAN1WH524393	252,917
0006	SCHOOL BUS - REGULAR	2007	INT	IC	138-025L	Active	4DRBUAAN87A428329	156,141
0007	SCHOOL BUS - REGULAR	2005	INT	IC	179-426L	Active	4DRBUAAN95A983187	204,394
0008	SCHOOL BUS - REGULAR	2008	INT	IC	145-802L	Active	4DRBUAAN88B653944	154,794
0009	SCHOOL BUS - REGULAR	2008	INT	IC	145-803L	Active	4DRBUAANX8B653945	175,399
0010**								0
0011	SCHOOL BUS - REGULAR	2012	INT	IC	164-071L	Active	4DRBUAANXCB402139	102,837
0012	SCHOOL BUS - REGULAR	2009	INT	IC	145-856L	Active	4DRBUAAN79A673786	126,666
0013	SCHOOL BUS - REGULAR	2005	INT	IC	119-291L	Active	4DRBUAAN25A978445	186,403
0014	SCHOOL BUS - REGULAR	2009	INT	IC	154-663L	Active	4DRBUAAN19A673797	99,085
0015	SCHOOL BUS - REGULAR	2010	BLUEBIRD	VISION	154-673L	Active	1BAKFC5A1AF273497	81,720
0016	SCHOOL BUS - REGULAR	2005	INT	IC	123-081L	Active	4DRBUAAN05A983188	187,913
0017	SCHOOL BUS - REGULAR	2012	INT	IC	145-873L	Active	4DRBUAANX9B112346	118,385
0018	SCHOOL BUS - REGULAR	2005	INT	IC	119-287L	Active	4DRBUAAN55A978441	170,318
0019	SCHOOL BUS - REGULAR	2009	INT	IC	145-872L	Active	4DRBUAAN19B112347	124,589
0020	SCHOOL BUS - REGULAR	2009	INT	IC	145-874L	Active	4DRBUAAN39B112348	133,019
0021	SCHOOL BUS - REGULAR	2004	INT	IC	117-642L	Active	4DRBRAAN84A963657	195,682
0022	SCHOOL BUS - REGULAR	2009	INT	IC	145-875L	Active	4DRBUAAN59B112349	114,472
0023	SCHOOL BUS - REGULAR	2007	INT	IC	127-449L	Active	4D4BUAAN07A428325	155,697
0024	SCHOOL BUS - REGULAR	2012	INT	IC	164-072L	Active	4DRBUAAN6CB402140	88,270
0025	SCHOOL BUS - REGULAR	2002	AMERICAN	IC	108-067L	Active	1HVBRAAN42A917870	237,832
0026	SCHOOL BUS - REGULAR	2011	INT	IC	154-687L	Active	4DRBUAAN2BA256517	96,143
0027	SCHOOL BUS - REGULAR	2011	BLUEBIRD	-- None Selected --	169-916L	Active	1BAKFC5A2BF281206	66,189
0028	SCHOOL BUS - REGULAR	2013	BLUEBIRD	-- None Selected --	169-922L	Active	1BAKFCBAXDF294910	59,265
0029	SCHOOL BUS - REGULAR	2013	BLUEBIRD	-- None Selected --	169-923L	Active	1BAKFCBA1DF294911	67,921
0030	SCHOOL BUS - REGULAR	1999	NAVISTAR	BLUEBIRD	32-637L	Active	1HVBBAAP7XH646601	218,977
0031	SCHOOL BUS - REGULAR	2004	INT	IC	117-641L	Active	4DRBRAAN44A963655	196,386
0032	SCHOOL BUS - REGULAR	2005	INT	IC	119-289L	Active	4DRBUAAN75A978442	182,735
0033	SCHOOL BUS - REGULAR	2007	INT	IC	127-450L	Active	4DRBUAAN27A428326	163,447
0034	SCHOOL BUS - REGULAR	2002	INT	IC	40-860L	Active	1HVBRAANX2A917873	192,627
0035	SCHOOL BUS - REGULAR	2010	BLUEBIRD	VISION	154-670L	Active	1BAKFC5A3AF273498	90,667
0036	SCHOOL BUS - SPECIAL NEEDS	2013	INT	IC	169-918L	Active	4DRBUAAL1DB303418	107,378
0037	SCHOOL BUS - SPECIAL NEEDS	2013	INT	IC	169-917L	Active	4DRBUAAL3DB303419	70,510
0038	SCHOOL BUS - REGULAR	2007	INT	IC	138-001L	Active	4DRBUAAN47A428327	172,634
0039**								0
0040	SCHOOL BUS - SPECIAL NEEDS	2008	INT	IC	145-812L	Active	4DRBUAAN68B653960	144,420
0041	SCHOOL BUS - REGULAR	2003	INT	IC	40-861L	Active	1HVBRAAN62A917871	211,657
0042	SCHOOL BUS - REGULAR	2005	INT	IC	123-079L	Active	4DRBUAAN75A983186	166,477
0043	SCHOOL BUS - REGULAR	2003	INT	IC	108-076L	Active	4DRBRAAN03A950349	198,218
0044	SCHOOL BUS - REGULAR	2010	BLUEBIRD	IC	154-671L	Active	1BAKFC5A5AF273499	102,657
0045	SCHOOL BUS - SPECIAL NEEDS	2014	INT	IC	169-945L	Active	4DRBUAAL9EB785069	74,940
0046**								0
0047	SCHOOL BUS - SPECIAL NEEDS	2006	INT	IC	127-357L	Active	4DRBUAANX6A249725	189,080
0048	SCHOOL BUS - SPECIAL NEEDS	2006	INT	IC	127-356L	Active	4DRBUAAN16A249726	215,297
0049	SCHOOL BUS - SPECIAL NEEDS	2007	INT	IC	138-003L	Active	4DRBUAAN57A428336	112,274
0050	SCHOOL BUS - REGULAR	2008	INT	IC	145-811L	Active	4DRBUAAN88B653961	137,712
0051	SCHOOL BUS - SPECIAL NEEDS	2008	INT	IC	145-810L	Active	4DRBUAANX8B653962	186,488
0052	SCHOOL BUS - REGULAR	2010	BLUEBIRD	VISION	154-672L	Active	1BAKFC5A8AF273500	87,599
0053	SCHOOL BUS - REGULAR	2003	INT	IC	40-862L	Active	1HVBRAAN82A917872	219,241
0054	SCHOOL BUS - REGULAR	2010	BLUEBIRD	VISION	154-675L	Active	1BAKFC5AXAF273501	100,557
0055	SCHOOL BUS - REGULAR	2007	INT	IC	138-002L	Active	4DRBUAAN67A428328	175,230
0056	SCHOOL BUS - REGULAR	2015	INT	IC	179-424L	Active	4DRBUAANXFB025817	35,203
0057	SCHOOL BUS - REGULAR	2004	INT	IC	117-643L	Active	4DRBRAANX4A963658	218,776
0058	SCHOOL BUS - SPECIAL NEEDS	2015	INT	IC	179-423L	Active	4DRBUAALXFB026609	54,420
0060	SCHOOL BUS - REGULAR	2016	INT	-- None Selected --	179-445L	Active	4DRBUAAN4GB722580	42,514
0061	SCHOOL BUS - REGULAR	1997	NAVISTAR	BLUEBIRD	28-469L	Active	1HVBBAAP8VH511107	211,207
0062	SCHOOL BUS - REGULAR	2002	INT	IC	40-883L	Active	1HVBRAAN82A917869	225,717
0063**								0
0064	SCHOOL BUS - REGULAR	2011	INT	IC	154-689L	Active	4DRBUAAN4BA256518	98,983
0065	SCHOOL BUS - REGULAR	2016	INT	IC	179-450L	Active	4DRBUAAN6GB722578	24,726
0066	SCHOOL BUS - REGULAR	2011	INT	IC	154-688L	Active	4DRBUAAN6BA256519	106,019
0068	SCHOOL BUS - REGULAR	1999	NAVISTAR	BLUEBIRD	32-634L	Active	1HVBBAAP9XH646602	237,047
0069	SCHOOL BUS - SPECIAL NEEDS	2014	INT	IC	169-946L	Active	4DRBUAAL5EB785070	74,125
0071	SCHOOL BUS - SPECIAL NEEDS	1997	NAVISTAR	THOMAS	28-474L	Active	1HVBBAAM5VH520790	161,639
0073**								0
0074**								0
0075	SCHOOL BUS - REGULAR	1999	INT	IC	38-798L	Active	1HVBBAAP3XH224146	222,271
0076	SCHOOL BUS - REGULAR	2012	INT	IC	169-937L	Active	4DRBUAAN7CB682201	62,481

0078	SCHOOL BUS - REGULAR	2002	INT	IC	40-882L	Active	1HVBRAAN62A917868	204,904
0079	SCHOOL BUS - REGULAR	2003	INT	IC	108-077L	Active	4DRBRAAN93A950351	183,178
0080	SCHOOL BUS - REGULAR	2003	INT	IC	108-078L	Active	4DRBRAAN23A950353	220,682
0081	SCHOOL BUS - REGULAR	2001	INT	IC	40-790L	Active	1HVBRAAN01A934230	219,857
0082	SCHOOL BUS - SPECIAL NEEDS	2005	BLUEBIRD	BLUEBIRD	154-676L	Active	1BALBCKAX5F228418	51,733
0083	SCHOOL BUS - SPECIAL NEEDS	2001	FRGHT-L	THOMAS	40-785L	Active	4UZAAWAK31CH68204	170,014
0084	SCHOOL BUS - SPECIAL NEEDS	2003	NAVISTAR	BLUEBIRD	108-082L	Active	1HVBBAAL63H572529	197,384
0085	SCHOOL BUS - REGULAR	2005	INT	IC	119-290L	Active	4DRBUAAN05A978444	178,996
0086	SCHOOL BUS - REGULAR	2005	INT	IC	119-288L	Active	4DRBUAAN95A978443	205,726
0087	SCHOOL BUS - REGULAR	2003	INT	IC	108-079L	Active	4DRBRAAN73A950350	191,536
0088	SCHOOL BUS - REGULAR	2003	INT	IC	108-081L	Active	4DRBRAAN93A950348	174,971
0089	SCHOOL BUS - SPECIAL NEEDS	2003	INT	IC	108-080L	Active	4DRBRAAN03A950352	117,284
0090	SCHOOL BUS - REGULAR	2004	INT	IC	117-647L	Active	4DRBRAAN24A963654	200,863
0091	SCHOOL BUS - REGULAR	2012	INT	IC	169-944L	Active	4DRBUAAN9CB682202	58,279
0092	SCHOOL BUS - REGULAR	2005	INT	IC	119-294L	Active	4DRBUAAN85A982421	200,286
0093	SCHOOL BUS - SPECIAL NEEDS	2004	INT	IC	117-646L	Active	4DRBRAAL24A963698	203,463
0094	SCHOOL BUS - SPECIAL NEEDS	2004	INT	IC	117-622L	Active	4DRBRABL24A961027	212,829
0095	SCHOOL BUS - REGULAR	2001	INT	IC	117-621L	Active	4DRBRABL44A961028	175,365
0096	SCHOOL BUS - SPECIAL NEEDS	2003	INT	BLUEBIRD	108-084L	Active	1HVBBAAL43H572528	195,083
0097	SCHOOL BUS - SPECIAL NEEDS	2012	INT	IC	164-083L	Active	4DRBUAAL2CB622406	92,662
0098	SCHOOL BUS - REGULAR	2003	INT	-- None Selected --	108-085L	Active	1HVBBAAL23H572530	228,668
0099	SCHOOL BUS - REGULAR	2017	INT	IC	189-120L	Active	4DRBUAANXHB775415	112,111
0100	SCHOOL BUS - REGULAR	2005	INT	IC	119-295L	Active	4DRBUAAN65A984958	169,889
0101	SCHOOL BUS - REGULAR	2004	INT	IC	117-649L	Active	4DRBRAAN64A963656	223,014
0102	SCHOOL BUS - REGULAR	2005	INT	IC	123-057L	Active	4DRBUAAN45A984957	185,499
0103	SCHOOL BUS - REGULAR	2017	INT	IC	189-119L	Active	4DRBUAAN1HB775416	22,911
0104	SCHOOL BUS - REGULAR	2017	INT	IC	189-127L	Active	4DRBUAAN3HB775417	11,612
0105	SCHOOL BUS - REGULAR	2017	INT	IC	189-128L	Active	4DRBUAAN5HB775418	12,567
0106	SCHOOL BUS - REGULAR	2017	INT	IC	189-131L	Active	4DRBUAAN7HB775419	13,155
0107	SCHOOL BUS - REGULAR	2018	IC	CE S BUS		Active	4DRBUC8N4JB520816	1,180
0108	SCHOOL BUS - REGULAR	2018	IC	CE S BUS		Active	4DRBUC8N6JB520817	1,172
0109	SCHOOL BUS - REGULAR	2018	IC	CE S BUS		Active	4DRBUC8N8JB520818	1,169
0112	SCHOOL BUS - REGULAR	1997	NAVISTAR	BLUEBIRD	28-468L	Active	1HVBBAAPXVH511108	212,764
0113	SCHOOL BUS - REGULAR	1997	NAVISTAR	BLUEBIRD	28-465L	Active	1HVBBAAP2VH511104	199,852
0114	SCHOOL BUS - REGULAR	1997	NAVISTAR	BLUEBIRD	28-464L	Active	1HVBBAAP8VH511110	200,958
0115	SCHOOL BUS - REGULAR	2003	INT	IC	28-463L	Active	1HVBBAAP1VH511109	211,196
0117	SCHOOL BUS - REGULAR	2001	INT	IC	40-791L	Active	1HVBRAAN21A934231	204,602
0118	SCHOOL BUS - REGULAR	2003	INT	IC	40-789L	Active	1HVBRAAN21A934228	253,591
0119	SCHOOL BUS - REGULAR	2001	INT	IC	40-792L	Active	1HVBRAAN41A934232	206,934
0120	SCHOOL BUS - REGULAR	2001	INT	IC	40-793L	Active	1HVBRAAN61A934233	207,893
0121	SCHOOL BUS - REGULAR	2001	INT	IC	40-788L	Active	1HVBRAAN81A934234	246,408
0122	SCHOOL BUS - REGULAR	2001	INT	IC	40-797L	Active	1HVBRAAN41A934229	207,248
0123	SCHOOL BUS - REGULAR	2001	INT	IC	40-795L	Active	1HVBRAANX1A934235	205,779
Grand Total Re		**115**						

****BUSES TO BE AUCTIONED**

X-0002	SCHOOL BUS - REGULAR	1999	NAVISTAR	32-636L	TO BE AUCTION	1HVBBAAP2XH646599 242,206
X-0004	SCHOOL BUS - REGULAR	1999	INT	38-797L	TO BE AUCTION	1HVBBAAP1XH224145 254,344
X-0010	SCHOOL BUS - REGULAR	1997	NAVISTAR	28-466L	TO BE AUCTION	1HVBBAAP4VH511105 194,711
X-0039	SCHOOL BUS - SPECIAL NEEDS	2000	INT	40-710L	TO BE AUCTION	1HVBBAAL8YH264754 169,711
X-0046	SCHOOL BUS - SPECIAL NEEDS	2002	INT	108-066L	TO BE AUCTION	1HVBRABL12B944225 255,505
X-0063	SCHOOL BUS - REGULAR	1997	NAVISTAR	28-467L	TO BE AUCTION	1HVBBAAP6VH511106 209,182
X-0067	**SCHOOL BUS - REGULAR**				**TO BE AUCTIONED**	
X-0073	SCHOOL BUS - SPECIAL NEEDS	2000	INT	40-712L	TO BE AUCTION	1HVBBAAL1YH273750 238,915
X-0074	SCHOOL BUS - REGULAR	1999	NAVISTAR	32-635L	TO BE AUCTION	1HVBBAAP0XH646603 202,675

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Page Baseball Field
Project Location	New Page Middle School Site
Department Name	Grounds
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	30
Design/Engineering Cost	$ -	Construction/Equipment Cost	$ 497,200	Previous Funding Amount	$ -
Annual/Recurring Cost	$ 5,500	Recurring Revenue Generated	$ -	For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 497,200					$ 497,200		$ 497,200
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt		497,200					497,200		497,200
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 497,200	$ -	$ -	$ -	$ -	$ 497,200	$ -	$ 497,200
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Construct a baseball field on the new Page Middle School site to accommodate the physical education and athletic program at Page Middle School.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The original plan was to construct a baseball field on the Page Middle School campus. It was presented in the bid process as a design option with the contractor providing a cost of $285,000 for the field. The option for construction of the field was cancelled due to reduced funding for the school.
3) Indicate and quantify what the consequences would be on services if not funded.	Students will continue to need transportation to the old Page site practice field and Peasley or Gloucester High School for competitions. Safety, scheduling and costs are a concern.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Need to provide equal opportunities for the students at Page Middle School.
5) Additional information you wish to provide that would assist in the evaluation process.	The project design plans for the field are accurate, no further engineering is required for bid of future proposals. Recent estimates from the site contractors and baseball field specialist include: 1. Clear land, strip topsoil, seed, mulch, provide erosion and sediment controls...$360,000 2. Infield soils, grading and setup...$12,000 3. Fencing...$40,000 4. Concrete Pads for dugouts and bleachers....$11,000 5. Bleachers...$11,000 6. Water Line...$4,000 7. Handicap access concrete...$14,000 **Subtotal...$452,000** Plus 10% contingency...$45,200 **Total...$497,200** Cost for erosion and sediment control of the stockpile of dirt for the field construction to date...$39,000

Attachments (list):		

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	Playground Equipment Replacement
Project Location	Botetourt and Achilles Elementary Schools
Department Name	Grounds
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2022	Useful life (in years)	20
Design/Engineering Cost		Construction/Equipment Cost	$ 737,653	Previous Funding Amount	$ -
Annual/Recurring Cost	$ 5,500	Recurring Revenue Generated	$ -	For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 124,479	$ 179,834	$ 216,670	$ 216,670		$ 737,653		$ 737,653
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		$ 124,479	$ 179,834	$ 216,670	$ 216,670		737,653		737,653
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 124,479	$ 179,834	$ 216,670	$ 216,670	$ -	$ 737,653	$ -	$ 737,653
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency
Please read the instructions on the required justifying information needed.			Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Remove and replace existing playground with age appropriate playground units. These replacements are necessary due to the age and wear of the equipment. Regular inspections and regular maintenance is ongoing. Painting and rust prevention coatings have been incorporated. Equipment and parts have been repaired and replaced as needed. Parts from previously replaced equipment have been saved and used as repair parts when possible. Currently, two significant issues need to be addressed due to the age of the equipment. With design changes, replacement parts are no longer available to interchange with many of the larger damaged pieces. Also, significant signs of deterioration of the larger poles that support the equipment exist. It is important to maintain the equipment for safe use both during and after school for students and the community. ADA access to the playground areas needs to be added.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The current playground equipment needing replacement has reached its life expectancy. Parts are difficult to procure due to changing manufacturers and equipment designs. Opportunities for part repair and replacement have been exhausted for units requiring replacement. The superstructure is now showing signs of deterioration and needs to be addressed.
3) Indicate and quantify what the consequences would be on services if not funded.	Damaged or worn equipment results in equipment being unavailable for school or community use and poses a safety hazard.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	To avoid potential liability, increased maintenance costs will be necessary to provide safe access or equipment will be restricted and removed.
5) Additional information you wish to provide that would assist in the evaluation process.	Playground equipment design is a prescriptive science with specialized equipment for different age levels to enhance motor skill development and bone and muscle growth. A recent price increase of slightly more than 10% is included in the prices listed. A reduction in the number of pieces of equipment at each school is also reflected in the long range plan as a cost savings approach. Considering the current Grounds Department managed acreage, increased sports activity maintenance, and minimal grounds staffing, the prices include contracted removal and disposal of equipment. 2019.....Achilles - $124,479 (see attachment) 2020.....Botetourt - $179,834 (see attachment) 2021.....Petsworth - $216,670 (see attachment) 2022.....Bethel - $216,670 (see attachment) ****This four year process will provide a completed replacement phase.

Attachments (list):

Playground Cost Estimate	
GCPS Playground Information	

CIP Playground Overview and Pricing

GameTime Playgrounds Co.

www.gametime.com

Achilles

Steelwood- $26,163.00 - 3rd grade through 5th grade
Triple Play- $17,164.00 - K through 2nd grade
Two Bay Swing Set - $4152.00
Equipment Installation - $30,000.00
Use Zone Borders - $12,000.00
Impact Surfacing - $ 10,000.00
Old Equipment Removal and regrading – $25,000.00
Grand Total = 124,479.00

Botetourt

Steelwood- $26,163.00 - 3rd grade through 5th grade
Triple Play- $17,164.00 - K through 2nd grad
High Point - $18,855 – Preschool
Two Bay Swing Set - $4152.00
Equipment Installation - $45,000.00
Use Zone Borders - $16,000.00
Impact Surfacing - $ 15,000.00
Old Equipment Removal and regrading – $37,500.00
Grand Total = $179,834.00

Bethel & Petsworth

Steelwood- $26,163.00 - 3rd grade through 5th grade
Triple Play- $17,164.00 - K through 2nd grade
High Point - $18,855 – Preschool
Two Bay Swing Set - $4152.00
Six Bay Swing Set - $11,336.00
Equipment Installation - $55,000.00
Use Zone Borders - $16,000.00
Impact Surfacing - $ 18,000.00
Old Equipment Removal and regrading – $50,000.00
Grand Total = $216,670.00

GCPS PLAYGROUNDS 2016

FY 96/97

- Gloucester County Public Schools playgrounds were updated in 1997.
- A small and a large play unit were installed at each elementary school.
- Abingdon, Achilles, Botetourt, and T.C. Walker had the old galvanized steel "monkey bars" that were still in use at that time.

FY 04/05

- Playground responsibility shifted to the Grounds Department under the supervision of James Viars.
- During the initial audit of playgrounds, the galvanized steel "monkey bars" were deemed unsafe due to head entrapment and entanglement dangers and removed from Abingdon, Achilles, Botetourt, and T.C. Walker.

FY 05/06

- Head Start purchased a pre-school play unit for Petsworth.

FY 07/08

- The molded plastic pieces; i.e. slides and crawl tubes of the play units began cracking and were replaced on all of the elementary schools' 1997 equipment.

FY 07/08

- VPI grant purchased a pre-school play unit for Achilles.

FY 07/08

Abingdon was renovated and received the following:

- a play unit for pre-school
- a play unit for Kindergarten & 1st
- a play unit for 2nd & 3rd
- a play unit for 4th & 5th

FY 13/14

- The metal decks and hand rails on the 1997 equipment were replaced at Petsworth due to excessive corrosion.

FY 14/15

- The metal decks and hand rails were replaced at Bethel due to excessive corrosion.

Future concerns

- The metal decks and hand rails at Botetourt and Achilles have excessive corrosion.
- Original main support structures require attention and possible replacement to avoid catastrophic failure.
- Molded plastic pieces need to be replaced due to visible cracks.

Over time research has driven vast change in playground equipment design and safety precautions. Modern playgrounds are designed to enhance fine and gross motor skill development while encouraging creativity through safe play. Childhood growth and development studies determine step sizes, hand rails, hand holds, heights, and structural gaps to fit the bodies of each age group's stature and average build. Each age group is challenged with more complex obstacles as they progress. With safety as a primary consideration, the goal of modern playground equipment is to "allow children to develop gradually and test their skills by providing a series of graduated challenges" (U.S. Consumer Product Safety Commission).

Our goal is to continue to work towards updating and standardizing our playgrounds utilizing Abingdon as our model. Ideally, we will provide play units for pre-school, K & 1st grade, 2nd & 3rd grades, and 4th & 5th grades.

Note: All new and altered playground equipment must meet ADA standards of accessibility.

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	New Achilles Bus Loop
Project Location	Achilles
Department Name	Grounds
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019	Date Improvements Complete	6/30/2020	Useful life (in years)	30
Design/Engineering Cost		Construction/Equipment Cost	$ 800,000	Previous Funding Amount	NA
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	NA

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs			$ 800,000				$ 800,000		$ 800,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt			800,000				800,000		800,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 800,000	$ -	$ -	$ -	$ 800,000	$ -	$ 800,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Construct a separate bus loop with road access on the east side of Achilles Elementary School. The bus loop is necessary to accommodate traffic congestion and safety concerns at Achilles resulting from increased parent participation and associated vehicles. Accommodating bus loading and discharging at a location separate from the parent drop off and visitor/staff parking provides added safety. The bus loop would also provide additional parking for after school activities.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The existing configuration incorporates the use of adjacent off-site space. However, an alternative has been proposed for consideration.
3) Indicate and quantify what the consequences would be on services if not funded.	Failure to complete the project restricts our future options for the safe and efficient discharge and loading of students. Although the church next door has been a good neighbor, continued use of the church property could result in expenses paid for maintenance of non-school division property.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	See #1
5) Additional information you wish to provide that would assist in the evaluation process.	Additional environmental issues, potential VDOT considerations, possible consideration of an alternative design, and possible maintenance costs due to the church in the transition period could possibly result in higher costs, thus a higher estimate. The $800,000 estimate is based on a consultation with a local engineering firm that did the original design work. Factors influencing this estimate: 1) paving and construction of an area suitable to support regular bus traffic near a wetland area; 2) construction of a BMP to manage water runoff; and 3) integration of traffic lanes in accordance with VDOT standards. In discussions with county officials, questions arose on whether there were other alternatives to this design. Based on the layout of the bus loop and the need for separation of student traffic, the design previously presented meets the functionality and more importantly safety needs for the students at Achilles. In FY 18 the school system will fund the cost of preparing bid documents that will facilitate a RFP (request for proposal) process. The final price will be based on bids received.

Attachments (list):

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	Roofing Replacement/Recoating
Project Location	GHS, Achilles and Botetourt
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2017			Date Improvements Complete		6/30/2020				Useful life (in years)	15
Design/Engineering Cost				Construction/Equipment Cost		$ 1,002,000				Previous Funding Amount	$ 268,000
Annual/Recurring Cost				Recurring Revenue Generated		$ -				For What Fiscal Year	FY2018

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs			$ 734,000				$ 734,000		$ 734,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt			734,000				734,000		734,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 734,000	$ -	$ -	$ -	$ 734,000	$ -	$ 734,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Roof systems deteriorate by nature of exposure to sun and weather. Warranties expire and exposure maintenance is necessary. It is critical to instructional success and operational efficiency of an educational facility that the environment be safe and dry. A roof coating system is incorporated where possible (appropriate surface integrity and adherence exist). Coating provides a minimum 10-year warranted product at 50% of the cost of a new roof (Coating at ~ $6.50/sq. ft. depending on the integrity if the roof to be coated). A tight building envelope prolongs structural life and saves money.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Coating and recoating is a recently developed cost savings approach to roof maintenance. Some warranties extend to 15 years dependent upon roof condition.
3) Indicate and quantify what the consequences would be on services if not funded.	Deterioration of the building structure, damage to Furniture, Fixtures & Equipment (FFE) and an unhealthy environment. Continual impact upon custodial and maintenance staffs including interior cleanup and repair (after hour cleanup/ceiling tile replacement/flooring repair/painting/etc.).
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Possible liability related to safety and health if roofs deteriorate and leak.
5) Additional information you wish to provide that would assist in the evaluation process.	The GHS and Transportation Facility roofing projects are removed and included in needed renovation projects should GHS not be renovated and Transportation not relocated. ($268K funded in FY18 to Secure D-Hall roof with complete coating and repair at parapets and HVAC penetrations.) 2020.... Recoating of sections of Achilles and Botetourt that will be approximately 5 years out of warranty. School roofs will be monitored for improvements in out years beyond 2022. These costs are based on the square foot prices as proposed by our roof services company.

Attachments (list):	
	CIP Roof Replacement Plan

Long Range Roof Replacement/Coating Capital Plan

Project	Scope	2019	2020	2021	2022	2023	Total
Achilles Recoat	2005 Addition/Renovation		225,000.00				225,000.00
Botetourt Recoat	2005 Addition/Renovation		509,000.00				509,000.00
Totals:		**-**	**734,000.00**	**-**	**-**	**-**	**734,000.00**

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Division-wide Storage Facility
Project Location	TCWEC
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019	Date Improvements Complete	6/30/2020	Useful life (in years)	30
Design/Engineering Cost		Construction/Equipment Cost	$ 63,000	Previous Funding Amount	NA
Annual/Recurring Cost		Recurring Revenue Generated	$ -	For What Fiscal Year	NA

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs			$ 63,000				$ 63,000		$ 63,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			63,000				63,000		63,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 63,000	$ -	$ -	$ -	$ 63,000	$ -	$ 63,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The storage facility will provide efficiency of receipt and delivery of school resources and financial advantages to buying consumables in bulk. Allows the purchase of items at discounts. Storage availabilty allows space for transitional items between school locations.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Storage space at schools are limited. This facility will meet the needs of the whole division from a central location.
3) Indicate and quantify what the consequences would be on services if not funded.	Products will continue to be bought in limited quantities reducing the purchasing power of buying in bulk.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Inefficient use of taxpayer dollars without the storage area to purchase and monitor items bought in bulk.
5) Additional information you wish to provide that would assist in the evaluation process.	Costs are based on the following: - metal structure 100' x 30' $25,000 - concrete and sight work $30,000 - electrical service and fixtures $8,000

Attachments (list):		

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Irrigation and/or Wells for Fields
Project Location	Bethel, Peasley and Page
Department Name	Grounds
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019	Date Improvements Complete	6/30/2021	Useful life (in years)	20
Design/Engineering Cost		Construction/Equipment Cost	$ 240,000	Previous Funding Amount	NA
Annual/Recurring Cost		Recurring Revenue Generated	$ -	For What Fiscal Year	NA

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs			$ 120,000	$ 120,000			$ 240,000		$ 240,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			120,000	120,000			240,000		240,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 120,000	$ 120,000	$ -	$ -	$ 240,000	$ -	$ 240,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	1. Install wells with water storage/collection to support the irrigation system installed at Page. Considerations will be given to the viability of rainwater collection and the utilization of the BMP as a potential water source. 2. Install an irrigation system with wells and water storage/collection system on the athletic fields at Bethel and Peasley. Considerations will be given to the viability of rainwater collection. The athletic fields at Bethel and Peasley have seen significant increase in use in recent years.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	In addition to school athletics, the fields are used for community programs such as soccer and softball on afternoons/weekends/weekdays during the summer. With such heavy use, water is needed to allow the fields to recover at any "rest time" available. Page has an irrigation system for its fields. The well would allow removal of the system from county water resulting in reduced costs. At Page, higher costs will occur for county water than for well water.
3) Indicate and quantify what the consequences would be on services if not funded.	Without water the playability of the fields is reduced and additional funds for seeding and cultivating fields during dry times will be expended. Using county water for fields at Page is costly…current cost is approximately $2000/per month. This plan proposes a year of data collection to provide a true cost analysis and determine level of necessity.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Worse case….To avoid potential liability, arid (dry, hard packed) fields would be closed to prevent injury to students and the community users.
5) Additional information you wish to provide that would assist in the evaluation process.	Page well and support systems are proposed for 2020 and Peasley/Bethel well irrigation systems are proposed for 2021. The recommended scheduling of the systems is to accommodate the exploration of baseline costs of using the county water supply for comparison to potential well use. Delaying installations will allow for a comprehensive one year review of data collection to provide a reasonable reflection of the costs throughout a variety of seasons and changing weather conditions. Costs are based on consultation with a contractor who has extensive knowledge of water collection and irrigation systems.

Attachments (list):

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Locker Replacement/Locker Alternatives
Project Location	Peasley Middle School
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2021	Date Improvements Complete	6/30/2022	Useful life (in years)	20
Design/Engineering Cost		Construction/Equipment Cost	$ 158,000	Previous Funding Amount	$ -
Annual/Recurring Cost		Recurring Revenue Generated	$ -	For What Fiscal Year	NA

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs					$ 158,000		$ 158,000		$ 158,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned					158,000		158,000		158,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ 158,000	$ -	$ 158,000	$ -	$ 158,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Replace lockers at Peasley Middle School. Lockers will be removed and replaced with lockers or shelving to accommodate technology or a combination of both.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Existing lockers have surpassed the life expectancy and repair parts are no longer available. Recent refurbishment had extended the useful life for 3-4 years.
3) Indicate and quantify what the consequences would be on services if not funded.	Damaged lockers will be unavailable for use.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential injury on worn parts, however, unsafe lockers are sealed or removed.
5) Additional information you wish to provide that would assist in the evaluation process.	Locker installations are delayed as the exact need is to be determined. In the mean time, lockers will be repaired through the best utilization of parts, or if unable to be repaired, the lockers will be sealed for safety. Based on quote from School Specialty for the delivery and installation of 1,000 lockers at a cost of $158 per locker. Price includes locks.

Attachments (list):		

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	Gloucester High School Repair Needs
Project Location	Gloucester High School
Department Name	Facilities/Grounds
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch @gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019	Date Improvements Complete	6/30/2021	Useful life (in years)	20
Design/Engineering Cost	$ 997,000	Construction/Equipment Cost	$ 9,897,570	Previous Funding Amount	$ 997,000
Annual/Recurring Cost	$ 35,000	Recurring Revenue Generated		For What Fiscal Year	FY2018

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 9,897,570					$ 9,897,570		$ 9,897,570
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt		9,897,570					9,897,570		9,897,570
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 9,897,570	$ -	$ -	$ -	$ -	$ 9,897,570	$ -	$ 9,897,570
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Multiple repair needs for maintaining GHS are combined should GHS not receive a major rehab. The projects are combined in this listing and placed in 2020 as a place holder.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	GHS remodel would encompass these projects. This project will be revised based on the results of the GHS Master Plan Study. The GHS Master Plan Study is expected to be completed by January/February 2018. This project may transform into a portion of the GHS Renovation Project.
3) Indicate and quantify what the consequences would be on services if not funded.	Continued deterioration and loss of usefulness of the building.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Varied.
5) Additional information you wish to provide that would assist in the evaluation process.	The GHS projects are included in this list of needed renovation projects should GHS not be renovated. Estimate of $9,038,480 is based on replacing HVAC sections A (62,470 sq. ft.), B (15,749 sq. ft.), C (67,069 sq. ft.) and gymnasium (60,132 sq. ft.) for a total of 205,420 sq. ft. at $44 per sq. ft. $918,750.....LED lighting replacement...Estimate based on the industry standard of $3.50/sq. ft. for 262,500 sq. ft. as described in the lighting section. $177,340.....Bus Loop Removal and Replacement....Estimate based on input from a contractor and previous project costs. $505,000.....Roofing Repairs for GHS Roof Sections B, C, D, F, H, I, K (refer back to GHS Roof Costs 2 tab)....Estimate based on the service contractor estimates as outlined in the previous roofing documents. $75,000.....Flooring....Estimate based on an estimate from a local flooring contractor. $80,000.....Automotive oil separator/apron....Estimate based on an estimate from a local paving contractor. $100,000.....Sports complex concrete.... Estimate based on unit costs of estimates represented by local contractors. **See information included with the lighting project tab for ROI on the lighting conversion from T-12 to LED.** **Please note this only represents basic repairs to keep the school operational.**

Attachments (list):		

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	Bus Compound General Repairs
Project Location	Transportation
Department Name	Grounds
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2022	Useful life (in years)	20
Design/Engineering Cost		Construction/Equipment Cost	$ 319,806	Previous Funding Amount	$ -
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs		$ 102,000	$ 130,000	$ 60,506	$ 27,300		$ 319,806		$ 319,806
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		$ 102,000	$ 130,000	$ 60,506	$ 27,300		319,806		319,806
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 102,000	$ 130,000	$ 60,506	$ 27,300	$ -	$ 319,806	$ -	$ 319,806
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Multiple repair needs should the Transportation Compound not receive a major renovation.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Construction of a new Transportation Facility will eliminate this need.
3) Indicate and quantify what the consequences would be on services if not funded.	Continued deterioration of the facility will decrease the services provided by transportation facility.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Liabilities may include insufficient facilities to address the services required of a transportation facility.
5) Additional information you wish to provide that would assist in the evaluation process.	The Bus Compound replacement projects are included in this list of needed in renovation projects should GHS not be renovated. $102,000....Roofing Repairs....Estimate based on the estimates of our roofing service provider. (Current roof is a foam puff roof.) $130,000....Parking lot Repairs....Estimate based on paving estimates from a local contractor. $60,506....HVAC replacement.... Estimate is amount provided by Honeywell estimate. $27,300....LED lighting replacement....Estimate based on the industry standard of $3.50/sq. ft. as outlined in the lighting proposal. (7,800 sq. ft.)

Attachments (list):		

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Renovation of Gloucester High School
Project Location	Gloucester High School
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019	Date Improvements Complete	8/30/2022	Useful life (in years)	50
Design/Engineering Cost	$ 2,350,000	Construction/Equipment Cost	$ 40,000,000	Previous Funding Amount	$ -
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 42,350,000					$ 42,350,000		$ 42,350,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt		$ 42,350,000					42,350,000		42,350,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 42,350,000	$ -	$ -	$ -	$ -	$ 42,350,000	$ -	$ 42,350,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	A-Hall, B-Hall, and C-Hall are currently a windowless collection of individual classrooms primarily constructed of metal panels. Except for the erection of a teacher work center in A-Hall, ceiling adjustments in the commons, and the addition of computer labs to C-Hall, the upgrades since its 1975 construction have been minimal. The original 1975 HVAC system is inefficient and prone to failure. The utilities are marginalized with the advancement of technology and diversification of curricula. The fixtures, including bathrooms, are in need of upgrades and improvements. Renovation of A-Hall and C-Hall are critical to support the inquiry based/problem based/collaborative approach to 21st century learning. The flow through the commons and cafeteria areas are restrictive and additional flow patterns and corridors are necessary. The project will provide improvements to the media center, office, security, commons/cafeteria/kitchen areas and student flow in the building. FY 2018 funds will directed be toward engineering drawings and specifications to follow the current development of educational specifications, function evaluations, and conceptual schematics, phasing plans, and possible sustainable improvements. The budget amount is set in the final year as a place holder since phasing of the project will be set around conceptual design. Final steps will include a facelift to D-Hall and other untouched areas.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	This project will be revised based on the results of the GHS Master Plan Study. The GHS Master Plan Study is expected to be completed by January/February 2018.
3) Indicate and quantify what the consequences would be on services if not funded.	Continued high maintenance costs or reduced and/or restricted use of the facility, and/or less than inviting learning environment which impacts student academic achievement.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Negative influences on academic success. Reduced efficiencies resulting in continued higher costs.
5) Additional information you wish to provide that would assist in the evaluation process.	This is a needs based project which expands by the requirements to meet safety, fire, occupancy, and ADA code requirements. With all construction that is required it is practical to address utility efficiencies and most importantly an inviting 21st Century learning environment to enhance our students' opportunities for future success. The estimates for the improvements for this major remodel were reviewed with two architects. In addition, this estimate is based on $159 per sq. ft. cost of 262,500 sq. ft. of space which correlates with the VDOE Annual Cost Data Report for 2015-2016 and 2016-2017 of Additions and Renovations Projects Under Contract. Please see the VDOE attachments for further information. Also, this closely aligns with the Abingdon renovation project that took place in 2008 at a cost of $14,693,833 for 93,000 sq. ft. (61,700 sq. ft. renovation and 31,300 sq. ft. new construction) which equates to $158 per sq. ft. **FY19 serves as a funding starting point as a major renovation will span out over several years with costs that will be determined based on the scope of the project.**

Attachments (list):

VDOE Annual Cost Report 2016-2017	
VDOE Annual Cost Report 2015-2016	

Department Of Education

2016 - 17 Additions and Renovation Projects Under Contract

Project Number	Project Name	Division Name	Contract Award Date	Total Construction Cost (a)	Total Sq. Feet	Total Cost/ Sq. Feet
007-35-00-101	Abingdon Elementary Additions & Renovations	Arlington County (007)	May-16	$ 21,728,249	106,630	$ 203.77
029-48-00-101	Cherry Run Elementary Additions & Renovations	Fairfax County (029)	Apr-16	$ 13,694,848	83,532	$ 163.95
029-47-00-101	Newington Forest Elementary Additions and Renovations	Fairfax County (029)	Apr-16	$ 15,350,000	90,020	$ 170.52
029-37-00-101	Forestville ES Additions & Renovations	Fairfax County (029)	Apr-16	$ 13,990,018	85,286	$ 164.04
075-74-00-102	Westridge Elementary Renovations	Prince William County (75)	Feb-16	$ 5,748,000	70,599	$ 81.42
075-33-00-102	Henderson ES Addition	Prince William County (75)	Apr-16	$ 4,993,000	19,660	$ 253.97
075-73-00-101	McAuliffe ES Additions & Renovations	Prince William County (75)	Apr-16	$ 7,120,000	59,517	$ 119.63
075-60-00-101	Belmont Elementary Addition	Prince William County (75)	Mar-16	$ 5,934,000	28,851	$ 205.68
075-70-00-101	Neabsco Elementary Addition	Prince William County (75)	Feb-16	$ 4,647,000	19,146	$ 242.71
075-77-00-102	Mullen Elementary Renovations	Prince William County (75)	Feb-16	$ 5,177,000	63,118	$ 82.02
075-76-00-101	Antietam ES Additions & Renovations	Prince William County (75)	Apr-16	$ 7,847,000	62,334	$ 125.89
002-95-00-101	Jouett Middle Entrance Addition	Albemarle County (002)	Jul-16	$ 587,250	1,658	$ 354.19
075-72-00-101	Lake Ridge Middle Additions Renovations	Prince William County (75)	Mar-16	$ 5,599,000	159,901	$ 35.02
075-38-00-101	Saunders Middle School Renovation	Prince William County (75)	Apr-16	$ 12,286,000	137,088	$ 89.62
029-161-00-101	West Springfield HS Renovation and Additions	Fairfax County (029)	Jun-16	$ 71,770,002	389,109	$ 184.45
Total				**$ 196,471,367**	**1,376,449**	
Statewide Average						**$ 142.74**

(a) Construction cost may include both new construction and renovated cost within the same project.

(b) See Appendix A for project specific comments.

2015 - 16 Additions and Renovation Projects Under Contract

Project Number	Project Name	Division Name	Contract Award Date	Total Construction Cost (a)	Total Sq. Feet	Total Cost/ Sq. Feet
002-54-00-101	Red Hill Elementary Addition and Renovations	Albemarle County (002)	May-16	$ 2,305,600	30,520	$ 75.54
002-04-00-102	Greer Elementary Renovations	Albemarle County (002)	May-16	$ 256,200	1,100	$ 232.91
002-15-00-102	Cale Elementary Renovations	Albemarle County (002)	Jun-16	$ 152,100	1,000	$ 152.10
007-38-00-101	McKinley Elementary School additions & renovations project	Arlington County (007)	May-15	$ 16,880,000	90,852	$ 185.80
017-63-00-101	Madison Elementary Renovation and Addition	Caroline County (017)	Jul-15	$ 4,296,363	62,244	$ 69.02
029-158-00-101	Westbriar ES Addition	Fairfax County (029)	Jun-15	$ 7,540,000	34,000	$ 221.76
029-233-00-102	Bailey's Upper Elementary Addition	Fairfax County (029)	Feb-16	$ 3,180,000	8,179	$ 388.80
029-93-00-101	North Springfield ES Renovation & Addition	Fairfax County (029)	Dec-14	$ 15,100,000	92,000	$ 164.13
029-135-00-101	Stratford Landing Elementary Addition	Fairfax County (029)	Feb-16	$ 16,515,000	101,780	$ 162.26
029-70-00-101	Bucknell ES Renovation	Fairfax County (029)	Nov-15	$ 15,898,000	100,279	$ 158.54
110-05-00-101	Hugh Mercer Elementary Addition	Fredericksburg City (110)	Jun-13	$ 2,231,723	11,148	$ 200.19
043-44-00-101	Pemberton Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 36,100	112	$ 322.32
043-40-00-101	Crestview Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 54,200	395	$ 137.22
043-68-00-102	Holladay Elementary School Bathroom Improvements	Henrico County (043)	Mar-16	$ 109,500	280	$ 391.07
043-02-00-101	Glen Allen Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 44,045	260	$ 169.40
043-66-00-101	Adams Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 64,354	300	$ 214.51
043-65-00-101	Carver Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 40,900	112	$ 365.18
043-09-00-101	Ridge Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 60,200	378	$ 159.26
043-55-00-101	Seven Pines Elementary School Bathroom Improvements	Henrico County (043)	Mar-16	$ 81,000	440	$ 184.09
043-62-00-101	Davis Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 80,000	307	$ 260.59
043-63-00-101	Longan Elementary School Bathroom Improvements	Henrico County (043)	Mar-16	$ 44,000	215	$ 204.65
043-48-00-101	Skipwith Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 33,962	270	$ 125.79
043-59-00-101	Chamberlayne Elementary Bathroom Improvements	Henrico County (043)	Mar-16	$ 68,534	350	$ 195.81
043-20-00-101	Fair Oaks Elementary School - Bathroom Improvements	Henrico County (043)	Mar-16	$ 80,600	376	$ 214.36
048-05-00-101	Potomac Elementary School Renovation	King George County (048)	May-13	$ 4,295,000	80,000	$ 53.69
075-12-00-101	Enterprise Elementary Addition	Prince William County (075)	Oct-15	$ 1,094,500	3,021	$ 362.30
075-63-00-101	Tyler Elementary Addition	Prince William County (075)	Oct-15	$ 1,094,500	3,546	$ 308.66
075-07-00-101	Kerrydale Elementary Addition	Prince William County (075)	Oct-15	$ 1,267,000	3,628	$ 349.23
077-54-00-101	Dublin Elementary Renovation/Addition	Pulaski County (077)	Apr-15	$ 2,826,054	11,088	$ 254.88
124-43-01-105	Round Hill Elementary Renovations	Roanoke City (124)	Jan-16	$ 4,414,370	30,512	$ 144.68
124-43-01-104	Round Hill Elementary Phase IV (3B)	Roanoke City (124)	Jul-15	$ 3,222,858	14,680	$ 219.54
097-74-00-102	Sheffey ES Addition	Wythe County (097)	Mar-15	$ 193,149	1,500	$ 128.77
098-01-00-101	Magruder Elementary HVAC & Partial Roof Replacement	York County (098)	May-15	$ 3,091,429	78,621	$ 39.32
098-14-00-104	Grafton Bethel Elementary School Phase IV-Partial Interior Renovations	York County (098)	May-15	$ 647,765	42,506	$ 15.24
008-47-00-101	Wilson Middle School Addition	Augusta County (008)	Dec-15	$ 2,065,400	13,885	$ 148.75
043-13-00-101	Rolfe Middle School Bathroom Improvements	Henrico County (043)	Mar-16	$ 219,000	1,305	$ 167.82
043-69-00-101	Byrd Middle School Bathroom Improvements	Henrico County (043)	Mar-16	$ 68,200	260	$ 262.31
043-52-00-101	Tuckahoe Middle Bathroom Improvements	Henrico County (043)	Mar-16	$ 77,000	523	$ 147.23
123-03-00-101	Albert Hill MS Elevator Addition	Richmond City (123)	Jun-15	$ 677,000	360	$ 1,880.56
002-88-00-101	Albemarle High School Classroom Trailer Addition	Albemarle County (002)	May-16	$ 415,026	8,400	$ 49.41
002-89-00-102	Murray High School Renovations	Albemarle County (002)	Jun-15	$ 129,500	1,500	$ 86.33
016-03-00-102	Campbell County Technical Center Renovations	Campbell County (016)	May-15	$ 243,000	2,900	$ 83.79
017-46-00-101	Caroline High School Additions and Renovations	Caroline County (017)	Jun-15	$ 17,650,000	224,539	$ 78.61

2015 - 16 Additions and Renovation Projects Under Contract

Project Number	Project Name	Division Name	Contract Award Date	Total Construction Cost (a)	Total Sq. Feet	Total Cost/ Sq. Feet
021-28-00-101	Monacan High Addition & Renovations	Chesterfield County (021)	Jun-15	$ 14,370,000	66,206	$ 217.05
021-74-00-101	Clover Hill Academy	Chesterfield County (021)	May-13	$ 24,200,000	198,667	$ 121.81
043-60-00-101	Tucker High School Bathroom Improvements	Henrico County (043)	Mar-16	$ 176,000	1,266	$ 139.02
065-35-00-101	Northampton HS Cafeteria repairs	Northampton County (065)	Jun-15	$ 574,415	7,448	$ 77.12
080-63-00-101	William Byrd High School Locker Room Renovation	Roanoke County (080)	Apr-16	$ 1,075,152	7,500	$ 143.35
090-01-00-101	Surry County High School Walkway Enclosure	Surry County (090)	Jul-15	$ 350,000	1,626	$ 215.25
Total				**$ 169,588,699**	**1,342,384**	
Statewide Average						**$ 126.33**

(a) Construction cost may include both new construction and renovated cost within the same project.
(b) See Appendix A for project specific comments.

Gloucester High School Master Plan Study Update

September 12, 2017

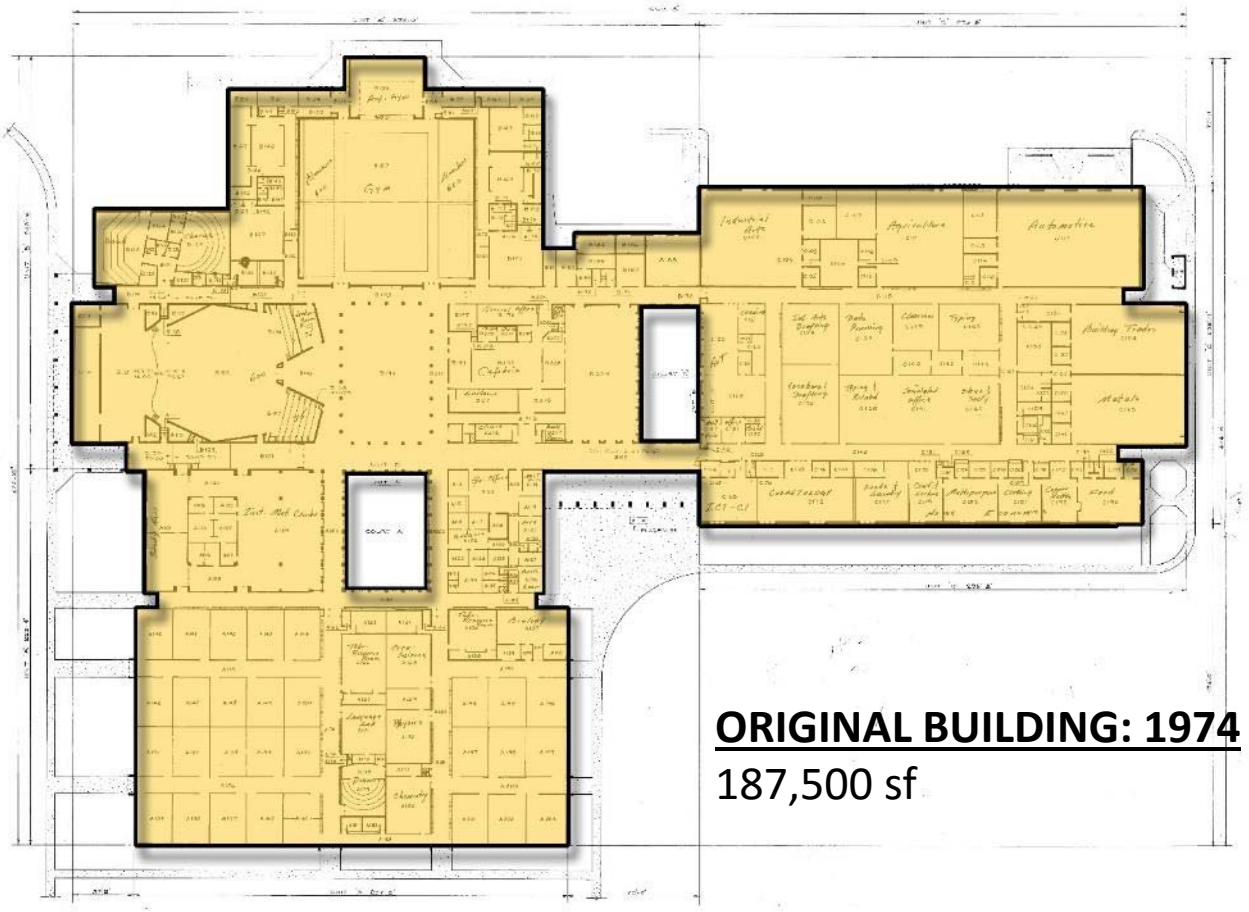
MOSELEY ARCHITECTS

Agenda

- Introductions
- Review of Facility Assessment
- Review of Process
  - Executive Leadership Team
  - Design Committee
- Design Workshop #1
- Design Workshop #2
- Guiding Principles
- Next Steps
- Questions

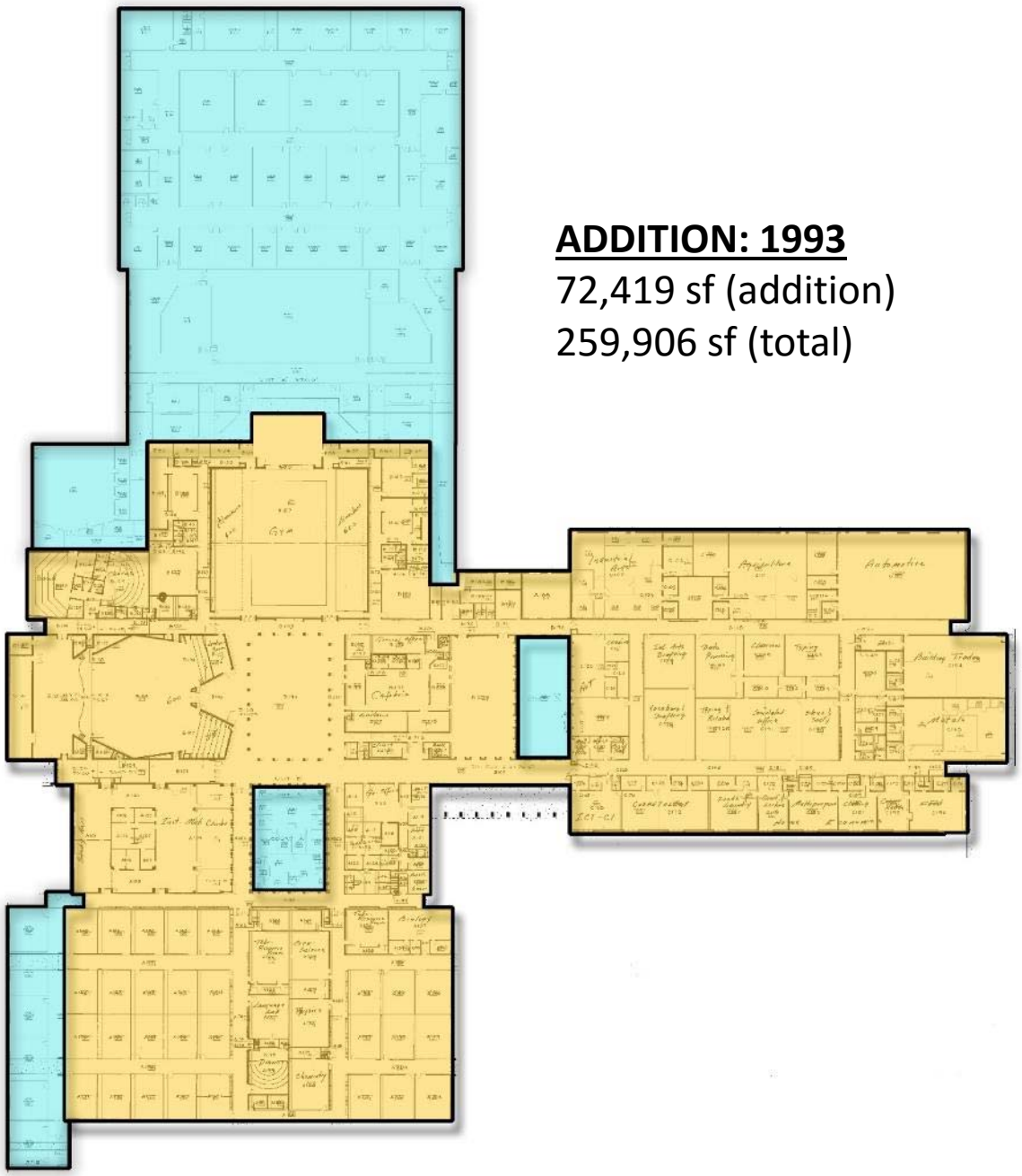
Facility Assessment

Review Of Existing Conditions



ORIGINAL BUILDING: 1974

187,500 sf

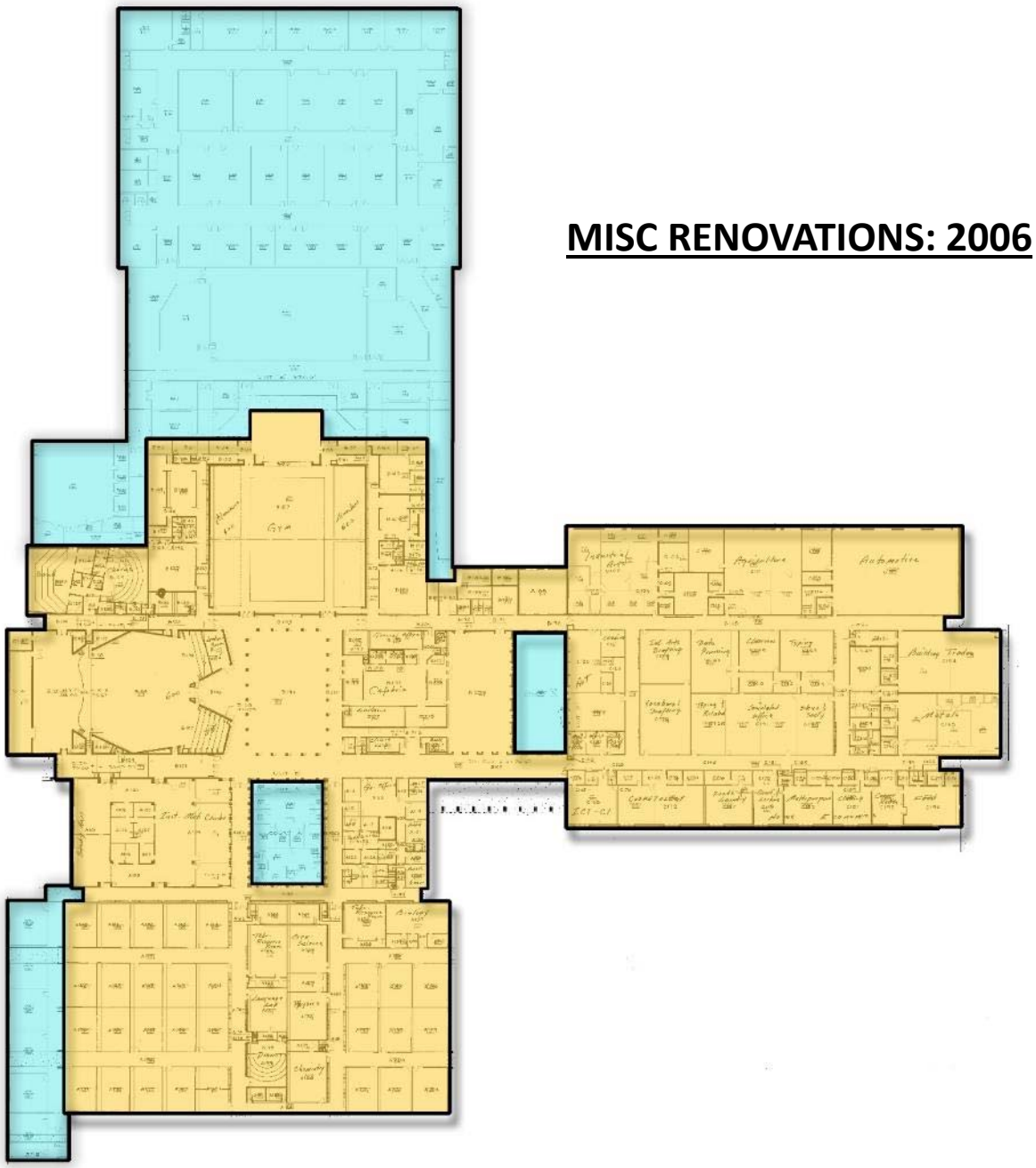


ADDITION: 1993

72,419 sf (addition)

259,906 sf (total)

MISC RENOVATIONS: 2006



Facility Assessment

- Civil
- Architectural
- Roofing
- Structural
- Mechanical
- Electrical
- Plumbing

Civil

1. Parking Lots
2. Loading Dock & Service Areas
3. Sidewalks
4. Athletic Facilities

Parking Lots and Service Area

Civil

Mill/Overlay

- Front Parking Lot (staff/visitor)
- Bus Loop (front)
- Driver's Education Lot
- Student Parking Lot
- Tennis Court Parking Lot
- Stadium Parking Lot
- Parent Drop-off

Repave

- Loading Dock Area
- Service Area

Parking Lots and Service Area

Civil








Athletic Facilities

Civil

- Tennis Courts: *fair to good condition*
- Softball: *good condition; ADA upgrades required, press box, bathroom facilities*
- *Baseball: ADA upgrades required, press box, bathroom facilities*
- *Stadium & Track: good condition*
- *Practice Field: good condition*
- *Practice Softball/Baseball: fair to good condition*
- *Practice Multi-purpose Field: fair to good condition*

Athletic Facilities

Architectural

1. Flooring
2. Walls
3. Windows
4. Doors
5. Ceilings
6. Toilets
7. ADA Accessibility

Architectural

Typical Classroom

Architectural

Ceilings

Architectural

Flooring

Architectural

Paint

Architectural

Casework

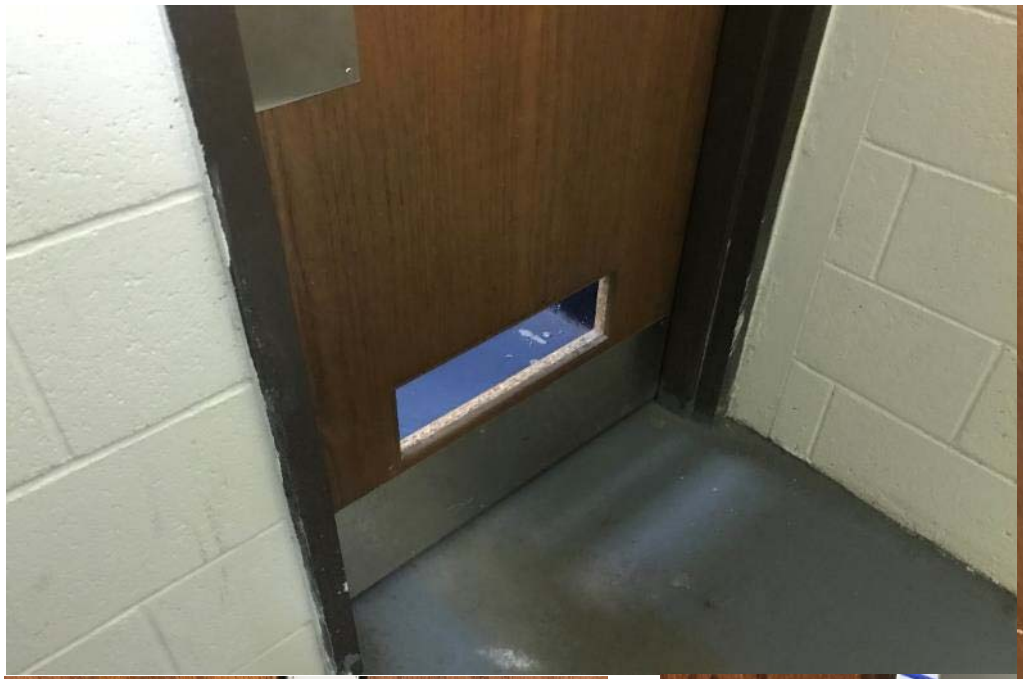
Architectural

ADA Issues

Architectural

ADA Issues

ARCHITECTURAL



Doors

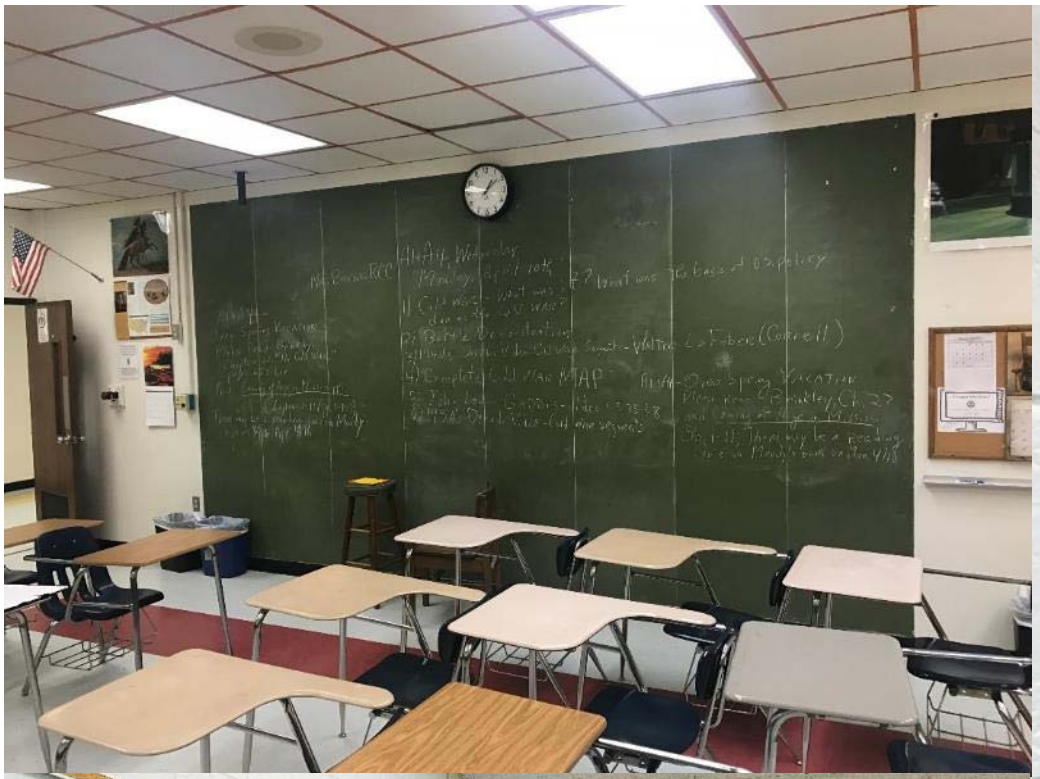
Architectural

Interior Finishes

Architectural

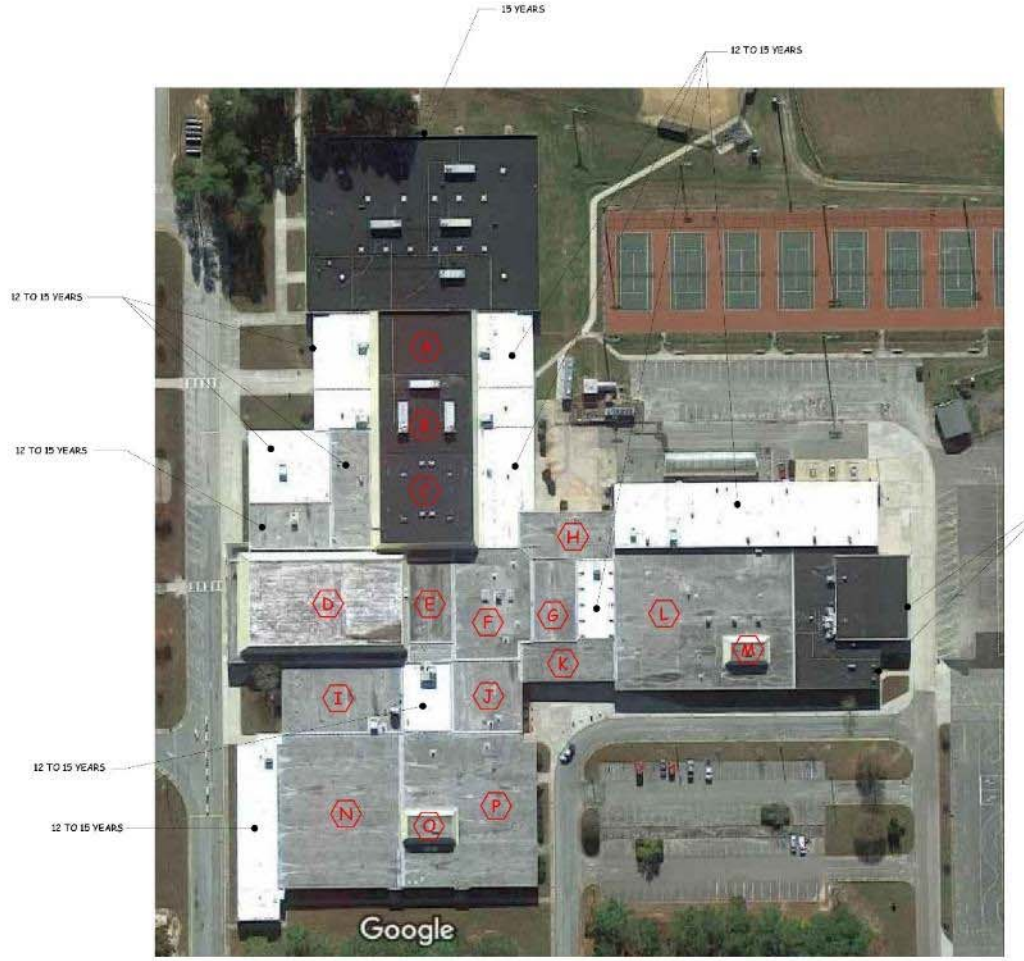
Interior Finishes

ARCHITECTURAL



Visual Display Surfaces

Roofing



BUDGET GUIDELINES FOR ROOF RESTORATION	
Roof Designation	Budget Guideline
A	$54,000.00
B	$62,000.00
C	$74,000.00
D	$141,000.00
E	$63,000.00
F	$82,000.00
G	$36,000.00
H	$41,000.00
I	$86,000.00
J	$49,000.00
K	$38,000.00
L & M	$270,000.00
N	$207,000.00
O & P	$225,000.00
TOTAL	$1,428,000.00

BUDGET GUIDELINES ABOVE SHOULD REMAIN VALID UNTIL 2020. BEYOND THAT TIME FRAME A REVISED ESTIMATE SHOULD BE MADE. ESTIMATES ASSUME THE CURRENT CONDITION OF THE ROOFS DO NOT SIGNIFICANTLY CHANGE.

STANDARD KEY OF SYMBOLS

XX = Expected Useful Life of Roof That Was Recently Restored or Replaced.

X = Old Roof Section That Requires Restoration Within Next 2 to 3 Years. See Budget Guidelines This Sheet.

GLOUCESTER HIGH SCHOOL
INFRARED SCAN RESULTS

ROOF BUDGET GUIDELINES
8-17-2017

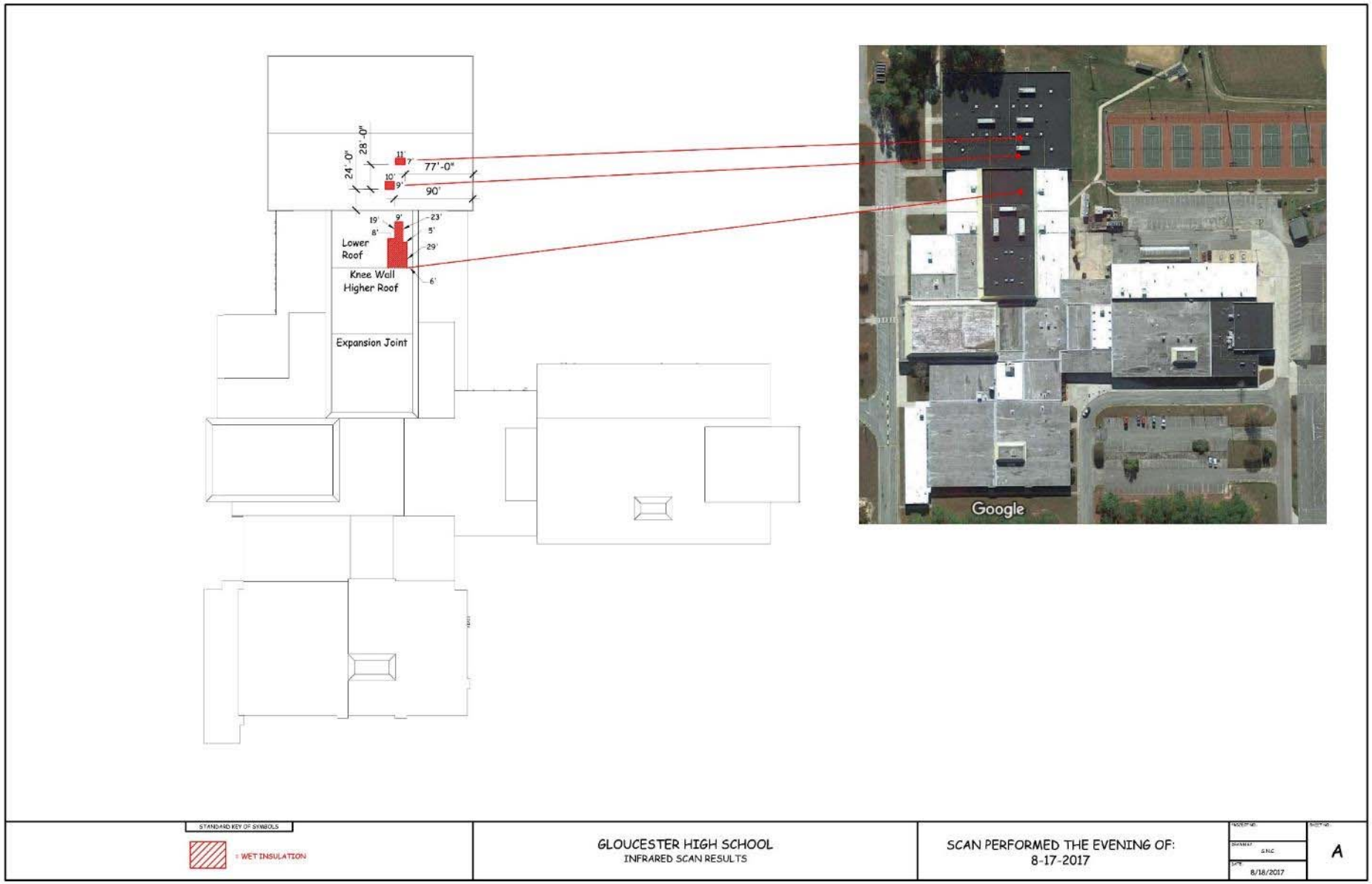
PROJECT NO.

DRAWN BY: SNC

DATE: 8/18/2017

SHEET NO.: A

Roofing


28'-0"
24'-0"
11'
7'
77'-0"
10'
9'
90'
19'
9'
8'
23'
5'
29'
6'
Lower Roof
Knee Wall
Higher Roof
Expansion Joint
Google
STANDARD KEY OF SYMBOLS
WET INSULATION
GLOUCESTER HIGH SCHOOL
INFRARED SCAN RESULTS
SCAN PERFORMED THE EVENING OF:
8-17-2017
8/18/2017
A

Structural

- Minor cracks were observed but no significant issues were found.
- Lateral bracing would need to be added if many existing interior walls are removed.

Mechanical

1. Roof Top Equipment
2. Air Handling Units
3. Chilled Water System
4. Kitchen Hood
5. Exhaust Fans

Mechanical

- Roof Top Units: *Poor condition*
- Air Handling Units: *Poor condition*
- Chilled Water System: *Poor to fair condition*
- Kitchen Hood: *Good condition*
- Exhaust Fans: *Poor to fair condition*

<u>Recommendation:</u>

- Replace entire HVAC System

Plumbing

1. Plumbing Fixtures
2. Electrical Water Coolers
3. Piping

Plumbing

- Plumbing fixtures: *poor to fair condition; do not meet ADA; do not meet water consumption requirements*
- Water coolers: *poor condition; do not meet ADA requirements*
- Rain leader piping: *fair condition*
- Gas piping: *good condition*
- Water heaters: *poor to fair condition*

Recommendation:

- Replace all plumbing fixtures, hot water heaters, electric water coolers, boilers.
- Install sprinkler system throughout.

Electrical

1. Electrical Service
2. Lighting
3. Fire Alarm System

Electrical

- Main distribution switchboard: *very good condition*
- Panelboards: *poor to excellent condition*
- Transformers: *poor to excellent condition*
- Receptacles: *fair to excellent condition*
- Light fixtures: *fair condition*
- Fire alarm system: *good condition*
  Master clock system: *fair condition, outdated*
- CCTV system: *fair condition, outdated*
- AV system: *fair condition, outdated*
- Network infrastructure: *poor condition*

<u>Recommendations:</u>

- Replace all light fixtures with new LED type light fixtures
- Modify electrical system to accommodate new HVAC system
- Replace original panelboards and transformers
- Replace Auditorium lighting and rigging.

Process

Executive Committee

Gloucester County Public Schools

- Dr. Rick Clemons — Superintendent
- Dr. Chuck Wagner — Assistant Superintendent of Instruction
- John Hutchinson — Assistant Superintendent of Administration
- Brent Fedors — County Administrator
- Scott Shorland — Construction Manager

Moseley Architects

- Jim McCalla, AIA, REFP
- Kenny Durrett
- Stephen Halsey, AIA, REFP

Design Committee

Patrice Strokes	GHS Counselor
Mark Goodrich	Newport News Shipbuilding
Kelly Dalton	Abingdon Teacher
Donna Jemmison	GHS Math Teacher
Heather Knight	Parent
Dexter Parzanese	GHS CTE Teacher
Crystal Thompson	GHS SpEd Teacher
Anne Durey-Ortiz	GC Planning
Chris Hutson	GC BoS
Ward Warren	Pastor – First Baptist Church
Al Grant	JROTC
Ken Cramer	Pastor – Lighthouse Worship
Clint Alexander	GHS Theater Teacher
Heather Lucas	GCPS – CFO
Cassidy Evans	Student Representative
Charles Records	GCPS School Board
Melanie Rapp-Beale	Dominion Energy
Sheila Pillath	Gloucester YMCA
Cindi Sharp	Grand Kids Child Care
Ralph Johnson	GCPS Ed Foundation
Christi Lewis	Gloucester Comm Engmnt
Darrell Warren	GC Sheriff's Office
Brad Simmons	GC Sheriff's Office
Brian Stewart	Gloucester Resident
Beth Gibson	Attorney
Kristy Hunter	GHS A.D.
Melissa Crawford	Chesapeake Bank
Cristina Parnell	GHS Student Representative
Jim Brogan	GCPS IT Director
Lyn Whitt	GHS Teacher
Jessica North	GHS Librarian
Heather Hogge	Parent
Elaine Norman	GREA
Elisa Nelson	GCPS School Board
Teresa Harmon	Parent
Gloria Williams	Gloucester Chamber
Jason Perry	RCC

Design Workshop #1 | July 25, 2017

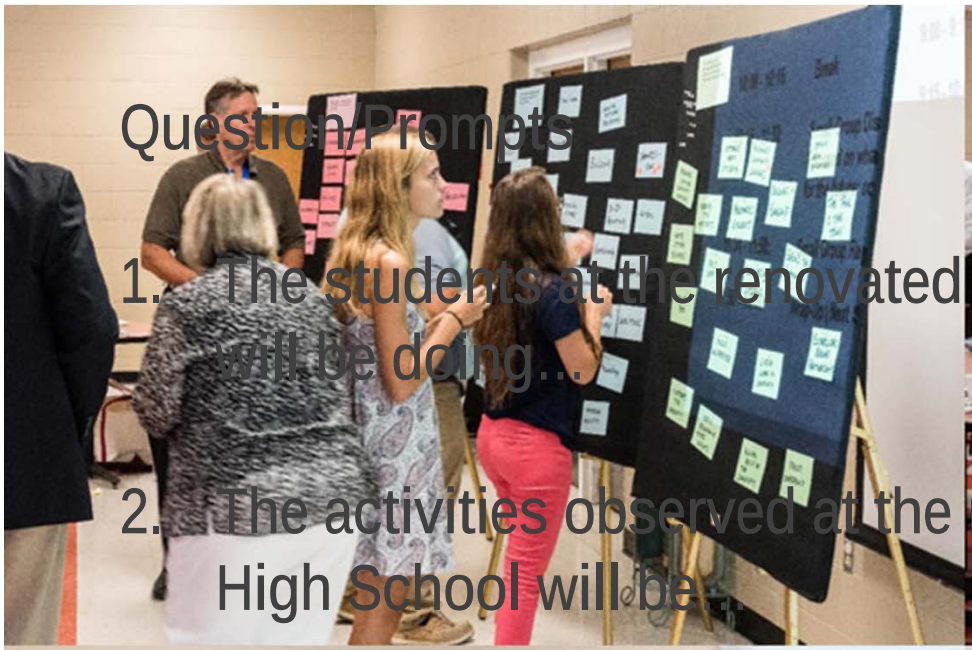
Design Workshop #1 | Challenges

- Funding
- Provide Relevant Trade/College Skills
- Question/Prompts
- Increasing Graduation Rate
- Meet Needs of All Stakeholders
- Getting Community Support
- Provide Education and Life Skills
- Keeping Students Engaged
- Updating Interior of Existing GHS (circulation, learning environment)
- Accepting Change

Design Workshop #1 | Opportunities

- Plan the Project/Commit to the Project
- Working Together as a Community
- Partnering with Community Services/Programs
- Design a School to Prepare Students
- Design a School the Community Will Be Proud Of
- Enhanced CTE Classes
- Dual-Enrollment Classes
- Improved Community Relations
- Work Force and Career Ready
- Creating School Students are Excited to Attend
- Create a Place Students and Teachers can Call 'Theirs'
- Building as Teaching Tool
- A Center for the Community
- More Career and Technical Opportunities
- Expanded Curriculum

Design Workshop #1 | Idea Mining



Question/Prompts

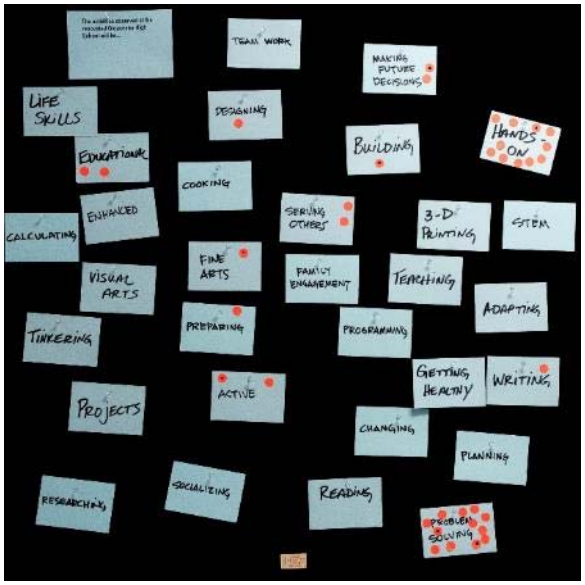
1. The students at the renovated Gloucester High School will be doing…

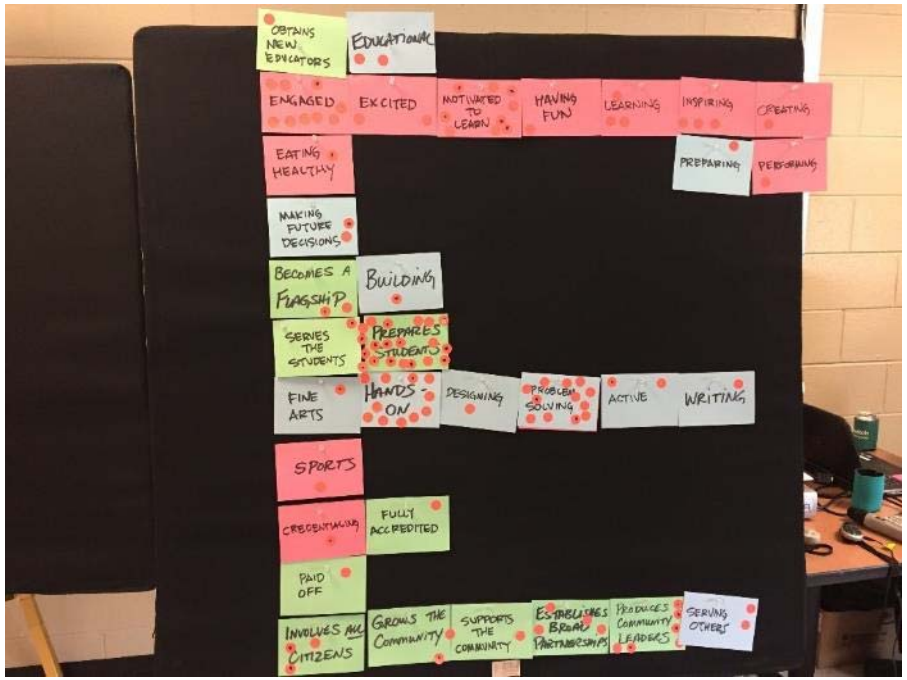
2. The activities observed at the renovated Gloucester High School will be…

3. The citizens of our community will be most proud of the renovated Gloucester High School when it…

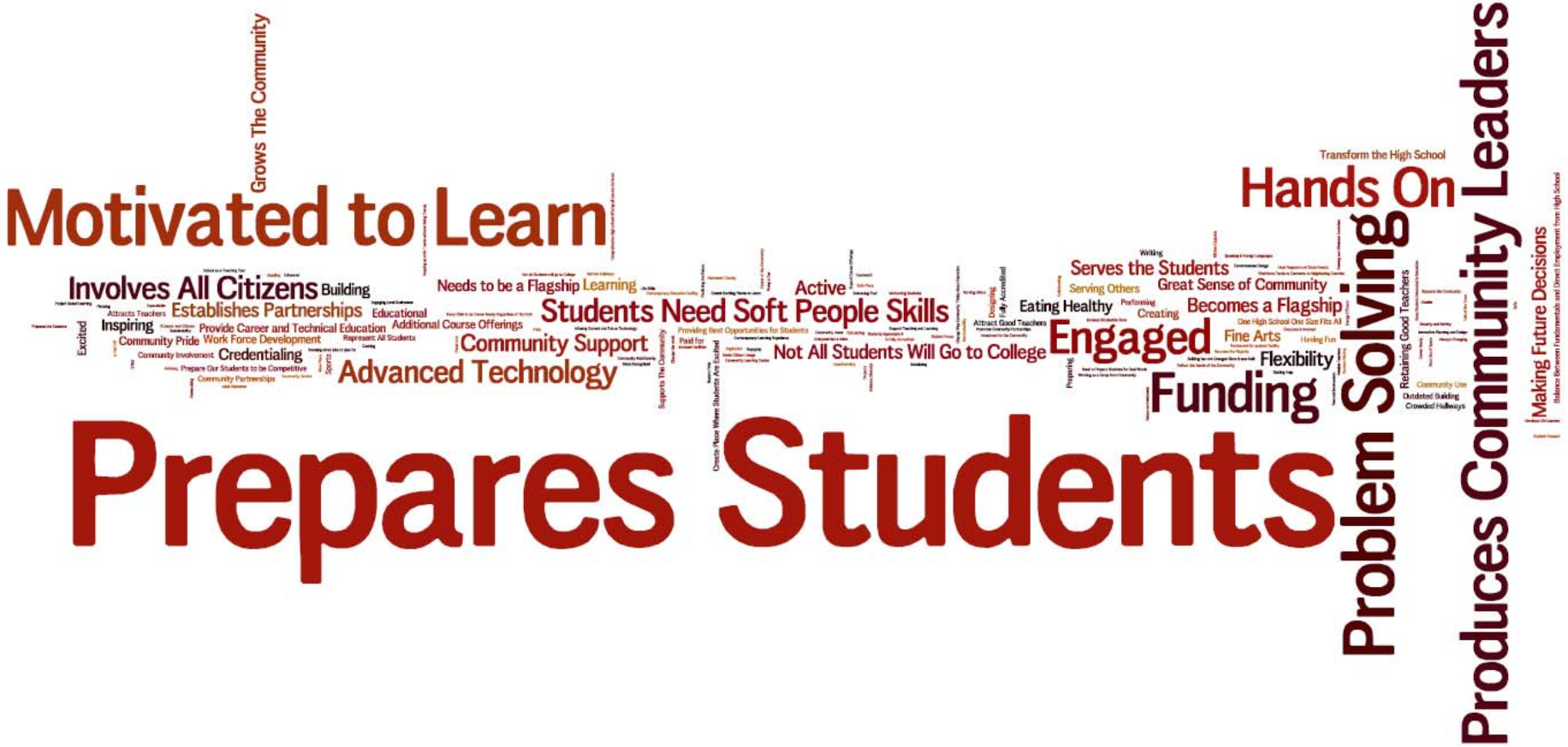
Design Workshop #1

Design Workshop #1





Design Workshop #1 | Wordle



Design Workshop #1 | Skills & Spaces

Skills:

- Public Speaking
- Research
- Decision Making
- Problem Solving
- Leadership
- Communication
- Basic Personal Finance
- Critical Thinking
- Time Management
- Teamwork
- Collaboration
- Adaptability
- Literacy
- Interpersonal
- Initiative
- Technology

Spaces:

- Flexible
- College/Career Guidance
- Technology/Equipment
- Accessible to all
- Quiet Areas
- Labs next to Classrooms
- Auditorium/Performance
- Industrial
- Community Garden
- STEM
- Simulated Office
- Passive Supervision
- Multi-Purpose
- Teacher Planning

Design Workshop #1 | Guiding Principles

The modernized Gloucester High School will be……

- A facility that obtains new educators.
- A facility that is inspiring, creating students who are engaged, excited, creating, performing, learning, having fun and motivated to learn.
- A facility that promotes healthy eating.
- A facility that is a flagship for the community.
- A facility that serves students and prepares students.
- A facility that promotes problem solving through writing, designing, the arts and hands-on instruction.
- A facility that supports interscholastic athletics.
- A facility that results in a fully accredited school with full credentialed teachers.
- A facility that is financed responsibly and can be quickly paid off.
- A facility that supports and grows the community, creates community partnerships, involves all citizens and produces community leaders.

1. What needs to be taught in the modernized GHS; types of classes, curriculum, etc…?

2. What types of spaces need to be provided for this curriculum?

Design Workshop #2

Design Workshop #2

Design Workshop #2 | Curriculum

1. Technology
    a. Coding/Cyber Security
2. Trades/Certification
    a. Cosmetology
    b. Auto Repair
    c. Welding/Construction
3. Design/Engineering
    a. STEAM
    b. Maker Spaces
4. Medical Sciences
5. Naval Science/ROTC
6. Shared Community Use Space

Guiding Principles

- Full HVAC replacement with corresponding electrical upgrades.
- Plumbing/toilet replacement/upgrades.
- Technology Improvements
- Improvements to A-Hall circulation
- New administration/main entry addition
- Roof replacement/repair
- Site work: Resurfacing and traffic reconfiguration

Next Steps

- Develop Conceptual Master Plan
- Re-Engage Design Committee
- Develop Corresponding Cost Model with Phasing Possibilities
- Conduct Community Meeting(s)
- Prepare Final Master Plan Document for Submission and Presentation to the Gloucester County School Board

Questions?

MOSELEY ARCHITECTS

CIP PROJECT REQUEST FORM
Gloucester County, Virginia

General Project Information

Date of Submission	8/23/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Bus Compound Relocation
Project Location	New Page Middle School Site
Department Name	Facilities
Contact Name/Phone/Email	John E. Hutchinson, 693-5304, hutch@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2022	Useful life (in years)	15
Design/Engineering Cost	$ 600,000	Construction/Equipment Cost	$ 6,000,000	Previous Funding Amount	$ 600,000
Annual/Recurring Cost		Recurring Revenue Generated	$ -	For What Fiscal Year	FY2018

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 6,000,000					$ 6,000,000		$ 6,000,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt		$ 6,000,000					6,000,000		6,000,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 6,000,000	$ -	$ -	$ -	$ -	$ 6,000,000	$ -	$ 6,000,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Replace existing bus compound and transportation facility with a new facility located on a different site. This project will be in conjunction with transportation and utility needs of Gloucester County.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	
3) Indicate and quantify what the consequences would be on services if not funded.	The land where it currently resides has significant redevelopment potential for Gloucester County.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The existing facility is outdated and undersized. Upgrades to the facility are needed to accommodate the school division's fleet of buses and support vehicles and provide storage, training and administrative support.
5) Additional information you wish to provide that would assist in the evaluation process.	A current study to determine facility and site needs for the schools and the county is being conducted by Hudson Architects and Associates. The budget price is set as a place holder and the final report is expected in December 2016.

Attachments (list):		
	Transportation Center Estimate	

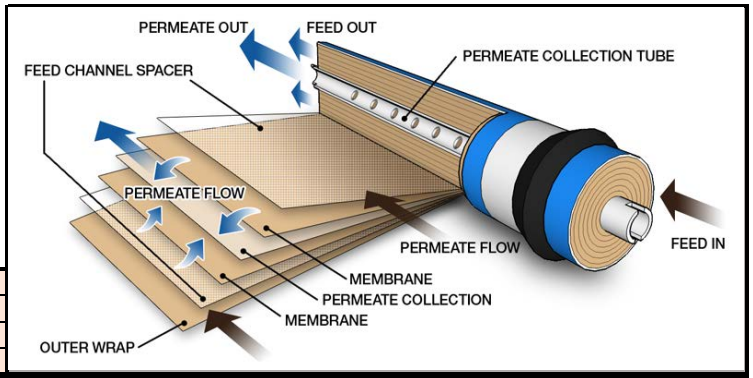
GLOUCESTER COUNTY TRANSPORTATION CENTER STUDY COST ESTIMATE UPDATED: *3/21/2017*	UNITS	OLD PAGE SITE VALUE-ENGINEERED QTY.	$/UNIT	COST	NEW PAGE SITE VALUE-ENGINEERED QTY.	$/UNIT	COST
BUILDING COSTS							
MAIN BUILDING							
INDUSTRIAL SPACE	SF	18,600	110.00	2,046,000	18,600	110.00	2,046,000
OFFICE/FINISHED SPACE	SF	5,400	175.00	945,000	5,400	175.00	945,000
SUB-TOTAL, PRIMARY BUILDING	SF	24,000		2,991,000	24,000		2,991,000
UTILITIES MAINT. DIV. - WAREHOUSE (NEW PAGE)	SF			-			-
RE-PURPOSE EXISTING TRANSPORT'N BLDG (OLD PAGE)	SF	0	15.00	-	0	15.00	-
RE-ROOF EXISTING TRANSPORT'N BLDG (OLD PAGE)	SF	0	12.50	-	0	12.50	-
OUTDOOR COVERED STORAGE SHELTER(S)	SF	0	20.00	-	0	20.00	-
FURNISHINGS & EQUIPMENT	LS			250,000			250,000
SUB-TOTAL, BUILDING COSTS, BASE BID				**$ 3,241,000**			**$ 3,241,000**
BID OPTION - ADDITIONAL MAINTENANCE BAY	SF	2,200	110.00	242,000	2,200	110.00	242,000
SUB-TOTAL, BUILDING COSTS, WITH OPTION		26,200		**$ 3,483,000**	26,200		**$ 3,483,000**
SITEWORK COSTS							
SITE IMPROVEMENTS							
IMPROVE T.C. WALKER ROAD	LF			-	1,200	225	270,000
ADD TURN LANE ON RT.17	LF	300	225	67,500			-
SITE CLEARING	AC	2.00	20,000	40,000	12.86	20,000	257,200
SITE DEMOLITION/PAVEMENT REMOVAL	SF	38,000		-			-
EARTHWORK	CY	18,150	5.00	90,750	20,470	5.00	102,350
CANOPY AT FUEL ISLAND	SF	2,000	15.00	30,000	2,000	15.00	30,000
NEW PAVEMENT - FLEXIBLE	SY	40,000	10.00	400,000	40,000	10.00	400,000
NEW PAVEMENT - RIGID	SY	2,400	25.00	60,000	2,400	25.00	60,000
TURF/LANDSCAPING	AC	3	25,000	75,000	3	25,000	75,000
FENCING	LF	3,150	15	47,250	2,900	15	43,500
GATES	EA	2	15,000	30,000	1	20,000	20,000
SIGNAGE	LS	--		5,000			5,000
SIDEWALK/EQUIPMENT PADS	LS	--		7,500			7,500
GRADING & DRAINAGE							
BMP/RETENTION POND	CY	6,000	15.00	90,000	6,800	15.00	102,000
CURB & GUTTER	LF	2,250	7.50	16,875	2,250	7.50	16,875
DRAINAGE STRUCTURES	EA	5	7,500	37,500	5	7,500	37,500
UNDERGROUND PIPING	LF	1,000	30.00	30,000	1,000	30.00	30,000
EROSION & SEDIMENT CONTROL	AC	14.00	2,500	35,000	12.86	2,500	32,150

GLOUCESTER COUNTY TRANSPORTATION CENTER STUDY		OLD PAGE SITE VALUE-ENGINEERED			NEW PAGE SITE VALUE-ENGINEERED		
COST ESTIMATE UPDATED: *3/21/2017*	**UNITS**	**QTY.**	**$/UNIT**	**COST**	**QTY.**	**$/UNIT**	**COST**
SITEWORK COSTS							
UTILITIES							
WATER/SEWER/FUELS							
EXTEND WATER SERVICE, 8-INCH	LF	600	64	38,400			-
EXTEND WATER SERVICE, 16-INCH	LF	--		-	1,500	125	187,500
SANITARY SEWER - GRAVITY, 8-INCH	LF	600	40	24,000	1,500	40	60,000
S.S. MANHOLE	EA	1	20,000	20,000	2	20,000	40,000
S.S. GRINDER PUMP/LIFT STATION	EA	--		-	1	15,000	15,000
DOMESTIC WATER LINE, 3-INCH	LF	250	30	7,500	350	30	10,500
SPRINKLER WATER LINE, 6-INCH	LF	250	65	16,250	350	65	22,750
FIRE HYDRANTS	EA	2	3,000	6,000	2	3,000	6,000
BACKFLOW PREVENTER	EA	1	5,000	5,000	1	5,000	5,000
PROPANE GAS SERVICE & PAD	LS	--		7,500	--		7,500
RELOCATE FUEL ISLAND	LS	--		10,000	--		10,000
OIL-WATER SEPARATOR, FUEL PAD (20,000 GAL)	EA	1	25,000	25,000	1	25,000	25,000
OIL-WATER SEPARATOR, BUILDING (1,500 GAL)	EA	1	5,000	5,000	1	5,000	5,000
ELECTRICAL							
POWER TO BUILDING, AERIAL	LF	--		-	1,500	30	45,000
POWER TO BUILDING, BURIED, DUCTBANK	LS	--		50,000	--		50,000
TRANSFORMER	EA	1	20,000	20,000	1	20,000	20,000
STANDBY GENERATOR, DIESEL, 150 KW	EA	1	45,000	45,000	1	45,000	45,000
TELECOMMUNICATIONS	LS	--		75,000	--		75,000
SITE LIGHTING - POLES	EA	20	2,500	50,000	20	2,500	50,000
SUB-TOTAL, SITEWORK COSTS				**$ 1,467,025**			**$ 2,168,325**
SITE ACREAGE				**16.14**			**12.86**
SITEWORK COST / ACRE				**$ 90,894**			**$ 168,610**
TOTAL CONSTRUCTION COSTS, ESTIMATED, BASE BID				**$ 4,708,025**			**$ 5,409,325**
TOTAL CONSTRUCTION COSTS, ROUNDED				4,708,000			5,409,000
TOTAL CONSTRUCTION COSTS, W/CONTINGENCY (+10%)				5,179,000			5,950,000
DESIGN + ENGINEERING (8%)				414,000			476,000
ESTIMATED TOTAL PROJECT COST, BASE BID				**$ 5,593,000**			**$ 6,426,000**
ESTIMATED TOTAL PROJECT COST, WITH OPTION				**$ 5,880,000**			**$ 6,714,000**
ESTIMATED COST - IMPROVE INTERSECTION RT. 17 & T.C. WALKER ROAD				**$ 3,000,000**			**$ -**

Note that "Total Construction Costs" include both site and building costs combined.

CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Replace Reverse Osmosis Membranes, Skid 2
Project Location	Reverse Osmosis Plant, 8214 Reservoir Ridge Road
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044, jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	1/1/2020		Date Improvements Complete	6/30/2020			Useful life (in years)	10	
Design/Engineering Cost			Construction/Equipment Cost	$ 100,000			Previous Funding Amount	$ 100,000	
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year	FY2018	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs			$ 100,000				$ 100,000		$ 100,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating			100,000				100,000		100,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 100,000	$ -	$ -	$ -	$ 100,000	$ -	$ 100,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

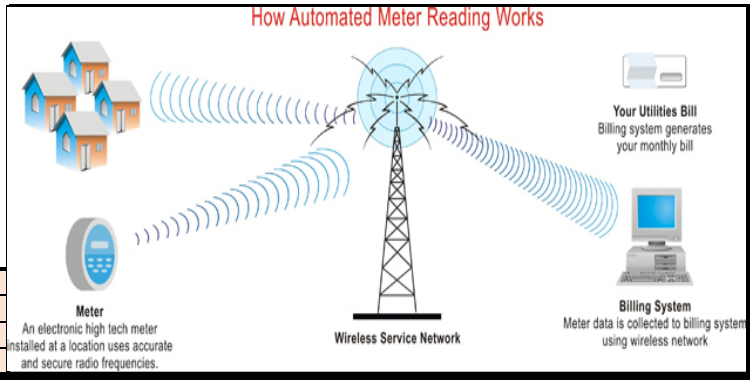
Project Narrative/Justification	Mandated?	No	Mandating Agency	NA	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	NA	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The existing membranes in Skid #2 were installed in 2009, require more frequent cleaning, and show less improvement in production rate with every cleaning. Replacing these membranes will enable us to produce more water with lower energy costs, reduce the costs for material and labor for membrane cleaning, and reduce the costs to dispose of the spent cleaning solution.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to replacing membranes , and still keep producing water from Skid #2, is even more frequent cleaning which increases the costs of chemicals, labor, and disposal of spent cleaning solution.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, and the amount of water produced by the RO Plant decreases, we will have to decrease the amount of surface water treated in order to maintain the 1:1 ratio needed for compliance with water quality parameters which would make it difficult to meet customer demands without increasing the number of hours of plant operation beyond the present 16-hours per day.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of not funding this project include, but are not limited to, additional personnel costs (additional personnel or increased overtime) to operate more than 16 hours per day at the reduced rate to meet existing and anticipated customer demands from the distribution system.
5) Additional information you wish to provide that would assist in the evaluation process.	I rated this project asa a "9" for Population Served because it serves all our water customers and supports capacity for additional development in the county. Skid 1 replacement was funded in FY2018.

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Radio-Read Meter Conversion - Phase 1 & 2
Project Location	GW Mem Hwy, Guinea Rd & Tidemill Rd, & Gloucester Point
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044, jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	15	
Design/Engineering Cost		Construction/Equipment Cost	$ 200,000	Previous Funding Amount		
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year		

Capital Cost/Funding Analysis	FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs	$ 100,000	$ 100,000				$ 200,000		$ 200,000
Financing								**Total Project Financing**
General Fund Operating						$ -		$ -
Enterprise Fund Operating	100,000	100,000				200,000		200,000
Fund Balance-Committed						-		-
Fund Balance-Unassigned						-		-
Debt						-		-
Grant-Federal, State, Local						-		-
Proffers						-		-
Other Sources						-		-
Total Capital Funding	$ 100,000	$ 100,000	$ -	$ -	$ -	$ 200,000	$ -	$ 200,000
Variance-over (short)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will allow Utilities staff to read the 523 current, and future, water meters along GW Memorial Highway, Guinea Road, and Tidemill Road (Phase 1) & Cycle 2 at Gloucester Point (Phase 2) without stopping while driving along those roads. The meters along these roads are difficult to read due to the posted speed limits or narrow shoulders and the need for frequent stops to park and get out of the vehicle to read the meters.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternatives to adopting new meter reading technology are to hire additional staff as the number of water customers increases to prevent the meter reading period from increasing in direct proportion to the number of customers or to continue reading meters with current staff and accept the fact that meter reading will take more days each month.
3) Indicate and quantify what the consequences would be on services if not funded.	The consequences of not funding this project are increased staff hours required to read meters and process bills for a growing customer base.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential liabilities from not doing this project are increased accidents and injuries associated with reading meters along these busy roads and increased pressure on staff to read more meters in the same amount of time each month with the old technology which could result in more missed reads and re-reads to ensure proper billing.
5) Additional information you wish to provide that would assist in the evaluation process.	Meter reading using the current technology requires 12 person days per month and we have to estimate consumption if meters are covered with snow. Converting 523 meters Ph1, plus 717 Ph2, or 25% of current customer base, will reduce that effort to 10 person days regardless of how many additional meters are installed along those roads. This project will also enable us to read these meters, not estimate usage, when they are covered with snow. The costs for Phase 1 includes $44,500 of one-time start up costs.

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Surface Water Treatment Plant Roof Replacement
Project Location	Surface Water Treatment Plant, 8214 Reservoir Ridge Road
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044, jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	15
Design/Engineering Cost	$ 10,000	Construction/Equipment Cost	$ 65,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 75,000					$ 75,000		$ 75,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating		75,000					75,000		75,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 75,000	$ -	$ -	$ -	$ -	$ 75,000	$ -	$ 75,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

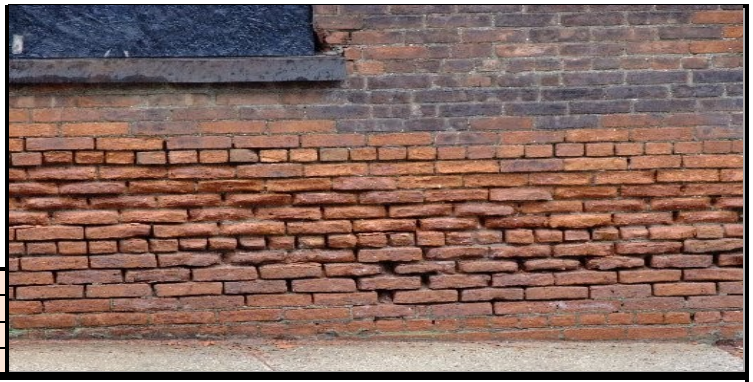
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The existing roof on the Surface Water Treatment Plant is the original roof dating to construction of the plant in the early 1990s. The roof membrane has outlived the useful service life of the material used and leaks in several locations. The top floor of this building is used for storage of dry treatment chemicals, feeders for the chemicals, and storage of maintenance parts and equipment so increased leaks caused by further deterioration of the roof membrane could lead to equipment and material damage and possible loss of treatment.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no alternatives that meet the project needs.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, leaks will increase in number and size causing repair costs to escalate.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If this project is not funded, damage to equipment, parts, and treatment chemicals from roof leaks could impact our ability to treat water to meet the needs of our customers as well as reduce operating revenue needed to fund other areas of this department.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Surface Water Treatment Plant Facade Repairs
Project Location	Surface Water Treatment Plant, 8214 Reservoir Ridge Road
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	15
Design/Engineering Cost	$ 10,000	Construction/Equipment Cost	$ 75,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis	FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs	$ 85,000					$ 85,000		$ 85,000
Financing								**Total Project Financing**
General Fund Operating						$ -		$ -
Enterprise Fund Operating	85,000					85,000		85,000
Fund Balance-Committed						-		-
Fund Balance-Unassigned						-		-
Debt						-		-
Grant-Federal, State, Local						-		-
Proffers						-		-
Other Sources						-		-
Total Capital Funding	$ 85,000	$ -	$ -	$ -	$ -	$ 85,000	$ -	$ 85,000
Variance-over (short)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The last cleaning of the exterior of the Surface Water Treatment Plant revealed significant deterioration of the mortar joints in the façade as well as rotted wood filler strips beneath the windows that were addressed during the window replacement portion of the treatment plant HVAC project. Correcting the defects in the building facade will further protect the building from moisture damage and insects.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no alternatives that adequately address the façade issues.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded the deterioration of the mortar joints in the façade will continue and will eventually lead to large scale failure of the façade and damage to the building as well as plant equipment located adjacent to the exterior of the Surface Water Plant.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If this project is not funded, the increased O&M expenses to repair the building and any equipment damaged by failure of the façade will reduce operating revenue needed to fund other areas of the department.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	PS #11 Sewer Rehab/Repair - Phase II
Project Location	Courthouse Village, North of Main Street
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044, jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2022	Useful life (in years)	50
Design/Engineering Cost	$ 160,000	Construction/Equipment Cost	$ 940,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs		$ 200,000	$ 250,000	$ 250,000	$ 250,000	$ 150,000	$ 1,100,000		$ 1,100,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating		200,000	250,000	250,000	250,000	150,000	1,100,000		1,100,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ 200,000	$ 250,000	$ 250,000	$ 250,000	$ 150,000	$ 1,100,000	$ -	$ 1,100,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

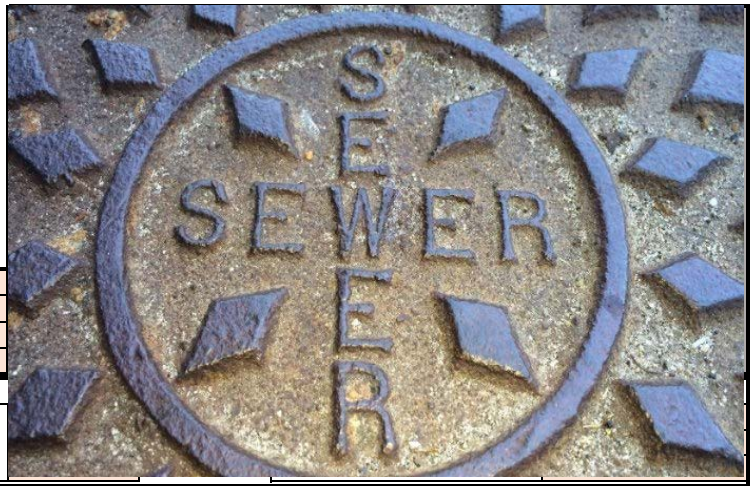
Project Narrative/Justification	Mandated?	Yes	Mandating Agency	EPA & DEQ	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal & State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will reduce the infiltration and inflow (I/I) of groundwater and surface water into the sewer collection system of pump station #11 - Courthouse Village North in compliance with the Special Order by Consent (SOBC). Completion of this work will reduce/eliminate sanitary sewer overflows (SSOs) within this pump station service area, reduce/eliminate the potential for fines and/or penalties for those overflows, and free up capacity in the collection system for additional development.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to preventing overflows caused by I/I in the collection system is to provide excessive pumping capacity when we rebuild PS #11 to handle higher flows from additional development and storm events. This alternative was considered and rejected because it would significantly increase the capital costs to rebuild the pumping station (larger structure, bigger pumps and motors, larger electrical service, larger generator) as well as increased Operating and Maintenance costs (higher energy cost and more expensive repairs).
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, SSOs would increase O&M costs due to additional labor, material, and equipment needed to clean up after the additional overflows that occur during storm events.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If this project is not funded, SSOs could lead to fines and penalties for those overflows.
5) Additional information you wish to provide that would assist in the evaluation process.	Lining 8-inch Mainline Sewer - $126,000: Lining 10-inch Mainline Sewer - $220,000 Mainline Sewer Replacement - $190,000 Manhole Rehabilitation - $82,000 Manhole Replacement - $40,000 Cleanout Replacement/Addition - $63,000 Public Lateral Replacement - $219,000

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	PS #13 Sewer Rehab/Repair - Phase II
Project Location	Courthouse Village, South of Main Street
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044, jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020	Date Improvements Complete	
Design/Engineering Cost	$ 120,000	Construction/Equipment Cost	
Annual/Recurring Cost		Recurring Revenue Generated	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs				$ 120,000	$ 180,000	$ 180,000	$ 480,000	$ 370,000	$ 850,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating				120,000	180,000	180,000	480,000	370,000	850,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ 120,000	$ 180,000	$ 180,000	$ 480,000	$ 370,000	$ 850,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	EPA & DEQ	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal and State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will reduce the infiltration and inflow (I/I) of groundwater and surface water into the sewer collection system of pump station #13 - Courthouse Village South in compliance with the Special Order by Consent (SOBC). Completion of this work will reduce/eliminate sanitary sewer overflows (SSOs) within this pump station service area, reduce/eliminate the potential for fines and/or penalties for those overflows, and free up capacity in the collection system for additional development.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to preventing overflows caused by I/I in the collection system is to provide excessive pumping capacity when we rebuild PS #11 to handle higher flows from additional development and storm events. This alternative was considered and rejected because it would significantly increase the capital costs to rebuild the pumping station (larger structure, bigger pumps and motors, larger electrical service, larger generator) as well as increased Operating and Maintenance costs (higher energy cost and more expensive repairs).
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, SSOs would increase O&M costs due to additional labor, material, and equipment needed to clean up after the additional overflows that occur during storm events.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If this project is not funded, SSOs could lead to fines and penalties for those overflows.
5) Additional information you wish to provide that would assist in the evaluation process.	Lining 8-inch Mainline Sewer - $410,000: Manhole Rehabilitation - $80,000 Cleanout Replacement/Addition - $10,000 Public Lateral Rehabilitation - $190,000 Public Lateral Replacement - $40,000

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Rebuild Pump Station #11 - Courthouse North)
Project Location	7336 John Clayton Memorial Highway
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2022	Date Improvements Complete	6/30/2024	Useful life (in years)	50
Design/Engineering Cost	$ 200,000	Construction/Equipment Cost	$ 500,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis	FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs					$ 200,000	$ 200,000	$ 500,000	$ 700,000
Financing								**Total Project Financing**
General Fund Operating						$ -		$ -
Enterprise Fund Operating					200,000	200,000	500,000	700,000
Fund Balance-Committed						-		-
Fund Balance-Unassigned						-		-
Debt						-		-
Grant-Federal, State, Local						-		-
Proffers						-		-
Other Sources						-		-
Total Capital Funding	$ -	$ -	$ -	$ -	$ 200,000	$ 200,000	$ 500,000	$ 700,000
Variance-over (short)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency: EPA & DEQ
Please read the instructions on the required justifying information needed.			Federal/State/Local?: Federal & State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Pump Station #11 - Courthouse North was constructed in 1975 and repaired in 1999 following Hurricane Floyd. The physical structure is nearing the end of its useful service life and needs to be replaced to meet current regulatory requirements, adequately handle the flows from from the existing 222 service connections, and future development/redevelopment in the existing and proposed service area following the adoption of the RMX district in the Courthouse Village area.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Short term alternatives to address the flow issues with the existing pump station, such as installing variable frequency drives, will cost at least 50% of the long-term alternative because of the need to upgrade the electrical service, motors and controls for properly sized pumps. Any short-term alternative will not address the structural issues or eliminate the need for staff to enter the we well to manually clean the bar screen.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, operating and maintenance costs will continue to rise which decreases the operating revenue available to address other budget issues.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of not funding this project are increased pump failures caused by additional wear on the pumps which could result in overflows during storm events and associated fines and/or penalties.
5) Additional information you wish to provide that would assist in the evaluation process.	Two additional goals of this project are: provide equipment needed to automatically remove the high volume of rags, towels, clothing, and trash that is now removed manually; and discharge this pump station directly to HRSD instead of Pump Station #13 to make capacity in that pump station available for additional development and redevelopment in that service area.

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Rebuild Pump Station #12 - Summerville
Project Location	7663 Belroi Road
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2023	Date Improvements Complete	6/30/2025	Useful life (in years)	50
Design/Engineering Cost	$ 100,000	Construction/Equipment Cost	$ 500,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs							$ -	$ 600,000	$ 600,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-	600,000	600,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ -	$ -	$ 600,000	$ 600,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	EPA & DEQ	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal & State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Pump Station #12 - Summerville, the third pump station built in Sanitary District #1, was constructed in 1973. The pumps were upgraded approximately 13 years ago and we are in the process of installing a suction-lift pump package on top of the wet well to handle existing and future flows from approved developments until funding for this project is available to replace the existing structure which is nearing the end of its useful service life.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The capacity of the existing wet well is not adequate to handle long-term future flows from the gravity service and and the satellite stations built for future development outside that area which will off-load into PS #12 for further conveyance. The only alternative to handle those flows is to construct additional force mains to other stations that would then convey those flows to the HRSD force main.
3) Indicate and quantify what the consequences would be on services if not funded.	The consequences of not funding this project are further deterioration of the existing pump station structure and equipment which will increase the operating and maintenance costs. Potential sewer overflows caused by the deteriorated condition of the pump station, and associated fines and penalties, will reduce the operating revenue available to address this and other budget issues.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Failure to address the physical condition of the pump station, and provide capacity for future flows, in a comprehensive manner will increase the costs of providing sewer service in the Belroi Road area.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Rebuild Pump Station #13 - Courthouse South
Project Location	6936 Main Street
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2023	Date Improvements Complete	6/30/2026	Useful life (in years)	50
Design/Engineering Cost	$ 200,000	Construction/Equipment Cost	$ 1,000,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs							$ -	$ 1,200,000	$ 1,200,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-	1,200,000	1,200,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ -	$ -	$ 1,200,000	$ 1,200,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? Yes Mandating Agency EPA & DEQ

Please read the instructions on the required justifying information needed. Federal/State/Local? Federal & State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace Pump Station #13 - Courthouse South, with a station relocated outside the flood zone of Fox Mill Creek that has adequate capacity to handle anticipated flows from the area it serves. This project, along with the project to rehab the collection system that flows to the pump station, will provide the capacity for existing and anticipated development in the Courthouse Village area.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Some alternatives, such as redirecting flow from PS #11 directly to the HRSD force main will reduce existing flow to PS #13 but will not address the flooding due to the station's location immediately adjacent to Fox Mill Creek. Other alternatives, such as only building a separate control room outside the flood zone will not address the structural condition of the existing pump station and other deficiencies such as the need to manually clean the bar screens on only two (2) of the three (3) incoming flow streams into the existing wet well.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded , increased flows from customers, plus infiltration and inflow (I/I) during storm events could still cause overflows in the PS #13 service area. Those overflows and the associated fines and penalties will decrease operating revenue needed to address department wide needs.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential liabilities of not going forward with this project are increased capital costs to handle increasing flows from anticipated development/redevelopment and increased O&M costs to maintain a structure beyond the useful service life.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Replace Anthracite Filter Media at SWTP
Project Location	8214 Reservoir Ridge Road
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2018	Date Improvements Complete	6/30/2019	Useful life (in years)	15
Design/Engineering Cost		Construction/Equipment Cost	$ 50,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis	FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs	$ 50,000					$ 50,000		$ 50,000
Financing								**Total Project Financing**
General Fund Operating						$ -		$ -
Enterprise Fund Operating	50,000					50,000		50,000
Fund Balance-Committed						-		-
Fund Balance-Unassigned						-		-
Debt						-		-
Grant-Federal, State, Local						-		-
Proffers						-		-
Other Sources						-		-
Total Capital Funding	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000	$ -	$ 50,000
Variance-over (short)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? | Mandating Agency

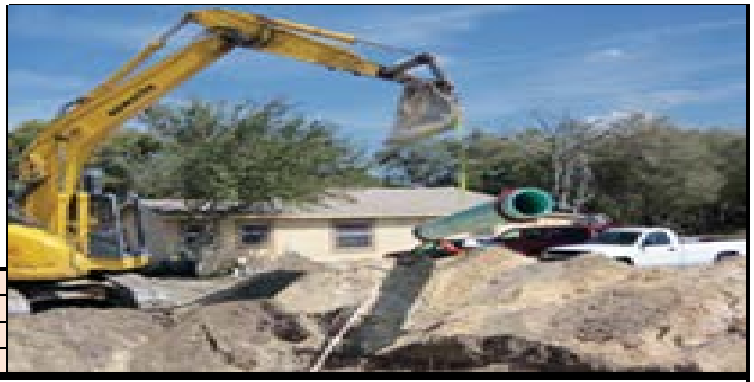
Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The anthracite media in the filters at the Surface Water Treatment Plant (SWTP) is the original media installed when the plant was built. Performance of this media decreases with time because it is never fully restored by backwashing. This project will replace the media and help restore post filter water quality to original values. The new media will remove additional dissolved organic compounds that react with the chlorine disinfectant to produce disinfection by-products (DBPs).
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Alternatives to replacing the anthracite media with new anthracite are to chemically clean the existing media or to replace the anthracite with granular activated carbon (GAC). Chemically cleaning the anthracite was bench-top tested but dismissed because the quantity of water needed to backwash the media after cleaning exceeds the capacity we could provide and still adequately serve our customers. Replacing the anthracite with GAC is more expensive initially and must be replaced every 3 to 5 years depending on water quality.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, WTP staff will continue to respond to frequent discolored water complaints throughout the distribution system.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liability of doing this project is the additional effort required from WTP staff to adequately provide the quantity of water needed for the distribution system while the contractor replaces the anthracite. Th liability of not doing this project is responding to discolored water complaints throughout the distribution system.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia



General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Demolish Radial Well Facility
Project Location	3823 George Washington Memorial Highway
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019		Date Improvements Complete		6/30/2020		Useful life (in years)		NA
Design/Engineering Cost			Construction/Equipment Cost		$ 65,000		Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs			$ 65,000				$ 65,000		$ 65,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating			65,000				65,000		65,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ 65,000	$ -	$ -	$ -	$ 65,000	$ -	$ 65,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? Yes Mandating Agency DEQ

Please read the instructions on the required justifying information needed. Federal/State/Local? State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will properly abandon the well inside the Radial Well Facility in accordance with regulations of the Virginia Department of Environmental Quality (DEQ) and demolish the Radial Well Facility. The schedule for abandoning this well by December 31, 2020 was a special condition of the Groundwater Withdrawal Permit issued by DEQ in April 2016.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Wells must be abandoned in accordance with the DEQ regulations so there are no alternatives to that portion of this project. The demolition of the Radial Well Facility could be postponed until the County Garage function is relocated to a different site and the county desires to combine this site with the County Garage site to sell for redevelopment.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded as requested we will be in violation of the Groundwater Withdrawal Permit and subject to enforcement action by DEQ.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liability of not doing this project would be violation of our Groundwater Withdrawal Permit and enforcement action by DEQ. The liability of doing the project would the result of contractor error which may require legal action by the county to force compliance with the contract and applicable regulations.
5) Additional information you wish to provide that would assist in the evaluation process.	Abandonment of Radial Well: $30,000 Demolition of Well Facility: $35,000

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Kerns Avenue Utility Improvements
Project Location	Kerns Avenue (Route 1005)
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020			Date Improvements Complete		6/30/2022				Useful life (in years)	50
Design/Engineering Cost	$ 10,000			Construction/Equipment Cost		$ 130,000				Previous Funding Amount	
Annual/Recurring Cost				Recurring Revenue Generated						For What Fiscal Year	

Capital Cost/Funding Analysis		**FY19**	**FY20**	**FY21**	**FY22**	**FY23**	**Total FY19-23**	**Costs Beyond**	**Total Project Costs**
Proposed Capital Costs				$ 55,000	$ 85,000		$ 140,000		$ 140,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating				55,000	85,000		140,000		140,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ 55,000	$ 85,000	$ -	$ 140,000	$ -	$ 140,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? | Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace an old unlined cast iron waterline in Kerns Avenue. The unlined interior of the existing pipe causes elevated levels of iron in the water the customers receive despite the addition of a corrosion inhibitor at the water plant. Water Quality staff at the treatment plant flush this waterline twice weekly to reduce the iron levels and this project will eliminate the need for that flushing.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The alternatives to replacing the existing waterline are: continue flushing that line twice weekly; or, mechanically clean the existing pipe and spray a liner on the interior of the pipe to seal the pipe material and prevent further interaction between the pipe material and the treated water. We rejected continued flushing because of the cost of the staff time involved in flushing and the costs of the treated water lost through flushing. The cleaning and coating option is more expensive than installing new pipe and does not address exterior corrosion of the existing waterline.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, staff must continue flushing the existing waterline twice a week to reduce/eliminate water quality complaints from customers served by that waterline.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liability of not doing this project is the need to provide temporary water service to the customers during construction and the inconvenience to the citizens of working in the very narrow right-of-way of Kerns Avenue.
5) Additional information you wish to provide that would assist in the evaluation process.	

Attachments (list):

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	9/1/2017
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Utility Yard
Project Location	To Be Determined
Department Name	Public Utilities
Contact Name/Phone/Email	James Dawson, 804-693-4044/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2024	Date Improvements Complete	6/30/2028	Useful life (in years)	
Design/Engineering Cost	$ 50,000	Construction/Equipment Cost	$ 1,450,000	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		For What Fiscal Year	

Capital Cost/Funding Analysis		FY19	FY20	FY21	FY22	FY23	Total FY19-23	Costs Beyond	Total Project Costs
Proposed Capital Costs							$ -	$ 1,500,000	$ 1,500,000
Financing									**Total Project Financing**
General Fund Operating							$ -		$ -
Enterprise Fund Operating							-	1,500,000	1,500,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500,000	$ 1,500,000
Variance-over (short)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Project Narrative/Justification Mandated? No Mandating Agency

Please read the instructions on the required justifying information needed. Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The existing Utility Yard is not large enough for Utilities to build the buildings needed to maintain an adequate inventory of essential parts and material to support repairs in a timely manner. Present practice is to only order the materials needed for the next job which often delays waterline or sewer line repairs for up to 30 days. The ability to store enough materials to make repairs without waiting for material could allow Utilities to minimize costs for those materials through higher volume pricing and lower delivery costs.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Utilities could continue purchasing material only as needed but that has lead to recent delays in Consent Order related work and maintaining fire hydrants while waiting for parts and/or material. We could also store material at different locations but that could lead to unnecessary delays while staff search for needed material.
3) Indicate and quantify what the consequences would be on services if not funded.	Until this project is funded Utilities will continue to order smaller quantities of material and parts on a frequent basis to ensure enough material is on-hand, or no more than two days away, to make repairs promptly.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Delaying repairs until parts/material needed are available can lead to higher losses of treated water or spilled wastewater during an overflow. Both situations could result in fines and/or penalties levied by regulatory agencies.
5) Additional information you wish to provide that would assist in the evaluation process.	Adequate suitable storage facilities to protect machinery from weather related deterioration could reduce repair and maintenance costs as well as reduce equipment downtime due for repairs.

Attachments (list):