

Appendix A: Application Form for Grant Requests for All Categories

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Name of Local Government:

City of Chesapeake

Category of Grant Being Applied for (check one):

Capacity Building/Planning

Project

Study

NFIP/DCR Community Identification Number (CID) 510034

If a state or federally recognized Indian tribe, Name of tribe

Name of Authorized Official: Sam Sawan, PE, CSM

Signature of Authorized Official:

Mailing Address (1): City of Chesapeake - Department of Public Works

Mailing Address (2): 306 Cedar Road

City: Chesapeake **State:** Virginia **Zip:** 23322

Telephone Number: () **Cell Phone Number:** ()

Email Address:

Contact Person (If different from authorized official): Deva K. Borah, Ph.D., P.E., F.ASCE

Mailing Address (1): City of Chesapeake - Department of Public Works

Mailing Address (2): 306 Cedar Road

City: Chesapeake State: Virginia Zip: 23322

Telephone Number: () Cell Phone Number: ()

Email Address:

Is the proposal in this application intended to benefit a low-income geographic area as defined in the Part 1 Definitions? Yes No ✓

Categories (select applicable project):

Project Grants (Check All that Apply)

- Acquisition of property (or interests therein) and/or structures for purposes of allowing floodwater inundation, strategic retreat of existing land uses from areas vulnerable to flooding; the conservation or enhancement of natural flood resilience resources; or acquisition of structures, provided the acquired property will be protected in perpetuity from further development.
- Wetland restoration.
- Floodplain restoration.
- Construction of swales and settling ponds.
- Living shorelines and vegetated buffers.
- Structural floodwalls, levees, berms, flood gates, structural conveyances.
- Storm water system upgrades.
- Medium and large scale Low Impact Development (LID) in urban areas.
- Permanent conservation of undeveloped lands identified as having flood resilience value by *ConserveVirginia* Floodplain and Flooding Resilience layer or a similar data driven analytic tool.
- Dam restoration or removal.
- Stream bank restoration or stabilization.
- Restoration of floodplains to natural and beneficial function.
- Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.

Study Grants (Check All that Apply)

- Studies to aid in updating floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.
- Revising other land use ordinances to incorporate flood protection and mitigation goals, standards and practices.
- Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a local government might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate or doing a detailed flood study for an A Zone is another example.
- Studies and Data Collection of Statewide and Regional Significance.
- Revisions to existing resilience plans and modifications to existing comprehensive and hazard.
- Other relevant flood prevention and protection project or study.

Capacity Building and Planning Grants

- Floodplain Staff Capacity.
- Resilience Plan Development
 - Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.
 - Resource assessments, planning, strategies and development.
 - Policy management and/or development.
 - Stakeholder engagement and strategies.

Location of Project (Include Maps): _____ entire City of Chesapeake

NFIP Community Identification Number (CID#):(See appendix

F _____ 510034

Is Project Located in an NFIP Participating Community? Yes No

Is Project Located in a Special Flood Hazard Area? Yes No

Flood Zone(s) (If Applicable): AE, X shaded

Flood Insurance Rate Map Number(s) (If Applicable): see list on following pages

Total Cost of Project: \$99,995.80

Total Amount Requested \$74,996.85

City of Chesapeake Effective Flood Insurance Rate Maps

| FIRM Panel No | Effective Date |
|----------------------|-----------------------|
| 510034IND0A | 12/16/2014 |
| 5100340002D | 12/16/2014 |
| 5100340003D | 12/16/2014 |
| 5100340004D | 12/16/2014 |
| 5100340005D | 12/16/2014 |
| 5100340006D | 12/16/2014 |
| 5100340007D | 12/16/2014 |
| 5100340008D | 12/16/2014 |
| 5100340009D | 12/16/2014 |
| 5100340010D | 12/16/2014 |
| 5100340011D | 12/16/2014 |
| 5100340012D | 12/16/2014 |
| 5100340013D | 12/16/2014 |
| 5100340014D | 12/16/2014 |
| 5100340015D | 12/16/2014 |
| 5100340016D | 12/16/2014 |
| 5100340017D | 12/16/2014 |
| 5100340021D | 12/16/2014 |
| 5100340022D | 12/16/2014 |

| FIRM Panel No | Effective Date |
|----------------------|-----------------------|
| 5100340023D | 12/16/2014 |
| 5100340024D | 12/16/2014 |
| 5100340025D | 12/16/2014 |
| 5100340028D | 12/16/2014 |
| 5100340029D | 12/16/2014 |
| 5100340034D | 12/16/2014 |
| 5100340035D | 12/16/2014 |
| 5100340036D | 12/16/2014 |
| 5100340037D | 12/16/2014 |
| 5100340038D | 12/16/2014 |
| 5100340039D | 12/16/2014 |
| 5100340040D | 12/16/2014 |
| 5100340041D | 12/16/2014 |
| 5100340042D | 12/16/2014 |
| 5100340047D | 12/16/2014 |
| 5100340048D | 12/16/2014 |
| 5100340049D | 12/16/2014 |
| 5100340050D | 12/16/2014 |
| 5100340051D | 12/16/2014 |
| 5100340052D | 12/16/2014 |

| FIRM Panel No | Effective Date |
|----------------------|-----------------------|
| 5100340053D | 12/16/2014 |
| 5100340054D | 12/16/2014 |
| 5100340055D | 12/16/2014 |
| 5100340056D | 12/16/2014 |
| 5100340065D | 12/16/2014 |
| 5100340067D | 12/16/2014 |
| 5100340068D | 12/16/2014 |
| 5100340069D | 12/16/2014 |
| 5100340070D | 12/16/2014 |
| 5100340074D | 12/16/2014 |
| 5100340075D | 12/16/2014 |
| 5100340076D | 12/16/2014 |
| 5100340077D | 12/16/2014 |
| 5100340081D | 12/16/2014 |
| 5100340082D | 12/16/2014 |
| 5100340088D | 12/16/2014 |
| 5100340089D | 12/16/2014 |
| 5100340090D | 12/16/2014 |
| 5100340091D | 12/16/2014 |
| 5100340092D | 12/16/2014 |

| FIRM Panel No | Effective Date |
|----------------------|-----------------------|
| 5100340093D | 12/16/2014 |
| 5100340094D | 12/16/2014 |
| 5100340095D | 12/16/2014 |
| 5100340096D | 12/16/2014 |
| 5100340102D | 12/16/2014 |
| 5100340104D | 12/16/2014 |
| 5100340105D | 12/16/2014 |
| 5100340106D | 12/16/2014 |
| 5100340107D | 12/16/2014 |
| 5100340108D | 12/16/2014 |
| 5100340109D | 12/16/2014 |
| 5100340119D | 12/16/2014 |
| 5100340120D | 12/16/2014 |
| 5100340121D | 12/16/2014 |

Appendix D: Scoring Criteria for Capacity Building & Planning

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

| Applicant Name: | | City of Chesapeake | |
|---|--|--------------------|-------------------------------------|
| Eligibility Information | | | |
| Criterion | Description | | Check One |
| 1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)? | | | |
| Yes | Eligible for consideration | | <input checked="" type="checkbox"/> |
| No | Not eligible for consideration | | |
| 2. Does the local government have an approved resilience plan and has provided a copy or link to the plan with this application? | | | |
| Yes | Eligible for consideration under all categories | | |
| No | Eligible for consideration for studies, capacity building, and planning only | | <input checked="" type="checkbox"/> |
| 3. If the applicant is <u>not a town, city, or county</u>, are letters of support from all affected local governments included in this application? | | | |
| Yes | Eligible for consideration | | |
| No | Not eligible for consideration | | |
| 4. Has this or any portion of this project been included in any application or program previously funded by the Department? | | | |
| Yes | Not eligible for consideration | | |
| No | Eligible for consideration | | <input checked="" type="checkbox"/> |
| 5. Has the applicant provided evidence of an ability to provide the required matching funds? | | | |
| Yes | Eligible for consideration | | <input checked="" type="checkbox"/> |
| No | Not eligible for consideration | | |
| N/A | Match not required | | |

| Capacity Building and Planning Eligible for Consideration | | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|--------------------|---|-----------------------------|
| Applicant Name: | City of Chesapeake | | |
| Scoring Information | | | |
| Criterion | Point Value | Points Awarded | |
| 6. Eligible Capacity Building and Planning Activities (Select all that apply) | | | |
| Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans. | 55 | | |
| Development of a new resilience plan. | 55 | 55 | |
| Resource assessments, planning, strategies and development. | 45 | | |
| Policy management and/or development. | 40 | | |
| Stakeholder engagement and strategies. | 25 | | |
| Goal planning, implementation and evaluation. | 25 | | |
| Long term maintenance strategy. | 25 | | |
| Other proposals that will significantly improve protection from flooding on a statewide or regional basis. | 15 | | |
| 7. Is the area within the local government to which the grant is targeted socially vulnerable? (Based on ADAPT VA's Social Vulnerability Index Score.) | | | |
| Very High Social Vulnerability (More than 1.5) | 15 | | |
| High Social Vulnerability (1.0 to 1.5) | 12 | | |
| Moderate Social Vulnerability (0.0 to 1.0) | 8 | | |
| Low Social Vulnerability (-1.0 to 0.0) | 0 | 0 | |
| Very Low Social Vulnerability (Less than -1.0) | 0 | | |
| 8. Is the proposed activity part of an effort to join or remedy the community's probation or suspension from the NFIP? | | | |
| Yes | 10 | | |
| No | 0 | 0 | |
| 9. Is the proposed project in a low-income geographic area as defined in this manual? | | | |
| Yes | 10 | | |
| No | 0 | 0 | |
| 10. Does this project provide "community scale" benefits? | | | |
| Yes | 20 | 20 | |
| No | | | |
| Total Points | 75 | | |

Appendix D: Checklist All Categories

Virginia Department of Conservation and Recreation

Community Flood Preparedness Fund Grant Program

| Scope of Work Narrative | | |
|--|---|---|
| Supporting Documentation | Included | |
| Detailed map of the project area(s) (Projects/Studies) | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |
| FIRMette of the project area(s) (Projects/Studies) | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |
| Historic flood damage data and/or images (Projects/Studies) | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |
| A link to or a copy of the current floodplain ordinance | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Non-Fund financed maintenance and management plan for project extending a minimum of 5 years from project close | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |
| A link to or a copy of the current hazard mitigation plan | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |
| A link to or a copy of the current comprehensive plan | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Social vulnerability index score(s) for the project area from ADAPT VA's Virginia Vulnerability Viewer | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |
| If applicant is not a town, city, or county, letters of support from affected communities | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |
| Completed Scoring Criteria Sheet in Appendix B, C, or D | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Budget Narrative | | |
| Supporting Documentation | Included | |
| Authorization to request funding from the Fund from governing body or chief executive of the local government | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Signed pledge agreement from each contributing organization | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

Scope of Work Narrative – Capacity Building and Planning

All applications must include a Scope of Work Narrative that clearly describes the proposed activities, including supporting documentation as necessary and, at a minimum, includes the following.

1. Assess capacity needs and assets to include:

- a. Resource needs identification – financial, human, technical assistance, training.

Resource need is FINANCIAL to hire an expert consultant. The City does not have the capacity in-house to dedicate to develop a Resilience Plan and has therefore approached Timmons Group, a consultant with a current Annual Civil Engineering Services contract, to provide technical assistance to develop the Plan.

See Attachment 1, the Timmons Group Scope of Work – Develop Resilience Plan for additional details.

- b. Plan for developing, increasing, or strengthening knowledge, skills and abilities of existing or new staff. This may include training of existing staff, hiring personnel, contracting with of expert consultants or advisors.

The City of Chesapeake plans to contract with expert consultant Timmons Group to develop the Resilience Plan. Please refer to Attachment 2, the proposal submitted by Timmons Group in response to the RFP for the contract to review the firm's qualifications.

- c. Resource development strategies. Where capacity is limited by funding, what strategies will be developed to increase resources in the local government? This may include work with non-governmental organizations, or applying for grants, loans, or other funding sources.

The City of Chesapeake would like to apply for Project category funding after successful development of a DCR-approved Resilience Plan as provided in this application. We intend to develop this Resilience Plan to incorporate, to the extent practical, the grant program requirements for specific flood prevention and protection projects so that the resources and capacity required to apply for Project category funding is minimized.

Also, we will be developing a set of criteria to guide future City efforts that may fall under this program related to resilience such that those efforts include development of documentation to allow them to qualify for funding and also become incorporated by reference into the City Resilience Plan without the need for a physical Plan modification.

While these efforts do not directly increase resources, they do help to reduce the resources needed for continued participation in the program.

- d. Policy management and/or development.

See response to 1.c. above related to development of criteria to guide future City efforts. This will likely result in an internal Policy Memorandum.

2. Goals and objectives tied to improving flood protection and prevention in a whole community approach to resilience. Identify and describe the goals and objectives of the project.

The goal of this project is to develop a Resilience Plan for approval by DCR in accordance with the CFPF grant manual. The Plan will meet the following criteria as specified in the manual:

- **It is project-based with projects focused on flood control and resilience.**
- **It incorporates nature-based infrastructure to the maximum extent possible.**
- **It includes considerations of all parts of a local government regardless of socioeconomic status or race.**
- **It includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation.**
- **Is based on the best available science and incorporates climate change, sea level rise, and storm surge (where appropriate), and current flood maps.**

See *Attachment 1*, the Timmons Group Scope of Work – Develop Resilience Plan for additional details.

3. Stakeholder identification, outreach and education strategies.

The stakeholders that will be engaged in this process will be internal City of Chesapeake employees and departments as appropriate and City residents through the Stormwater Committee having citizen representatives with various backgrounds, such as farmers, other government agencies, and corporate leaders.

The City will provide guidance internally at the end of this process to share the criteria as previously described for development of flood resilience related projects that could fall under this program.

4. Implementation plan and timelines for specific elements of completion such as training, certifications, plan development, etc.

The City of Chesapeake would like to apply for project funding in the earliest funding cycle possible. Therefore, the City plans to develop and submit a Preliminary Resilience Plan followed by a Final Resilience Plan.

See *Attachment 1*, the Timmons Group Scope of Work – Develop Resilience Plan for the project schedule and milestones on page 2 and additional scope details for Tasks 2 and 4 on pages 3-4.

5. Parties responsible for capacity building and/or plan development process.

Timmons Group will be responsible for preparation of the Plan documentation. The City of Chesapeake will provide documents for the Publications and Documents Review & Gap Analysis task as well as participate in meetings and review the Plan documentation.

See *Attachment 1*, the Timmons Group Scope of Work – Develop Resilience Plan Basic Services discussion on pages 3-5 for additional details.

6. Performance outputs and measures. Describe the expected results and benefits and how success will be measured.

The output of this effort shall be both a Preliminary and Final Resilience Plan for the City of Chesapeake that comply with grant program requirements. The project will be deemed successful once the Plan(s) are approved by DCR.

7. Plans for maintaining capacity, as necessary, over the long term.

See response to 1.c related to development of criteria for use by the City in identifying and documenting future potential flood resilience related projects that could fall under this program.

Supporting Documentation

- A link to a copy of the current floodplain ordinance

[ADOPTED+Floodplain+Ordinance--7-16-2013.pdf \(cityofchesapeake.net\)](#)

<https://www.cityofchesapeake.net/Assets/documents/departments/planning/floodplain-ordinance/ADOPTED+Floodplain+Ordinance--7-16-2013.pdf>

- A link to or a copy of the current hazard mitigation plan

[Hampton Roads Hazard Mitigation Plan | Emergency Management | Departments | Departments | Emergency Management | Departments | Departments | Hampton Roads Planning District Commission \(hrpdcva.gov\)](#)

<https://www.hrpdcva.gov/departments/emergency-management/hampton-roads-hazard-mitigation-plan/>

- A link to or a copy of the current comprehensive plan

[Comprehensive Plan 2035 \(cityofchesapeake.net\)](#)

<https://www.cityofchesapeake.net/government/city-departments/departments/Planning-Department/moving-forward-2035.htm>

- Social vulnerability index score(s) for the project area

See Attachment 3 for a map of the City of Chesapeake. Though an overall locality score was not available, it is obvious from the map that the major of the land area within the City is scored LOW.

- Completed Scoring Criteria Sheet

The Completed Appendix D: Scoring Criteria for Capacity Building & Planning follows the Appendix A: Application Form.

Budget Narrative- Required for All Grant Categories

Each application must include a detailed Budget Narrative explaining all proposed expenditures. A budget narrative is applicable to requests from any category of grants in this manual. The following items must be included in the Budget Narrative:

- *Estimated total project cost: \$99,995.80.*

This amount represents consultant firm Timmons Group fees as provided in Attachment 1.

- *Amount of funds requested from the Fund: \$74,996.85*

This is the total amount of any grant assistance sought from the Fund. 100% of this is to be provided through a contract with Timmons Group.

- *Amount of cash funds available: \$24,998.95*

The source of these funds is Project Number: 29-230 Project Title: Resiliency & Reliability Program in the City Capital Improvement Plan.

See Attachment 4 for a letter indicating the availability of and ability to obtain funding for the local match including a description of the fund allowable expenditures and funding plan as well as a financial statement indicating sufficient funds to cover the match requirement for this grant application.

- *Authorization to request for funding: Local governments seeking funding shall also attach signed documentation authorizing the request for funding. (Supporting Documentation.)*

See Attachment 4 for a letter authorizing a request for funding through the program.



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WORK ORDER NUMBER X

RE: Develop Resilience Plan

CONTRACT: Annual Civil Engineering Services Contract for Small Projects between the City of Chesapeake (the "City") and Timmons Group (the "Consultant").

FOURTH YR TERM: May 16, 2021 – May 15, 2022

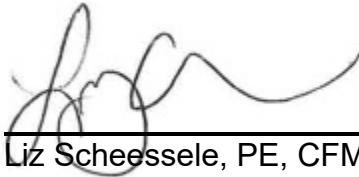
All work to be performed in accordance with the terms, limitations, and conditions of said contract.

SCOPE OF WORK: The "Consultant" shall provide resilience plan development services in accordance with the attached Scope of Work.

SCHEDULE OF WORK: The "Consultant" shall complete the work within 23 weeks from notice to proceed as indicated in the attached Scope of Work.

COMPENSATION: The "Consultant" shall be paid in accordance with the referenced contract, a fee not to exceed \$99,995.80. See Attached Scope of Work.

SUBMITTED:



Liz Scheessele, PE, CFM, ENV SP
Contract Manager / Group Leader
Timmons Group

8-24-2021

Date

APPROVED:

City of Chesapeake

Date

SCOPE OF WORK

Develop Resilience Plan

Project Description

The City of Chesapeake is interested in participating in the Community Flood Preparedness Fund (CFPF) grant program. The City and other parties such as HRPDC have developed numerous documents that may include components of a Resilience Plan as required and defined by the CFPF grant manual. The objective of this project is to develop a Preliminary and then a Final Resilience Plan for the City of Chesapeake that meet CFPF grant program requirements so that they can then apply for project grant funding. The Plan will be a compilation of information gleaned from other documents supplemented with other information to meet Plan requirements. The Preliminary Plan will be fast-tracked so that the City can begin to apply for projects at the soonest opportunity. Therefore, it will be a skeletonized version that meets Plan requirements and includes a select set of projects that the City is interested in applying for funding through the program right away. After DCR approval of the Preliminary Plan, the Plan will be fully developed into the Final Resilience Plan with inclusion of all projects – including any new projects that may not already be documented.

Scope of Services

1. Publications and Documents Review & Gap Analysis
2. Develop Preliminary Resilience Plan Documentation
3. Coordination with Other Entities (including DCR) (T&M)
4. Develop Final Resilience Plan
5. Develop New Projects for Inclusion in Plan (T&M if needed)

The project schedule is for a period of 23 weeks. The project milestones are:

| <i>Notice to Proceed</i> | |
|--|---------|
| Publications and Documents Review & Gap Analysis | 6 Weeks |
| Develop Preliminary Resilience Plan Documentation | 2 Weeks |
| <i>City Review</i> | 4 Weeks |
| Revise Preliminary Resilience Plan | 1 Week |
| Development Final Resilience Plan | 4 Weeks |
| <i>City Review</i> | 4 Weeks |
| Revise Final Resilience Plan | 2 Weeks |
| **schedule associated with responding to DCR comments is unknown | |

Note: Proposed schedules include no assumptions for disruption to work productivity as a result of scheduling conflicts and/or unforeseen incidents. Further, proposed schedules do not account for disruption in data flow.

The Scope of detailed engineering services provided are grouped into the following:

- Basic Services
- Reimbursable Expenses

BASIC SERVICES

1) Publications and Documents Review & Gap Analysis

As the City provides the Data Needs listed below, the Consultant will review those documents to identify components appropriate to include in the Resilience Plan. Once all documents have been reviewed, the Consultant will develop a summary of the review listing items for inclusion in the Resilience Plan and identifying any gaps – items that are required but are missing or incomplete – in Resilience Plan Requirements as provided in the Community Flood Preparedness Fund Grant Manual for Grant Round 2. There will be no formal deliverable at this stage but working documents shall be prepared & submitted electronically.

Gaps could include major plan elements – such as coverage of or addressing the entire locality – or missing elements for specific projects. For example, if the City would like to include a proposed project in the Plan, it must address sea level rise or storm surge if appropriate. Note that missing elements will be noted in the Plan to be developed during the design stage of the project.

Data Needs

The following list of Publications/Documents for review under this task is subject to change and can be added to by the City or Consultant as additional items are identified.

- Regional Hazard Mitigation Plan
- Comprehensive Plan
- Watershed Studies (City will need to inform Consultant which projects have not already been completed)
- Neighborhood or site-specific studies yet to be completed
- Code of ordinances
- CRS documentation
- CIB and internal projects lists
- TMDL Action Plan
- Other regional HRPDC documents

The City and Consultant shall attend a meeting in person at the end of this task to discuss the Gap Analysis.

2) Develop Preliminary Resilience Plan Documentation

The Consultant shall develop the Preliminary Resilience Plan in submissible form with submission instructions to DCR based on the results of the Gap Analysis. The Plan will be submitted to the City for review and then revised based on City comments. The City and Consultant shall meet virtually to review Plan comments.

Note that the goal for this task is to submit a Plan to DCR for approval as soon as possible. Therefore, the Preliminary Plan will meet requirements laid out for the CFPF

grant program but will not include all of the projects and details that the City would like incorporated into the Final Resilience Plan.

Deliverables

- Draft and Revised Preliminary Resilience Plan documents, submitted electronically

3) *Coordination with Other Entities (including DCR) (T&M)*

The Consultant shall:

- Communicate with other City Departments and groups besides DPW Stormwater to discuss any documentation or needs related to the Resilience Plan. Though the complete list of other City groups that may need to be contacted will depend on the data needs provided, it is possible that the Engineer may need to reach out to other DPW groups such as MS4 and Facilities, or other Departments such as Development & Permits (where City FPM is located) and Emergency Management. This is not a comprehensive list.
- Communicate with outside parties – such as HRPDC – to discuss any documentation or needs related to the Resilience Plan
- Address comments provided by DCR and revise the Preliminary or Final Plan as needed to achieve approval from DCR for use in the CFPF grant program.

Deliverables

- Revised Preliminary or Final Resilience Plan documents, as needed based on DCR comment

4) *Develop Final Resilience Plan*

The Consultant shall work with the City to add additional projects and studies to the Plan. These may be projects that have already been identified by the City or new projects that the City would like to consider. While the Consultant will make suggestions for new projects or elements to include in the Final Resilience Plan, it is not the responsibility of the Consultant to develop new projects or studies for inclusion in the Plan under this task.

The Plan will also be reviewed and modified if required to meet the requirements of the current version of the CFPF grant manual at the time of this task. The Plan will be developed in submissible form with submission instructions to DCR.

The Consultant shall develop a set of criteria that lay out the requirements for future projects such that they can be then considered incorporated by reference. The criteria shall be submitted to the City for review and included in the Final Resilience Plan once approved by the City.

The Consultant shall meet with the City up to two (2) times in person during this task to discuss criteria and projects for inclusion in the Plan. The City and Consultant shall meet virtually to review Plan comments.

Deliverables

- Draft and Revised Final Resilience Plan documents, submitted electronically

5) Develop New Projects for Inclusion in Plan (T&M if needed)

If requested by the City, the Consultant shall develop new project ideas and associated documentation of those projects for inclusion in the Plan.

The Consultant shall meet with the City one (1) time in person during this task to discuss new projects for inclusion in the Plan.

Deliverables

There is no specific deliverable for this task. The information developed under this task shall be documented in the Plan.

Project Oversight and Accountability

Progress Correspondence – Recurring communication will be established to update City staff on work completed to-date. It is recommended that the correspondence occur on a biweekly to monthly basis to ensure effective and efficient communication.

Project Management – As identified throughout the proposal, the efforts required to successfully complete the tasks identified for each task will require coordination by multiple divisions of labor, including City staff. Consistent oversight throughout the project will be accomplished by comprehensive project management.

Quality Assurance/Quality Control – Each product produced by Timmons Group is thoroughly reviewed to provide assurance of quality control.

REIMBURSABLE EXPENSES

Mileage

The Consultant will perform up to four (4) round trips between the Consultant & City offices for meetings at an average of 45 miles per trip. The other meetings will be held virtually.

Copies - none

The following additional services are not deemed necessary at this time and are therefore not included in the current scope of services. If, during the course of the work, the Owner requests additional services be performed, the Consultant will provide the services through a contract modification.

ADDITIONAL SERVICES

1. Field services or visits
2. Additional meetings other than those identified
3. Submittals other than those listed
4. Public relation efforts and Private Property Coordination
5. Design Services
6. Landscape services
7. Post-design services

ANNUAL CIVIL ENGINEERING SERVICES CONTRACT FOR SMALL PROJECTS

Chesapeake, VA



Chesapeake
VIRGINIA



Date: September 21, 2017 | RFP# 18010



2901 S. Lynnhaven Road
Suite 200
Virginia Beach, VA 23452
P 757.213.6679
F 757.340.1415
www.timmons.com

September 21, 2017

Procurement Administrator
Purchasing Department
5th Floor, City Hall Building
306 Cedar Road
Chesapeake, VA 23322

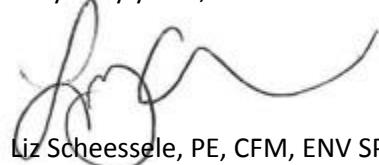
RE: Annual Civil Engineering Services Contract for Small Projects RFP No. 18010

In response to the City's request, Timmons Group is pleased to submit our proposal for the referenced contract. We offer you a team that is an excellent fit for this contract and that will be dedicated to meeting the needs of the City of Chesapeake. As you review our proposal, please note the benefits provided by the Timmons Group team:

- ✓ As a full-service civil engineering firm, Timmons Group has ***extensive experience providing stormwater, transportation, utilities, and environmental services*** to local governments through annual services contracts. Our interdisciplinary team of professionals are available to support the needs of your staff, citizens and elected officials.
- ✓ **We understand how annual services contracts work.** They require quick response service, the ability to manage many tasks concurrently, the ability to prioritize very small "quick-hitting" tasks, and a professional staff with very specific knowledge and experience that can be "up-to-speed" instantly.
- ✓ **There is truly no project too large or too small.** We are familiar with the procedural, budget, and schedule constraints that are placed on City staff. This experience has helped us to develop an efficient and effective approach to managing the tasks and projects under this type of contract.
- ✓ We have expertise working in areas with flat, coastal, urban and suburban communities with high groundwater tables and significant environmentally sensitive areas. **Hampton Roads localities are our clients!**
- ✓ **You will work with a trusted management team** that will remain consistent throughout the life of the contract, providing **continuity and quality control** from project to project and committed to working with you to meet the needs of your local businesses, citizens and elected officials.

We look forward to the opportunity to provide the City of Chesapeake with these services. We look forward to the chance to further demonstrate our capabilities to your selection committee. In the meantime, if you have any questions in this regard, please feel free to contact me at [REDACTED] or at [REDACTED].

Very truly yours,



Liz Scheessele, PE, CFM, ENV SP
Contract Manager / Group Leader

TABLE OF CONTENTS

Tab 1 - Transmittal Letter, Signature Sheet and Addendum No. 1

Tab 2 - Table of Contents

Tab 3 - Understanding of Scope of Work

Tab 4 - Response to RFP Items in Section VII, Parts A thru G

Tab 5 - Team Organizational Chart

Tab 6 - Resumes of Key Personnel (see section VII, C)

Tab 7 - Required Forms

Firm Data Sheet

Certification Regarding Debarment

Certification of Compliance with Immigration Laws and Regulations

Litigation Disclosure Form

Virginia State Corporation Commission (SCC)

Consultant/Subcontractor License Requirement

Chesapeake

VIRGINIA

REQUEST FOR PROPOSALS (RFP) PROFESSIONAL SERVICES

ISSUE DATE: August 20, 2017

RFP No. 18010

TITLE: ANNUAL CIVIL ENGINEERING SERVICES
CONTRACT FOR SMALL PROJECTS

COMMODITY CODE: 925-17

ISSUED BY:

City of Chesapeake
Purchasing Division
306 Cedar Road, 5th Floor
Chesapeake, Virginia 23322

USING DEPARTMENT:

City of Chesapeake
Chesapeake Public Works /Engineering Division
306 Cedar Road, 5th Floor
Chesapeake, Virginia 23322

PERIOD OF CONTRACT: ONE (1) YEAR FROM THE DATE OF EXECUTION WITH OPTION OF FOUR (4) ADDITIONAL ONE-YEAR TERMS. THE CONTRACT SHALL RENEW AUTOMATICALLY, UNLESS THE CITY GIVES WRITTEN NOTICE, SIXTY (60) DAYS IN ADVANCE OF THE EXPIRATION FOR EACH OF THE RENEWAL TERMS.

The City of Chesapeake, Virginia will receive sealed proposals for the above named project until 5:00 PM local time on September 21, 2017 at the office of the Procurement Administrator in the Purchasing Department, 5th Floor, City Hall Building, 306 Cedar Road, Chesapeake, Virginia, 23322. Any Bids received after the specified time and date will not be considered. See Section VI and VII for specific instructions for the completion of proposals.

Inquiries For Information Should Be Directed To: Susan Kenney-Lambert, CPPB, via email only at:

[REDACTED] All questions must be submitted via e-mail before 5:00 pm, August 30, 2017. Bid Documents may be examined at the offices of Purchasing Division, located on the 5th Floor, City Hall Building, 306 Cedar Road. Electronic copies of bid documents in PDF format are available for download on the Onvia Demandstar web site at www.demandstar.com or eVA's website at <https://eva.virginia.gov/>.

Please refer to City of Chesapeake website at <http://www.cityofchesapeake.net/government/City-Departments/Departments/Purchasing-and-Procurement/solicitations.htm> for more information.

It shall be the responsibility of the prospective bidder to monitor the City's website for published addenda and to have all addenda signed by an authorized representative of the company. All fully executed addenda must be returned to the City along with the signed bid. The City will NOT accept faxed addenda.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO THE PURCHASING DIVISION AT THE ADDRESS SHOWN ABOVE. IF HAND-DELIVERED, DELIVER TO: City Hall, Purchasing Division, 306 Cedar Road, 5th Floor, Chesapeake, VA.

In Compliance With This Request for Proposal And To All The Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers, And Agrees To Furnish Services requested in the solicitation.

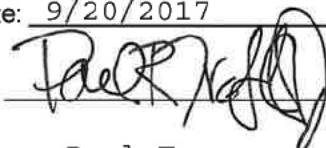
THIS SECTION IS TO BE COMPLETED BY OFFEROR'S AUTHORIZED REPRESENTATIVE.

NAME AND ADDRESS OF FIRM:

Timmons Group, Inc.

Date: 9/20/2017

1001 Boulders Parkway

By:  (Sign in Ink)

Suite 300

Name: Paul Trapp (Please Print)

Richmond, VA Zip Code: 23225

Title: Principal

FEI/FINT NO: 54-1301413

Phone [REDACTED]

E-mail: [REDACTED]

Website: www.timmons.com

CITY OF CHESAPEAKE

INVITATION FOR BID

ADDENDUM NO. 1

ISSUE DATE: September 11, 2017 RFP 18010

TITLE: Annual Civil Engineering Services Contract for Small Projects

ISSUED BY: City of Chesapeake
Purchasing
306 Cedar Road 5th Floor
Chesapeake, Virginia 23322

DEPARTMENT: Public Works

Questions Submitted:

1. Where in the proposal should the signed RFP and addenda be inserted, and which pages of the RFP and addenda must be included (1st page of each or all pages)?

Answer Section 4.

2. Where in the proposal should the CONSULTANT/SUBCONTRACTOR LICENSE REQUIREMENT (pg. 47 of the RFP) numbers be presented?

Answer Section 4.

3. May the detailed resumes of key personnel be placed in an appendix, or will they count against the 30-page limit?

Answer Section 6.

4. Are the required forms (i.e., Attachments A, B, D, E, F, and the State SCC Registration form) to be submitted for the prime consultant and each subconsultant or just for the prime consultant.

Answer Prime Only.

5. May the required forms (i.e., Attachments A, B, D, E, F, and the State SCC Registration form) be placed in an appendix, or will they count against the 30-page limit?

Answer Required Forms are not counted against page limit.

6. Are we to include subconsultant litigation forms, and where should this/these form(s) be included in the proposal? (They were not mentioned in Item VI.C.)

Answer No.

7. We have concerns about specific contract terms in Attachment G. How should they be noted (in the aggregate with a general statement or otherwise), and where should the concerns be noted in the proposal? Our specific concerns include an elevated standard of care ("best possible advice and consultation") and the indemnification of volunteers.

Answer Note this in your proposal.

CHANGES

CHANGE FROM:

Page 41. APPENDIX A. SECTION I. REQUIRED GENERAL TERMS AND CONDITIONS PROFESSIONAL SERVICES

- A. **R. INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that it and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The City must be named as an additional insured on the Acord insurance certificate reflecting Commercial General Liability and any other required insurance coverages.

Coverages afforded under the required policies listed below shall not be cancelled by Consultant or allowed to lapse or expire. However, in the event that any insurance coverage required by this contract is canceled by the insurance company or lapses due to no fault of the Consultant, Consultant shall (i) provide the City with not less than thirty (30) calendar days prior written notice that said insurance policy has lapsed or has been canceled due to no fault of Consultant and (ii) restore said insurance policy with the same insurance company or obtain a replacement insurance policy that satisfies the insurance obligations required in this contract within thirty (30) calendar days from the date of any notice to Consultant that its insurance policy has been canceled or has lapsed.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Consultants who fail to notify the City of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability \$100,000 each accident, \$100,000 each disease & \$500,000 disease policy limit.
3. Commercial General Liability - \$2,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The City of Chesapeake must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the City is to be used in the contract. Consultant must assure that the required coverage is maintained by the Consultant (or third party owner of such motor vehicle.)

5. Specific Profession/Service Limits:

| | |
|---|--|
| Accounting | \$1,000,000 per occurrence, \$3,000,000 aggregate |
| Architecture | \$2,000,000 per occurrence, \$6,000,000 aggregate |
| Asbestos Design, Inspection or Abatement | \$1,000,000 per occurrence, \$3,000,000 aggregate |
| Contractors | |
| Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) | \$1,725,000 per occurrence, \$3,000,000 aggregate (Limits increase each July 1 through fiscal year 2031, as follows: July 1, 2013 - \$2,100,000, July 1, 2014 - \$2,150,000. This complies with <i>Code of Virginia</i> § 8.01-581.15. |
| Insurance/Risk Management | \$1,000,000 per occurrence, \$3,000,000 aggregate |
| Landscape/Architecture | \$1,000,000 per occurrence, \$1,000,000 aggregate |
| Legal | \$1,000,000 per occurrence, \$5,000,000 aggregate |
| Professional Engineer | \$2,000,000 per occurrence, \$3,000,000 aggregate |
| Surveying | \$1,000,000 per occurrence, \$1,000,000 aggregate |

6. Excess Liability, including Employer's Liability, Automobile Liability, and Commercial General Liability—\$5,000,000 aggregate

CHANGE TO:

Page 41. APPENDIX A. SECTION I. REQUIRED GENERAL TERMS AND CONDITIONS PROFESSIONAL SERVICES.

- B. **R. INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that it and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The City must be named as an additional insured on the Acord insurance certificate reflecting Commercial General Liability and any other required insurance coverages.

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9. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the City is to be used in the contract. Consultant must assure that the required coverage is maintained by the Consultant (or third party owner of such motor vehicle.)

10. **Specific Profession/Service Limits:**

| | |
|---|---|
| Accounting | \$1,000,000 per occurrence, \$3,000,000 aggregate |
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| Asbestos Design, Inspection or Abatement | \$1,000,000 per occurrence, \$3,000,000 aggregate |
| Contractors | |
| Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) | \$1,725,000 per occurrence, \$3,000,000 aggregate (Limits increase each July 1 through fiscal year 2031, as follows: July 1, 2013 - \$2,100,000, July 1, 2014 - \$2,150,000. This complies with <i>Code of Virginia</i> § 8.01-581.15.) |
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| Professional Engineer | \$1,000,000 per occurrence, \$2,000,000 aggregate |
| Surveying | \$1,000,000 per occurrence, \$1,000,000 aggregate |

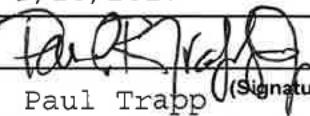
11. Excess Liability, , including Employer's Liability, Automobile Liability, and Commercial General Liability - \$1,000,000 aggregate

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN UNCHANGED.

ALL INQUIRIES FOR INFORMATION SHOULD BE DIRECTED TO SUSAN KENNEY-LAMBERT, CPPB PHONE: [REDACTED],
FAX: (757) 382-6900, Email: [REDACTED]

**NOTE: ALL FULLY EXECUTED ADDENDA MUST BE RETURNED TO THE CITY ALONG WITH THE SIGNED BID.
THE ADDENDA MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY.**

NAME AND ADDRESS OF FIRM:

Timmons Group, Inc. Date: 9/20/2017
1001 Boulders Parkway By: 
Suite 300 Name: Paul Trapp (Signature In Ink)
Richmond, VA Zip Code: 23225 Title: Principal (Please Print)

END OF ADDENDUM NO. 1

VI. C. 3. Understanding of Scope of Work

VII. B Firm's Approach

UNDERSTANDING OF SCOPE OF WORK

Commitment to the City of Chesapeake

Timmons Group has over 60 years of experience assisting local governments with civil engineering services and over the past twenty years approximately 50% of our total workload has been for the public sector. We have been privileged to work with other Hampton Roads communities under similar on-call term contracts and we understand that under these contracts we need to function as an extension of your staff.

We have the staff capability and availability to make your projects a priority, and will complete all of our assignments on schedule and within budget. We are dedicated to providing the City of Chesapeake with consistent, responsive service in furtherance of our corporate mission:

To achieve unparalleled understanding of our clients, their businesses and their visions, resulting in unrivaled customer service and shared success.

The City of Chesapeake Public Works Department is seeking professional engineering services under an on-call, as-needed annual services contract. The City requires a full range of civil engineering services (including surveying and environmental services necessary to obtain environmental permits required for construction) for a wide variety of projects. As clearly described in Attachment C of the Request for Proposals (RFP) we understand that the types of projects to be provided under this contract may include a variety of:

- Roadway Projects
- Drainage Projects
- Utility Projects

Tasks are likely to include:

- Pre-design services including: survey, geotechnical, environmental, and materials analysis, asset inventory and watershed modeling (as needed),
- Design services including: development of plans, specifications, other contract documents to facilitate bidding of the project, and public hearings; and
- Post-design services including: bidding and construction phase services.

Timmons Group has been providing similar services to state and local government clients throughout Virginia for over 60 years. In 2003, our Infrastructure Division was created with the express purpose of meeting the needs of state and local government agencies in the areas of transportation, water and wastewater utilities, stormwater and local economic development consulting services. Over that time period, our public sector engineering workload has more than doubled from less than \$10 million in 2003 to over \$25 million in 2015.

Timmons Group has extensive annual contract experience and has completed a wide range of design and construction projects for a significant number of public sector clients.

We are accustomed to working for these clients on an “as needed basis” requiring quick response for the establishment of scope, schedule and fees for delivering the required task orders. We know that as your on-call consultant, we must act as an extension of City staff to address project needs, large or small, and often upon short notice.



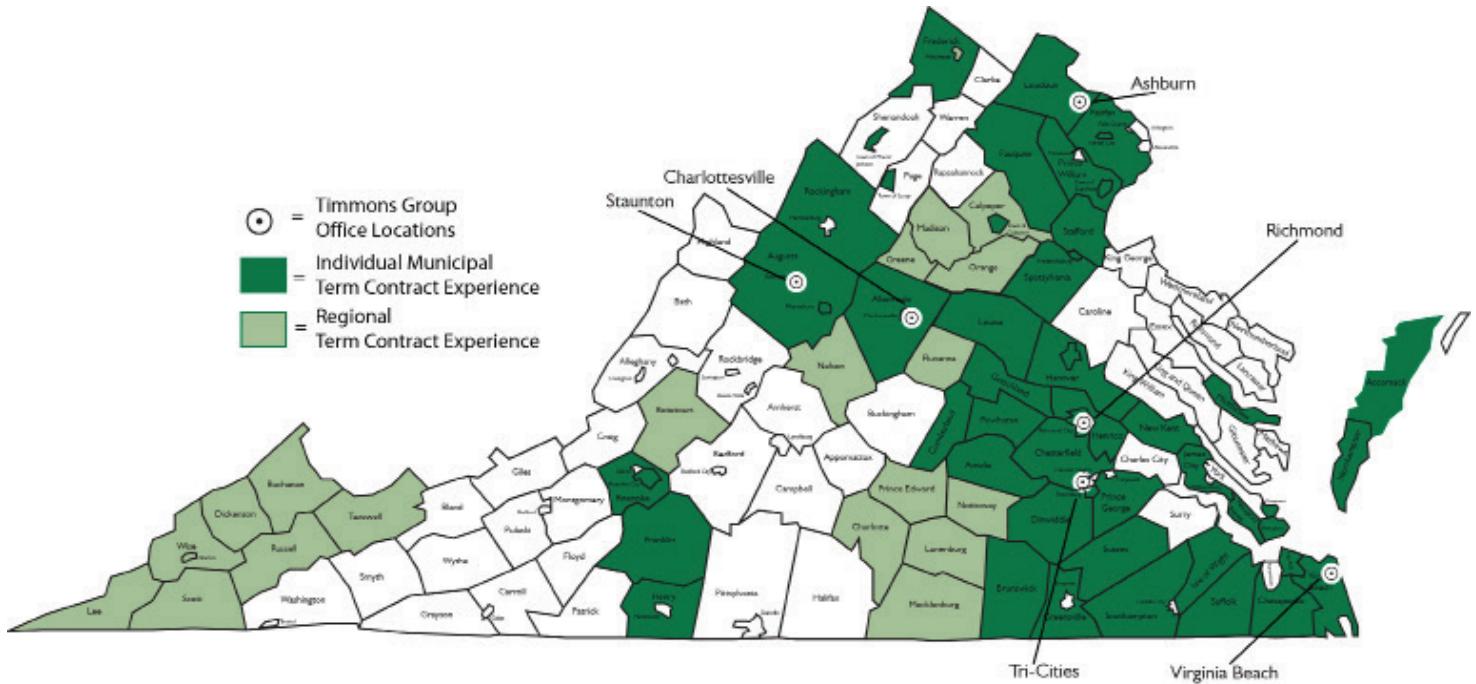
VI. C. 3. Understanding of Scope of Work

VII. B Firm's Approach

UNDERSTANDING OF SCOPE OF WORK

Our in-house capabilities include all aspects of civil and environmental engineering, land planning, landscape architecture, surveying, geospatial consulting and construction management. Our current staff consists of almost 500 personnel and we have organized our contract team around the scope of services outlined in the RFP. Our team has been developed with the goals of being highly responsive and minimizing the time required to complete projects or task orders under this contract.

| Counties: | Goochland County | Southampton County | City of Petersburg |
|---------------------|-----------------------|-------------------------|------------------------|
| Accomack County | Hanover County | Spotsylvania County | City of Poquoson |
| Albermarle County | Henrico County | Stafford County | City of Portsmouth |
| Alleghany County | Henry County | Suffolk County | City of Richmond |
| Amelia County | Isle of Wight County | Sussex County | City of Roanoke |
| Augusta County | James City County | Cities: | City of Staunton |
| Brunswick County | Loudoun County | City of Charlottesville | City of Suffolk |
| Chesterfield County | Louisa County | City of Chesapeake | City of Virginia Beach |
| Dinwiddie County | New Kent County | City of Emporia | City of Winchester |
| Essex County | Northampton County | City of Fairfax | Towns: |
| Fairfax County | Orange County | City of Fredericksburg | Town of Ashland |
| Fauquier County | Powhatan County | City of Hampton | Town of Culpeper |
| Franklin County | Prince George County | City of Harrisonburg | Town of Dumfries |
| Frederick County | Prince William County | City of Norfolk | Town of Lovettsville |
| Greensville County | Roanoke County | City of Newport News | Town of Luray |



VI. C. 3. Understanding of Scope of Work

VII. B Firm's Approach

RESPONSE TO RFP ITEMS IN SECTION VII

PROJECT APPROACH

Based on our experience managing similar contracts, below is a brief summary of our contract management approach, individual task implementation, and review process, highlighting items we feel are important to the City of Chesapeake.



CONTRACT MANAGEMENT

A. Workload Management

Timmons Group manages numerous contracts and projects simultaneously, and we have the staff available to easily address multiple project assignments. Our Contract/Project Manager approach allows us the flexibility to either assign different teams to individual projects or certain teams to multiple projects simultaneously.

B. Scope Management

Our relationship with City staff begins at the early stages of each task and the process includes assertive scope management. Effectively managing our scope allows us to provide City of Chesapeake with the necessary services and products in a timely manner without surprises at the end of a task. Regular and effective communications are essential to a strong mutual understanding of expectations and desired results.

C. Project Coordination and Communication Procedures

Proactive communication with your staff is as important as interdepartmental coordination within our firm. In addition to the procedures outlined above, Timmons Group accomplishes this coordination by submitting monthly progress reports to City of Chesapeake to make sure schedules are being met and to help coordinate upcoming submittals and reviews. We will also meet with City staff at least monthly to review all on-going assignments to make sure that staff understands the progress that we have made, the decisions we have made, and what the status is of each assignment.

INDIVIDUAL TASK DELIVERY

Once a task is assigned, we will begin each assignment with a kickoff meeting that establishes expectations, responsibilities, schedules and appropriate forms of project communication. Liz Scheeselle (Contract Manager), and the appropriate Senior Project Manager – assigned on a task order basis – will make sure that our entire project team is aware of the key milestone dates in our schedule, as well as the importance of meeting all intermediate deadlines. They will also ensure that all team members have a clear understanding of the project scope, goals and design criteria. Our goal is to leave this meeting with a delineated plan for accomplishing project tasks within the agreed upon schedule, identifying all critical milestones and deliverables and assigning the appropriate personnel resources to complete your project in the most efficient manner possible.

We also believe that we have developed exceptional task delivery/management practices. We believe that the following elements need to be taken into consideration when delivering each individual project.



VI. C. 3. Understanding of Scope of Work

VII. B Firm's Approach

RESPONSE TO RFP ITEMS IN SECTION VII

A. Task Performance

As the specific design scope is defined, each task is assigned to an appropriate team. The Project Manager is responsible for coordinating the resources necessary to meet a pre-determined submittal schedule.

Investigations, studies, and reports are generally submitted at draft and final stages. Interim review meetings are often held between the investigation and report stages to provide results and obtain concurrence with recommendations.

Construction plans are commonly submitted at 50, 90 and 100 percent complete phases for design tasks. We will schedule a meeting with your staff to review each submittal and to review any proposed design changes or modifications to the project scope.

If specific design problems arise, our Contract Manager and Project Manager will be responsible to review the solution alternatives with your staff. If necessary, they will then prepare alternatives for review.



B. Cost Estimating Methods

We track construction costs very closely by logging bid prices on recently bid work in the Hampton Roads area. This provides us with very current pricing on relevant bid items. We will use this information, along with very detailed quantity take-offs from our design and construction plans, to develop very accurate cost estimates for the City of Chesapeake.



C. Quality Control Reviews

Timmons Group's quality assurance program begins with our commitment to provide the best quality plans and specifications possible and to improve and maintain the quality of services provided. Prior to delivery to the client, our senior team leader will review documents to support our belief that quality is best assured through the use of a systematic process by an experienced team. The major steps in our process are:

- Setting clear goals and expectations
- Conducting pre-design planning
- Confirming the design standards
- Managing the design decisions
- Conducting design reviews
- Selecting the contractor
- Conducting pre-construction planning
- Confirming the construction standards

Our Project Manager for that particular task will make sure all team members involved have a clear understanding of your project scope, the intent of your overall project goals, and the appropriate design criteria and environmental concerns, in order to make certain our services meets or exceeds your expectations. In addition, they will make sure that our entire project Team is aware of the project schedule and the importance of meeting intermediately deadlines as well as your final completion date.

Formal quality control reviews will take place at the conclusion of each project phase where we will address quality assurance for all documents prepared by our firm and our partners. This structured process allows a highly experienced firm principal, in this case PIC Paul Trapp, QA/QC Manager Bob Roop, or a senior engineer and/or construction manager, who have not been directly involved with the production of the documents, to provide an "outside" review of the project

VI. C. 3. Understanding of Scope of Work

VII. B Firm's Approach

RESPONSE TO RFP ITEMS IN SECTION VII

documents for content and technical accuracy before submission to the client, City of Chesapeake.

D. Bidding Phase

We have considerable experience in public procurement. As a result, all of our documents are clear, concise and coordinated with other project engineers and designers responsible for other disciplines. We place special emphasis on proper language and use extremely thorough specifications. We mitigate the risks inherent in site work due to unforeseen conditions through the use of allowances and unit prices. During site plan reviews, we recognize that close coordination and prompt response to the reviewing authorities is necessary to keep projects on schedule.

We will work closely with your representatives to make sure that the bid form accurately represents the necessary allowances and unit prices established in the documents. We respond promptly to bidders' questions by issuing addenda where warranted. If desired, we will solicit bidders that we have worked with in the past.

E. Construction Phase

Our most important function during construction is to be a fair advocate for the City. We will work with your staff to establish effective implementation of our design by the Contractor. We promptly process all correspondence associated with construction, attend site meetings, observe workmanship and materials and assist in the resolution of site-work issues. We have two prime goals during the construction phase: deliver the project on time and to stay within budget. We make all decisions and recommendations with integrity, and as though we were spending our own money.

Timmons Group has significant experience working within construction budgets for local government clients. This experience allows us to make sure projects are completed within budget and minimizes the need for change orders. We attribute our success with cost control to our understanding of the bidding and construction process as well as our tracking of construction cost data.

POST-PROJECT REVIEWS

As part of our "Lessons Learned Program", we often times schedule post-project reviews with the Owner and Contractor. It is important for us to hear first-hand where we did well on a project, where we could have done better and how our plans might be improved for future projects to provide the most cost-effective and constructible possible.

Our approach is constantly tested and improved as we achieve your vision through ours.



RESPONSE TO RFP ITEMS IN SECTION VII

Firm Qualification and Experience: Specialized experience, expertise and qualifications of the firm and sub-consultant firms to be used on this contract.

Who We Are



450 TOTAL STAFF

We have been recognized for over 25 years as one of Engineering News Record's Top 500 Design Firms in the country. →



64 YEARS IN BUSINESS

What We Do

- Site/Civil Engineering
- Stormwater Infrastructure
- Environmental Services
- Survey & Mapping
- Traffic & Transportation
- Bridges & Structures
- Economic Development
- Landscape Architecture
- Right of Way Services
- Geotechnical Engineering & Testing
- Water & Wastewater Engineering
- Geographic Information Systems (GIS)
- LEED® Sustainable Design

We have a successful track record of delivering civil engineering, stormwater, geographic information services (GIS), drinking water/wastewater, transportation, surveying and economic development for municipal projects throughout the Commonwealth. The timeline below indicates when Timmons Group began providing these services:

We are proposing a civil engineering and related services team led by professionals of our firm that have extensive experience delivering projects under term contracts. Your contract team offers the right mix of expertise with a successful track record of delivering civil, roadway, environmental, erosion and sediment control, stormwater, utility, surveying, landscape architecture and GIS projects for municipal and local government clients.

We also have an excellent working relationship with review agencies such as VDOT, VDH, USACE and DEQ. We are confident in our team's ability to respond to any of the City of Chesapeake requests that stem from this contract. Our team will be dedicated to working with your representatives to identify workable solutions to address current needs and establish a framework for accomplishing your City's vision for your projects. We recognize that the biggest challenge with term contracts is to provide responsive management from the initial client call through completion of the task. You can count on our team to be there when you need us!



RESPONSE TO RFP ITEMS IN SECTION VII

Qualification of Key Personnel: Specialized experience, expertise and qualifications and depth of key project team members who will be assigned to this contract.

The Contract Manager for this contract is **Liz Scheessele, PE, CFM, ENV SP**. Liz has more than 10 years of experience managing on-call work for Hampton Roads localities, including the Cities of Hampton, Norfolk, Poquoson, Suffolk, and Virginia Beach and Northampton and Accomack Counties. She excels at project coordination duties including: project scoping, work planning, staff and project scheduling, and progress reporting.

In addition to serving as Contract Manager, she will also serve as the Senior Project Manager for Drainage projects including analysis, design and construction document preparation for stormwater infrastructure projects, asset inventory and other GIS efforts, and any water quality retrofit and VPDES MS4 and TMDL compliance efforts.

For most of her career, Liz has worked on projects involving hydrologic, hydraulic, and stormwater management studies and designs. Many of these assignments involved SWMM modeling for flood control improvements and the identification of water quality and BMP retrofits.

Liz is certified by the Virginia Department of Environmental Quality as a Stormwater Management Combined Administrator and ESC Program Administrator, Provisional.

Paul Trapp, PE - Principal in Charge, Masters, Business Administration, Location: Richmond, VA

Paul and his team will be dedicated to meeting needs of the City of Chesapeake. Paul will facilitate communication between your representatives and our project teams to see that services are provided in a timely manner. Paul's commitment to outstanding client service, quality design and timely performance has proven to be a solid foundation for your on-call contract.

Paul is committed to seeing that all of the required resources of Timmons Group will be applied to this contract as required. He will also be responsible for coordination with stakeholders regarding public involvement in this project.

Paul has more than 34 years of experience providing engineering services for similar road projects and he has extensive experience coordinating project efforts with municipal clients and with the Virginia Department of Transportation. His experience includes project management, engineering, permitting, interaction with public and private stakeholders groups and close coordination with staff members involved.

Robert Roop, PE - Senior Project Manager - QA/QC, Masters, Civil Engineering, Location: Richmond, VA

Bob has over 40 years of experience working with local government on numerous municipal infrastructure projects throughout Virginia. Bob routinely joins project teams as an expert and consults with municipal clients for operational issues. He will also be involved with formal quality control reviews at the conclusion of each project phase where he will address quality assurance and constructibility issues.

Chris Kiefer, PE - Senior Project Manager - Roadway Projects Bachelor of Science, Civil Engineering, Location: Richmond, VA

Chris leads Timmons Group's transportation group which includes engineers, designers, planners, and technicians focused on a wide variety of transportation issues. He has extensive experience with all aspects of transportation planning and design of primary, secondary, and local roadways. Chris and the transportation team have designed projects in a multitude of different situations – including new thoroughfare roads, widening of existing roads, roundabouts, interchange modifications, intersection capacity, sidewalks, trails, traffic signals, corridor safety improvements, transportation studies, maintenance projects (no plan/minimum plan). He has also managed locality on call transportation related contracts. In addition, Chris has extensive experience in construction administration and utility conflict resolution.

Ken Turner, PE - Senior Project Manager – Utility Projects Bachelor of Science, Civil Engineering, Location: Virginia Beach, VA

Ken is currently a Senior Engineering Project Manager for our Virginia Beach office. His experience ranges from working on dams, reservoir and raw water pump station projects to neighborhood pipe replacement, and wastewater pump station rehabilitation projects. Prior to joining Timmons Group, Ken was the Engineering Manager for the City of Norfolk, Department of Utilities for 10 years. He is well versed with the design, construction inspection/administration, engineering and coordination of SSES rehabilitation projects. His recent projects have included water treatment plant repair/ upgrades,

RESPONSE TO RFP ITEMS IN SECTION VII

raw water reservoirs, pump stations and pipeline rehabilitation projects, neighborhood water and sewer replacement and other building project.

John Zaszewski, PE - Senior Project Manager – Watershed Modeling *Bachlor of Science, Mechanical Engineering, Location: Virginia Beach, VA*

John has experience in all aspects of site planning which includes: modeling, site layout, grading and drainage, roadway profiling, water distribution, sanitary sewer design, pump station design, civil construction document permitting, soil erosion control, stormwater modeling, and cut and fill calculations. John is also experienced in land planning, ranging from involvement in rezonings to conditional use permits for both residential and commercial projects.

Danny Lamie, CET, TSOS - Roadway Projects - Signs and Signals *Associate of Arts, Civil Engineering, Location: Richmond, VA*

Danny is a Senior Project Manager in Timmons Group's Transportation division. He provides expertise in multiple areas of transportation planning and traffic engineering, including traffic signal design, signal timing and optimization, traffic impact analyses, corridor studies, signing and marking plans, maintenance of traffic plans, interchange design, urban street design and intersection geometry and safety improvements.

Brian Copeland, PE, Assoc. DBIA - Roadway Projects - Roadway Design *Bachlor of Science, Civil Engineering Location: Richmond, VA*

Brian is a Senior Project Manager in Timmons Group's Transportation Design Division where he manages a wide range of roadway improvement projects throughout the Commonwealth. Along with implementing the geometric design associated with traditional road improvements, Brian also has significant experience with the design of roundabouts and other alternative intersection design approaches. He has thorough knowledge of VDOT's Locally Administered Projects Manual for both state and federally funded projects, including understanding what is required for the acquisition of right-of-way, relocation of utilities, environmental clearance, approval of design waivers/exceptions, obtaining federal authorizations and implementing construction quality assurance plans. Brian has managed the design of pedestrian/bicycle improvements, traffic signals, innovative stormwater management practices, utility adjustments, retaining wall designs, detailed Transportation Management/Maintenance of Traffic Plans and various types of operational traffic analyses.

Scott Dunn, AICP, PTP - Roadway Projects - Traffic Engineering *Masters, Civil Engineering Location: Richmond, VA*

Scott is a Senior Project Manager in Timmons Group's Transportation division. He provides expertise in multiple areas of transportation planning and traffic engineering, including corridor studies, traffic impact analyses, roundabout analyses, interchange justification/modification studies, signal warrant analyses, traffic signal timing (optimization and coordination), traffic calming, walkability audits and pedestrian safety improvements.

David Duncan, PE - Drainage Projects *Masters, Civil Engineering Location: Virginia Beach, VA*

David is a Project Engineer in Timmons Group's Virginia Beach office. He has conducted field inspections of stormwater structures and trunklines and performed site and drainage calculations for locations throughout Virginia and North Carolina. He has designed stormwater conveyance systems and stormwater BMPs including constructed wetlands, wet ponds, and bioretention systems. Prior to joining Timmons Group, David worked for Montana Department of Transportation and LAI Engineering in Georgia where he was involved in roadway design and construction inspection and testing. He helped prepare the Stormwater Master Plan for JLab, which included the development of a Chesapeake Bay TMDL Action Plan. David is also a Virginia Department of Environmental Quality Stormwater Management Plan Reviewer, and Provisional Erosion Control Plan Reviewer.

Dan Ruby, PE - Utility Projects *Masters, Civil Engineering Location: Virginia Beach, VA*

Dan is a Project Manager for Timmons Group's Hampton Roads office and is responsible for managing utilities for land development and planning projects. His extensive years of experience includes master planning and design development, as well as a broad range of experience solving land development and construction issues. A combination of experience in architecture and civil engineering provides a unique understanding of the interplay of vertical and horizontal construction and the coordination required to make a project successful. His additional expertise includes: utility design, water distribution systems modeling for domestic and fire flows, complex sanitary sewer force main system modeling, master utility planning and design of new and upgraded sanitary sewer pump stations.

RESPONSE TO RFP ITEMS IN SECTION VII

Eric Loescher, EIT - Utility Projects *Bachelor of Science, Civil Engineering Location: Virginia Beach, VA*

Eric is a dedicated Project Engineer in Timmons Group's Virginia Beach office. With over a decade of combined engineering and U.S. Navy experience, Eric has a strong background in stormwater management and infrastructure design. He has designed stormwater conveyance systems, conducted stormwater structure field inspections, created preliminary engineering design reports, performed hydrologic and hydraulic analyses, assisted in sanitary and stormwater pump station designs, and is extremely proficient in computer-aided design and 3D modeling.

Record of the Firm: Record of the firm in accomplishing work on other projects in the required time and within estimated consultant cost and construction cost.

We realize the success of your projects assigned under this contract depends more on project management than any other aspect of the design. You will benefit from a team that understands how to manage all facets of projects assigned under an as-needed basis contracts such as yours. Our belief is that cost control begins with the first conceptual diagrams that are considered. We fully integrate cost planning and control into our design process.

We maintain that certain approaches are inherently more expensive than others and that the most critical point of cost control is at the outset when ideas are initially generated. As such, we will provide you with a concise work plan that will identify task time frames and accountability. We will work with your representatives to establish a strategy to satisfy your scheduling requirements, time/cost constraints, and critical interface dates for specific activities. Our continued success as a firm depends on consistently delivering quality projects on time and on budget.

We will gladly compare our track record to other firms submitting on your project. Evidence of our cost control success includes:

- Our close contact and analysis of infrastructure market conditions allow us to accurately forecast the market in terms of construction cost. This consistent range of accuracy provides our clients with a level of comfort and confidence in our estimates and cost projections. Our project cost estimates for the majority of our projects are at or below established budgets and estimates and are consistent with construction costs across the region.
- In addition to completing projects on-time and within budget, our clients demand a low change order rate. We understand the best way to reduce the number of change orders is by working closely with our clients and consultants during the planning and design phases to create an accurate set of construction documents. We will work with your staff and all consultants involved to provide quality plans and bidding documents for your project.

Quality of Work: Quality of work previously performed by the firm for municipalities

We encourage you to call and inquire the clients listed on each project sheet, as well as the clients listed below and ask how they would rate our management skills, technical competence, commitment to service and project delivery. More than 75 percent of our projects are with clients who have hired us before. We believe this is perhaps the best measure of our capability and performance on projects.

Timmons Group has provided quality consultation and technical expertise on a wide variety of stormwater engineering challenges that the Lab has faced as related to our existing MS4 permit over the past several years. Their staff has always been available on the spot and has helped the Lab to maintain a very strong compliance status with all applicable regulations and requirements. We would strongly recommend their services.

E. Scott Conley, Environmental Engineer, ESH&Q, Jefferson Lab, Phone: 757.269.7308

There is nothing I like better than finishing quality jobs on schedule and within budget. Your team made this possible.

John McCracken, Chesterfield County Transportation Director, 804.748.1037

The City's Water Resources Workgroup appreciates the dedication of Timmons Group in providing skilled and timely engineering services on stormwater management projects. Liz Scheessele and her team have been an immeasurable help in both project design and stormwater operations.

Sharon Surita, Senior Civil Engineer, City of Hampton, Phone: 757.727.8311

Timmons Group has proven themselves as a superior drainage and stormwater management engineering firm for Henrico County Public Works. Timmons Group is reliable and fully capable of taking on challenging stormwater and drainage



RESPONSE TO RFP ITEMS IN SECTION VII

improvement projects. They have a history of project schedule and budget compliance and have worked to provide exceptional service to County Staff.

Margaret-Anne Hilliard, Capital Projects Coordinator, Henrico Department of Public Utilities, Phone: 804.501.4244

Timmons Group has provided exemplary service as an extension of our staff. Their knowledgeable and well-managed employees are dedicated to serving Norfolk Public Works, our citizens and our environment through timely execution of each task no matter how large or small. From their inclusive storm water studies to comprehensive contract documents, they strive for the most economical solutions to solve our drainage issues.

Tammy Halstead, PE, Design Engineer, City of Norfolk Department of Public Works, Phone: 757.664.4632

Rest assured that Timmons Group judiciously chooses projects to pursue in order to continually maintain a balanced workload and not jeopardize our existing—and future—relationships with clients.

We have also assembled our Team based on current and projected workloads, their expertise, and projects performed under similar contracts. Our focus is on assisting local governments with maintaining and improving all aspects of their infrastructure management programs. We have the capacity and expertise to provide the City of Chesapeake with exceptional service under this term contract.

Use of Resources: Time frame to complete work on typical on-call civil engineering projects (typical design fees ranging from \$50,000 to \$200,000) and availability of personnel to perform the work within a limited period of time following request for such work.

Our project team will be dedicated to meeting your milestones for project completion on any project that results from this indefinite quantity contract. We will focus our response through our Hampton Roads office with support from our Richmond Headquarters.

Timmons Group is very fortunate to have a significant number of dedicated engineering and related services professionals located in our Hampton Roads office. We have organized the structure of our project team with quick response in mind and in order to minimize the time required to complete tasks under this contract and to provide reasonable fees.

Our team is able to be on-site at City offices or project sites in less than half an hour. The location of our team's offices in Hampton Roads and Richmond strengthens our ability to respond quickly and efficiently to your task requests.

We are prepared to respond to anticipated, as well as unforeseen, demands on our personnel resources without compromising our service to the City of Chesapeake. We are fully committed to meeting those requirements and will graciously respond to the City within the work day after notification, and within two hours after notification for catastrophic events.

The City of Chesapeake will have the full support of our entire firm, which consists of almost 500 individuals, to ensure timely completion of all project tasks and quality deliverables.

Our team members will be very accessible during all phases of the work - providing responsive service is our top priority!

- Hampton Roads Office: 2901 S. Lynnhaven Road, Suite 200 Virginia Beach, VA 23452; Phone: 757.213.6679
- Richmond Headquarters: 1001 Boulders Parkway, Suite 300, Richmond, VA 23225; Phone: 804.200.6500

The chart on the following page represents project experience that has been performed on time and within budget.

VII, D: In two (2) page(s) or less, provide information that will indicate your firm's ability to respond quickly to task assignments, be able to handle multiple tasks concurrently and be able to complete task on accelerated schedules (evaluation factor 5).

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| Project Name and Location | Original Contract Amount | Final Contract Amount | Reason(s) for Difference (if applicable) | Baseline Schedule | Actual Schedule | Reason(s) for Difference (if applicable) |
|--|--------------------------|-----------------------|---|-------------------------------------|---------------------------------------|--|
| Old Northampton Drainage Area Improvements Phase 3- Langley Avenue, City of Hampton, VA | \$63,358 | \$63,358 | None | 4 Months | 5 Months | Extended owner review time |
| Winchester Drive Stream Restoration, City of Hampton, VA | \$26,867 | \$94,065 | Initial amount was for Feasibility Study. Final Fee includes design services. | Study: 11 Weeks Design: 4 Months | Study: 11 Weeks Design: 12+ Months | City initiated lengthy project hiatus/ Extended owner review time |
| Merrimack Constructed Wetlands, City of Hampton, VA | \$32,060 | \$32,060 | None | 9 Weeks | 9 Weeks | None |
| Kecoughtan Road BMP Retrofit, City of Hampton, VA | \$40,234 | \$40,234 | None | 3 Months | 3 Months | None |
| 23rd Street PER & Gosnold Avenue Drainage Improvements, City of Norfolk, VA | \$88,956 | \$88,956 | None | 6 Months | 6 Months | None |
| Greenway Park Water Quality Feasibility Analysis & Stormwater Design, City of Norfolk, VA | \$112,455 | \$151,563 | Site revisions were requested by other City departments to include additional improvements. | PER: 2 Months Design: 6 Months | PER: 2 Months Design: 12 Months | Site Revisions were requested by other City departments to include additional improvements |
| Overbrook Watershed Stormwater Master Plan City of Norfolk, VA | \$146,121 | \$146,121 | None | 7 Months | 7 Months | None |
| Granby Street Drainage Improvements, City of Norfolk, VA | \$49,094 | \$160,176 | Initial amount was for PER. Final Fee includes design and post-design services. Additional water quality services also performed. | PER: 10 Months Design: 6 Months | PER: 10 Months Design: 6 Months | None |
| Stormwater Pump Station No. 8, City of Norfolk, VA | \$90,484 | \$90,484 | None | 8 Months | 8 Months | None |
| City-wide Drainage Master Plan and Trunkline Capacity & Condition Analyses, City of Norfolk, VA | \$86,097 | \$227,059 | Initial amount was for Master Plan. Final Fee includes addition of Trunkline Capacity & Condition Analyses | MP: 3 Months Analyses: 6 Months | MP: 3 Months Analyses: 12 Months | Delay in Analysis resulting from City requested revisions to infrastructure condition assessment task |
| Ohio Creek Watershed – Inventory, Evaluation, Master Plan, & Implementation, City of Norfolk, VA | \$197,870 | \$242,615 | Initial amount was for Inventory & MP. Final Fee includes design and post-design services for the tide gate replacement. | MP: 6 Months Design: 9 Months | MP: 6 Months Design: 9 Months | None |
| Little Florida Road Drainage Improvements, City of Poquoson, VA | \$45,792 | \$48,792 | Owner requested revisions beyond scope of initial design. | 5 Months | 10 Months | Awaiting comments from owner on submittal added 5 months to schedule |
| Oxford Run Adjacent Water Quality Retrofits, City of Poquoson, VA | \$117,251 | \$117,251 | None | 6 Months | 6 Months | None |
| Holly Acres Drainage Study, City of Suffolk, VA | \$32,210 | \$32,210 | None | 8 Months | 8 Months | None |
| Sliding Hill - Air Park Intersection, Hanover County, VA | \$194,211 | \$214,633 | Additional study and design requested by County | 20 months | 24 months | Integration of FedEx requirements into design, as well as federal authorizations and right-of-way acquisition taking slightly longer than expected |
| Northside Adaptive Traffic Signal Control System, City of Richmond, VA | \$71,205 | \$71,205 | None | 6 months | 12 months | Project was delayed going to construction advertisement based on VDOT funding discrepancies |
| Jefferson Davis Corridor Enhancements, Chesterfield County, VA | \$56,600 | \$117,400 | Added traffic operations analysis (requested by VDOT) and added construction phase services (at County request) | 3 months | 3 months | None |
| Chesapeake Pump Station 253 Upgrade, City of Chesapeake, VA | \$46,728 | N/A | Currently under design | 28 months | N/A | Currently under design |
| St. Helena Pump Station, City of Norfolk, VA | \$32,888 | \$34,671 | Special inspections | 15 months | 15 months | None |
| Ditch and Drainage Improvements - St. Brides Road and St. Brides Ditch | \$74,968 | N/A | Currently under design | 5 months | N/A | Currently under design |

RESPONSE TO RFP ITEMS IN SECTION VII

SPECIALIZED EXPERIENCE

Traffic & Transportation Engineering

At Timmons Group, the goal of our transportation team is to respond to the needs of our client; improving access while minimizing impacts to the traveling public. We provide our public sector clients with a wide variety of services in transportation planning, traffic engineering, and roadway design. Our extensive experience in the design of transportation facilities is enhanced by our commitment to maintaining an intimate knowledge of the communities in which we work.

Our roadway design capabilities benefit from completely integrated in-house design services including surveying, roadway and intersection layout, roundabout design, hydrologic and hydraulic analysis, stormwater management, environmental permitting and compliance, utility coordination and design, public involvement, and construction administration and inspection.

Our traffic engineering capabilities include analyzing the operation of isolated and coordinated traffic signal systems, signal timing optimization, traffic signal design, Intelligent Transportation Systems evaluation, accommodations for pedestrians and bicyclists, HSIP projects, Transportation Management Plans and work zone traffic control.

Our transportation planning experience includes the preparation and review of transportation plans, corridor studies and traffic impact analyses. Our capabilities include traffic data collection, traffic forecasting and capacity analysis, traffic simulation and modeling, alternative intersection/interchange evaluation, multi-modal access and connectivity, traffic calming, and access management.

Roadway & Intersection Design

Timmons Group staff has extensive roadway and intersection design experience, including roadway reconstruction and widening projects in urban and high-growth localities. We provide complete in-house services including surveying, roadway and intersection design, hydrology and hydraulics, environmental permitting, stormwater management, landscape architecture, public hearing presentations, traffic control plans, utility adjustments, and construction administration and inspection.

A few local roadway design projects we have completed include:

- U.S. Route 17 (Dominion Boulevard to NC State Line), City of Chesapeake
- Monticello Avenue & Ironbound Road Improvements, City of Williamsburg
- Route 143 (Jefferson Avenue) Improvements, City of Newport News
- U.S. Route 60 and Centerville Road Improvements, James City County

Multimodal Planning & Traffic Calming

Timmons Group helps strengthen communities through human-scale planning and design. We have completed multi-use trails and neighborhood traffic calming measures, designing improvements that are safe and inviting for people of all ages and physical abilities. Some representative examples include:

- Virginia Capital-to-Capital Bike Trail (design-build)
- Floyd Avenue Bike Boulevard, City of Richmond



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- Hull Street Corridor Revitalization Study, City of Richmond
- Route 250 Pedestrian Accommodations Analysis, Henrico County
- Safe Routes to School Walkability Audits (13 schools), Stafford County
- Woolen Mills Neighborhood Traffic Calming, City of Charlottesville

Traffic Signal Design

Timmons Group provides in-house traffic data collection and traffic signal design services. Our staff has experience in analyzing the operation and timings of isolated and coordinated traffic signal systems. We are knowledgeable of the latest equipment available for safe and dependable signal operations and incorporate this knowledge into our designs.



Representative projects include:

- Broad Street Corridor Signal Improvements (10 signals), City of Richmond
- Commerce Road Corridor Signal Improvements (7 signals), City of Richmond
- Route 3 traffic signal system improvements, Spotsylvania County
- Route 60 and Centerville Road (3 signals), James City County
- Route 610 traffic signal modifications, Stafford County
- South Crater Road & Windham Street, City of Petersburg

Alternative Intersection Treatments

Timmons Group is also a leader in the evaluation and design of alternative intersection treatments (especially roundabouts). We have analyzed and/or designed roundabouts across Virginia, including:

- I-95/Temple Avenue interchange Roundabout Evaluation, City of Colonial
- Watkins Centre Parkway (4 dual-lane roundabouts), Chesterfield County
- Braddock/Pleasant Valley Road Intersection Alternatives Analysis, Fairfax County
- Hillsboro Road at Allder School Road Roundabout, Loudoun County
- Route 50/Route 15 (Gilberts Corner) Roundabout Analysis, Loudoun County

Traffic Impact Studies

Timmons Group has experience in both the preparation and review of traffic impact studies for a variety of land use and economic development projects. We have significant experience in the development of Chapter 527 scoping documents (with VDOT) through the completion of detailed studies, including traffic simulation and modeling. Some recent examples include:

- Gateway Plaza (8th and Canal Street), City of Richmond
- Meadowville Technology Park (Amazon), Chesterfield County
- Oyster Point/Tech Center Mixed Use Development, City of Newport News
- Rockett's Landing Mixed Use Development, City of Richmond/Henrico County
- Route 218 traffic safety corridor study, King George & Stafford Counties
- Staunton Crossing Mixed Use Development, City of Staunton
- U.S. Route 60 East Corridor Study, Powhatan County

RESPONSE TO RFP ITEMS IN SECTION VII

Drainage & Stormwater

The goal of Timmons Group's Stormwater Team is straightforward—to provide unparalleled expertise and customer service to each client. Our team realizes responsible stormwater management can make the difference between dangerous flash flooding and controlled water containment, between a clean and plentiful water supply and one that is depleted by pollution and displacement. A crucial balance exists between the preservation of natural hydrologic systems and the development of sites that are safe for human use. When this balance is achieved, both the environment and people win.

We are known for our esteemed reputation statewide providing stormwater management services and we bring a keen understanding of the types of services likely required under your annual services contract. We have significant experience providing permit compliance and stormwater master planning support for numerous Virginia localities. However, much of our experience extends beyond large scale master planning to include implementation of the solutions recommended during the master planning phase.

Our team is intimately familiar with flat, coastal communities with high groundwater tables and significant environmentally sensitive areas; whose drainage systems are tidally-influenced; and that experience storm surge conditions. We regularly evaluate the impacts of sea level rise on an effort and use this information to develop mitigation strategies and actions when appropriate.

Timmons Group routinely assists with stormwater permitting requirements, designs drainage and water quality improvement projects, and provides construction and other post-design services, such as tracking and monitoring. This experience leads to achievable projects concepts and practical, cost-effective solutions. We have experience siting, permitting, designing, constructing, and monitoring such endeavors – providing true cradle to grave support. Some recent examples include:

- City of Norfolk DPW Term Contract, Norfolk, VA
 - Ohio Creek Watershed – Inventory, Evaluation, Master Plan, & Implementation
 - City-wide Drainage Master Plan and Trunkline Capacity & Condition Analyses
 - Chesapeake Boulevard Pedestrian & Drainage PER and Culvert Design
 - 23rd Street Drainage Improvements PER & Gosnold Ave @ 23rd Street Design
 - Lafayette-Oklahoma Drainage Improvements
 - Stormwater Pump Station No. 8 PER & Design
 - Hampton Boulevard Pump Station Design Confirmation
 - Granby Street Drainage Improvements
 - Brickell Road Drainage Improvements
 - Llewellyn Avenue Roadway, Two Way Traffic, and Stormwater Design Services
- On-call Contract for Professional Engineering Services, City of Poquoson, VA
 - Oxford Adjacent Water Quality Retrofits
 - Little Florida Ditch Piping
- On-call Contract for Professional Engineering Services, Northampton County, VA
- Jefferson Lab (JLab) Stormwater Master Plan, Thomas Jefferson National Accelerator Facility, Newport News, VA
- Water Resources Engineering Services, City of Hampton, VA

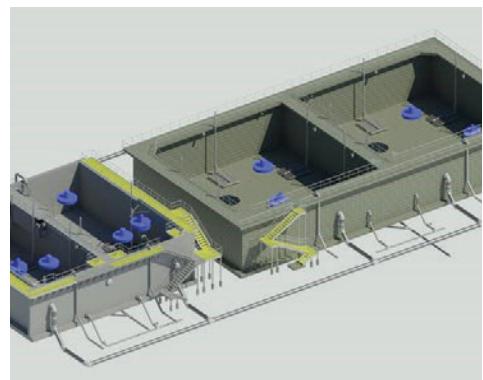


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- Langley Avenue Stormwater Improvements
- Environmental Engineering Services, City of Suffolk, VA
 - Nansemond River High School Nutrient Management Plan

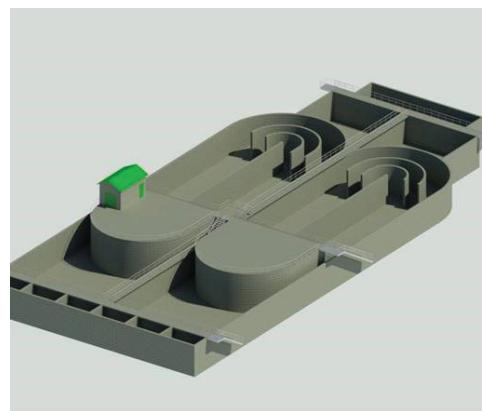
Asset Inventory / Watershed Modeling & Master Planning

We have significant experience providing stormwater planning for numerous Virginia localities and our experience extends beyond large-scale master planning to include implementation of the solutions recommended during the master planning phase. We have performed watershed characterizations and evaluations using geospatial information tools, field assessments, analysis of existing data, and watershed modeling using such programs as Innovyze® InfoSWMM and Bentley SewerGEMS. Timmons Group also has the capability to perform flood damage assessments, identify capital improvement projects, and characterize water quality impacts. Timmons Group has worked with the following clients to assist with watershed management and stormwater master plans: George Mason University, Virginia State University, the Cities of Norfolk, Suffolk, Richmond, Fredericksburg, Petersburg, and Rockingham County, Virginia.



CADD/BIM

Building Information Modeling (BIM) has recently become a common requirement in the Federal design and construction industry. Generally speaking, BIM is an integrated three dimensional model of a building and site design with the capability of attaching additional design information to the components of the design. BIM acts as a GIS (Geographic Information System) system for building and site designs. Timmons Group has extensive experience with integrating BIM requirements into design projects. Timmons Group has the capability to perform site designs for inclusion in BIM models using Autodesk (AutoCAD) or Bentley (Microstation) platforms. As part of our design effort for the ongoing Pentagon Renovation Program, Timmons Group has worked with Shalom Baranes Associates Architects to integrate the site elements of the design using Revit's Building Information Model. Similar practices are in place for our design work for the Defense Information Systems Administration (DISA) Headquarters, Military Department Investigative Agencies (MDIA) Headquarters, and the Army Forces Command and Army Reserve Command (FORSCOM) Headquarters.



Our standard practice is to employ Autodesk Revit software for BIM when designing or rehabilitating sanitary sewer and stormwater pump stations for municipal clients. It allows for multi-discipline collaboration between architectural design, civil infrastructure, MEP and structural engineering, and construction.

Utilities

Timmons Group offers a full spectrum of utility planning, investigation, design and construction phase assistance for potable water, wastewater, asset management, technology applications and water use as may be related to work associated with this contract. These services are routinely provided to clients from our qualified staff in the Hampton Roads office to clients across the Commonwealth of Virginia. Some typical types of projects include but are not limited to sewer pump station design/rehabilitation, water system design, expansion and relocation, cathodic protection system evaluations, water pump station design and improvements, ground and elevated storage tank design, evaluation, repair and operation.

Our staff of professional engineers, technicians and designers utilize the latest in 3D modeling, computer modeling for water and wastewater system analysis, geospatial and survey technology including 3D digital scanning. This digital scanning can be used in interior and exterior applications and minimizes field work while providing base survey data which can be used to develop 3D models

RESPONSE TO RFP ITEMS IN SECTION VII

LOCAL AND STATE GRANT/FUNDING EXPERIENCE

Timmons Group has worked with numerous funding agencies, both on a Local and State level, to help our clients bring their projects to fruition. Through this experience we've developed an in-depth understanding of how these organizations work and are very familiar with the application process as well as the "political" aspects of funding a project.

We believe in meeting early with the potential funding agencies to figure out the best way to "shape" and subsequently "position" the project in order to maximize the funding opportunities for each particular project. As such, we are very familiar with the administrative procedures and the importance of meeting the application deadlines for each respective funding source.

We strive to maintain excellent working relationships with the respective funding organizations and their staff, in addition to having developed excellent working relationships with our client's Financial Advisors and potential bonding agencies.

Timmons Group has worked with virtually all the funding agencies that could be utilized by the City. Some of these agencies include:

- Department of Environmental Quality (DEQ) Stormwater Local Assistance Fund
- National Fish and Wildlife Foundation (NFWF)
- Department of Environmental Quality (DEQ) Clean Water Revolving Loan Fund
- Virginia Department of Conservation and Recreation (DCR) Water Quality Improvement Fund
- Virginia Department of Housing and Community Development; CDBG Funding
- Virginia Resource Authority
- USDA Rural Development (RD)
- US Economic Development Administration (EDA)
- Virginia Department of Health (VDH) Water Revolving Loan Fund
- Virginia Economic Development Partnership
- US Environmental Protection Agency (EPA)
- VML-VaCo Financing Program
- Community Development Authorities
- Tax Increment Financing
- Virginia Tobacco Commission
- Transportation Partnership Opportunity Fund (TPOF)
- Governor's Opportunity Fund (GOF)
- Highway Safety Improvement Program
- Revenue Sharing Program
- Transportation Alternatives Program
- Congestion Mitigation & Air Quality Improvement (CMAQ) funds
- Economic Development Access (formerly Industrial Access) funds
- Safe Routes to School Program (SRTS)

Through this experience our team has developed considerable expertise in these agencies' administrative procedures and can provide additional value to the County as you develop project funding strategies for implementation of various projects. Please see the chart on the following page, which depicts previous projects involving grant and funding expertise.

VII, E: In addition to the page restrictions listed above, a maximum of 18 additional pages may be included in the proposal.

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| CLIENT | FUNDS SECURED | SERVICES PROVIDED |
|--|---------------|--|
| Virginia DCR Water Quality Improvement Fund | | |
| Southampton County | \$40,000 | Stormwater Management Ordinance LID Demonstration Project |
| Virginia DCR 2012 Virginia Locality Stormwater Program Development Phase 1 | | |
| Town of Ashland | Each \$25,000 | Stormwater Program Gap Analysis |
| City of Fairfax | | Draft Funding & Staffing Plan |
| Henrico County | \$22,590 | Draft Stormwater Management Ordinance Implementation Plan Development of Implementation Tools Pollution Prevention Plan Sheet Plan Review Checklist BMP Design Checklist |
| Virginia DEQ 2013 Virginia Locality Stormwater Program Development Phase II | | |
| Town of Ashland | \$70,000 | BMP Inventory and GIS Development CAD to GIS Stormwater Conversion Outfall/Drainage Area Delineation |
| City of Fairfax | \$42,590 | BMP Inventory and GIS Development |
| Virginia DEQ 2014 Stormwater Local Assistance Fund | | |
| Town of Ashland | \$157,500 | Stream Restoration & Permeable Pavement |
| City of Norfolk | \$144,941 | Greenway Park Stormwater Retrofit |
| City of Petersburg | \$180,000 | Permeable Pavement Bioretention, Urban-,and Micro-bioretention |
| City of Waynesboro | \$850,000 | Constructed Wetland |
| NFWF Technical Assistance Fund | | |
| City of Petersburg | \$150,000 | Development of Public Works GIS Asset Management Roadmap On-line Web Browser for GIS Water Quality Master Plan |
| City of Waynesboro | \$50,000 | Constitution Park Stormwater Masterplan |
| Virginia DEQ 2015 Stormwater Local Assistance Fund (SLAF) Grants | | |
| Stafford County | \$110,000 | Government Center BMP Retrofits |
| City of Poquoson | \$131,341 | Improvement Area A Constructed Wetlands (\$84,441) Improvement Area C West Pond 1 (\$46,900) |
| City of Petersburg | \$367,000 | Lieutenant Run Stream Restoration |
| City of Richmond | \$635,000 | Reedy Creek Stream Restoration & Constructed Wetlands |
| Virginia DCR 2015 Nutrient Management Plan for Golf Courses | | |
| Commonwealth of Virginia | \$33,080*** | Nutrient Management Planning |
| Virginia DEQ 2017 Stormwater Local Assistance Fund (SLAF) Grants | | |
| Henrico County | \$1,550,000 | Tuckahoe Park Stream Restoration |
| City of Hampton | \$222,522 | Winchester Drive Stream Restoration |

RESPONSE TO RFP ITEMS IN SECTION VII



ANNUAL CONTRACT FOR WATER RESOURCES ENGINEERING SERVICES *City of Hampton, VA*

| | |
|--|--|
| <p>Project Summary</p> <p>In 2014, the City of Hampton selected Timmons Group for an annual contract for water resources engineering design services. The scope of the contract covers a broad range of services including studies, design and construction document preparation for stormwater, BMP, and other infrastructure improvements and tidal flood and shoreline protection projects.</p> <p>Staff Augmentation – VSMP and ESC Program Administrator</p> <p>In addition to performing the above services, the City tasked Timmons Group with providing both on-site and remote staff augmentation to bolster their team while understaffed. From April through October of 2016, Our Contract Manager (Liz Scheessele) managed multiple programs including, but not limited to: regional water quality monitoring, industrial inspections, and MS4 stormwater data collection; providing coordination for MS4 TMDL Action and Program Plans; and providing assistance with Public Works Drainage Operations. Timmons Group staff also developed and delivered several training sessions related to MS4 permit compliance and SWPP implementation. Liz also assisted the City with code modifications and the VSMP Enforcement SOP.</p> <p>Old Northampton Drainage Area Improvements Phase 3 – Langley Avenue</p> <p>The City's Capital Improvement Program identified this as a project to address three measures: stormwater quality; drainage and flooding; and roadway improvements with curb and gutter. After a site investigation and initial grading and drainage analyses, recommendations and costs for alternatives were submitted to the City. The City opted to move forward with design of the stormwater infrastructure and roadway upgrades. The improvements design consists of adding a new storm sewer system and a hydrodynamic separator (HDS) to provide 20% phosphorus removal from the system. The existing road throughout the project will be regraded to flow from east to west to drain to the proposed stormwater system. Though the system will outfall in the same location, it will be upsized to</p> | <p>Client</p> <ul style="list-style-type: none">■ City of Hampton <p>Contact</p> <ul style="list-style-type: none">■ Brian Lewis Water Resources Engineer, Public Works 757.727.8311 <p>Completion Date</p> <ul style="list-style-type: none">■ Ongoing |
|--|--|

RESPONSE TO RFP ITEMS IN SECTION VII

accommodate the additional flow resulting from the new system. Final construction documents of the improvements as well as the necessary stormwater calculations, cost estimate, and bid documents were submitted by January 2016. The project was advertised in fall of 2016 and construction is currently underway.

Winchester Drive Stream Restoration

This project is identified in the City CIP for the dual purposes of providing storm system upgrades and incorporating a water quality improvement to count towards TMDL-required pollutant removal. Timmons Group conducted topographic survey and a site feasibility study using the Bank Assessment for Non-point Source Consequences of Sediment (BANCS) model to estimate sediment and nutrients load reductions associated with restoring approximately 700 linear feet of an unnamed tributary immediately upstream and downstream of its crossing with



Willowtree Road. The results of the BANCS model were used to perform potential credit assessments as described in Protocols 1, 2, and 3 of the Final CBP approved Recommendations of the Expert Panel to Define Removal Rates for Individual Stream Restoration Projects. The design component of the effort, currently underway, will also include hydraulic analysis, ditch stabilization, and storm sewer upgrades downstream of the identified stream restoration area to alleviate flooding in the vicinity.

Merrimack Constructed Wetlands

The City of Hampton identified an opportunity to reduce flooding and treat stormwater runoff in the York River Basin at Merrimack Elementary School, and has tasked Timmons Group to examine the site and determine the feasibility of constructing a Stormwater Wetland or other Best Management Practice (BMP). The site was listed on a previously developed watershed study for Buckroe Beach and Riley's Way Watersheds which estimated that a BMP here could contribute approximately 20 lbs of phosphorous removal per year towards meeting the City of Hampton's Chesapeake Bay TMDL nutrient goals. Timmons Group has completed the initial feasibility analysis and determined that a Constructed Wetland is feasible at this site that will provide removal of phosphorous, nitrogen, and suspended solids. Timmons Group presented an initial layout, pollutant removal values, and estimated costs at a review meeting with the City of Hampton in early 2017. Design will continue once the City negotiates a memorandum of understanding with Hampton Public Schools.

Kecoughtan Road BMP Retrofit

The City of Hampton identified a stormwater retrofit option in the James River Basin to provide Chesapeake Bay TMDL nutrient reduction credit and potentially reduce flooding, and has tasked Timmons Group to determine the feasibility of constructing a Stormwater Wetland or other Best Management Practice (BMP). A site along an existing concrete lined ditch northwest of the corner of Kecoughtan Road and W Sunset Road was identified as a possible location for a BMP in the previously developed Hampton River West and Southampton Watershed Study. Timmons Group has completed a field investigation examining the site for apparent encroachments, drainage patterns, and overall site condition; performed the initial delineation of wetlands on site; and performed geotechnical services to determine soil profiles and the seasonal high water table (SHWT). The submission of a Jurisdictional Determination (JD) package to the U.S. Army Corps of Engineers (COE) is in process. Timmons Group has provided preliminary sizes, location, pollutant removal levels, and expected costs for the SLAF grant application and presented this feasible Wet Pond BMP option for the site to the City of Hampton at a review meeting in May 2017. Timmons Group recently completed the 30% Conceptual Design.

RESPONSE TO RFP ITEMS IN SECTION VII



DEPARTMENT OF PUBLIC WORKS TERM CONTRACT

City of Norfolk, VA



Project Summary

Timmons Group was reselected in Fall of 2015 for an annual services contract with the City of Norfolk to provide various civil engineering services with a focus on stormwater management. Under this contract, we have resolved neighborhood flooding issues; identified and implemented water quality best management practices; performed extensive stormwater inventory and conditions assessment, watershed modeling and master planning; been available for post-storm damage assessments and evaluations; and quantified the cost of City wide upgrades to stormwater infrastructure necessary to address precipitation flooding. Timmons Group regularly conducts topographic survey, wetland delineation and permitting as well as geotechnical and post-design services for design tasks awarded under this contract.

Timmons Group has become the favored consultant to assist with evaluations and rehabilitation of the City's stormwater pump stations. In addition to Stormwater Pump Station No. 8, Timmons Group has or is working on five other pump stations. Tasks range from condition and capacity evaluations to rehabilitation and redesign.

23rd Street PER & Gosnold Avenue Drainage Improvements

Timmons Group conducted an analysis of the area along 23rd Street, north of the NS railroad tracks from the Monticello Underpass to Gosnold Avenue to recommend improvements to minimize flooding. During heavy rains, 23rd St and the neighboring railroad right-of-way are impassable pools. The City decided to implement one portion of the study recommendations, to be implemented in a phased fashion. Site plan approval was just received for the improvements which include: 1) providing drainage and water quality improvements down Gosnold Avenue between 23rd and 25th Streets; and 2, providing drainage and roadway improvements down 23rd street between Gosnold Avenue and Colonial Avenue.

Client

- City of Norfolk Department of Public Works

Contact

- John White
Stormwater Engineer
757.823.4018

Completion Date

- Ongoing

RESPONSE TO RFP ITEMS IN SECTION VII

The roadway will be converted to a superelevated section during Phase 2 to drain away from the rail right-of-way. The roadway will also be converted to 1-way traffic.

Greenway Park Water Quality Feasibility Analysis and Stormwater Design

Greenway Stormwater Park is a retrofit water quality enhancement project located within the historic East Haven Creek Watershed in Norfolk, Virginia. Prior to this retrofit, 188 acres of urban stormwater flowed to a large box culvert which drains untreated into Haven Creek, a tributary of the Lafayette River. This direct runoff results in some of the largest algal blooms in the Chesapeake Bay watershed. The project created a retention pond with wetland benches and a floating wetland to treat 19.07 acres of urban stormwater upstream of the box culvert thereby reducing the direct runoff by 10%, phosphorus loading by 65% (12.35 lbs/yr), nitrogen loading by 40%, and sediment loading by 55%. This project was not a requirement as a result of any development or redevelopment projects. Therefore, the pollutant removal efficiencies gained from the stormwater system have been directly applied to the City of Norfolk's Chesapeake Bay TMDL goals. Construction was completed in Fall of 2014.

Overbrook Watershed Stormwater Master Plan

The City of Norfolk tasked Timmons Group to continue to study the Overbrook/Coleman Place area in order to improve drainage patterns. An inventory of the existing stormwater infrastructure and SWMM modeling of the existing Overbrook neighborhood were performed as part of this project. Two sub-watershed areas were defined, totaling approximately 245 acres of drainage area. Areas of concern were identified and recommendations with a phasing plan to improve stormwater management and alleviate flooding throughout the watershed were made. Several of the recommendations discuss the installation of storm sewer systems in areas where no stormwater infrastructure currently exists. Other recommendations include upsizing the existing system to handle the volume of water flowing through it and installing best management practices such as wet ponds to provide storage volume during storm events. Timmons Group submitted a watershed Master Plan report in April 2016 which presented the recommendations and anticipated improvement costs including land acquisition for parcels outside of the right of way.

Granby Street Drainage Improvements

Following development of a PER to identify the problem areas, perform a drainage analysis, and recommend potential flood mitigation measures along a portion of Granby Street between Bay View and Bay Avenue that did not have any formal drainage infrastructure, the City opted to move forward with design of recommended improvements to provide relief from localized ponding and improve shoulder conditions. Storm inlets were placed strategically in areas where excessive ponding occurs after a rainfall event and the system will outfall into northern Mason Creek. The new pipe system included approximately 2,420 linear feet and will provide drainage relief and reducing flood detention time to sections that experience ponding along the western pavement edge of Granby Street. Roadway and sidewalk improvements were also incorporated to ensure positive drainage to the proposed swales directing runoff to the grate inlets. Encroachment into the wetlands at both outfalls was minimized while providing non-erosive outfalls. Though not required since covered by the 2009 CGP, the City opted to include two (2) online hydrodynamic structures to the job to lessen the burden of additional pollutant load reductions for "new" City projects. Construction was completed in Spring of 2015.

Stormwater Pump Station No. 8

Pump Station No. 8, at the Monticello Ave. Underpass and Norfolk Southern Railroad crossing, appeared to operate in a short-cycle condition and was unable to adequately remove stormwater from the underpass during intense rainfall leading to flooding in the area. Investigation of the current hydrologic and hydraulic conditions at the pump station indicated that the current underpass inlets, transfer line from the underpass well to the pump station wet well, and pumps are insufficiently sized to convey anything larger than a 2 year storm. We developed a PER which provided design alternatives to address various hydrologic conditions (10, 50, and 100 year rainfall events) and estimated project cost and design concept plans for each design condition. Design of the 50 year storm alternative followed to: replace or expand each of the four existing underpass inlets to result in a total curb throat length of 12 ft; install 20" diameter Ductile Iron transfer pipe; replace existing turbine pumps with new turbine pumps that can operate adequately on 35 HP using reduced pump speed, but can support future increased capacity with motor replacement at higher HP and increased pump speed up to 1200 RPM; add a low flow centrifugal pump; and upgrade VFD drives for the pumps.

RESPONSE TO RFP ITEMS IN SECTION VII

The design was completed and contractors were prequalified in advance of project advertisement. Construction was completed in late Summer of 2015.

City-wide Drainage Master Plan and Trunkline Capacity & Condition Analyses

As part of the planning stage of the City's iterative four-pronged flooding strategy – plan, prepare, mitigate, communicate – the City of Norfolk is identifying and compiling areas in need of drainage improvements to reduce precipitation flooding, which occurs when rain intensity exceeds capacity due to undersized or blocked infrastructure or naturally depressed areas. Timmons Group conducted an analysis that identified areas throughout the City of Norfolk requiring stormwater infrastructure improvements based on readily available complaint information and the extent, capacity, and condition of the existing infrastructure. Next, budgetary costs were developed and priority project areas identified for each planning district to optimize the use of City funds to reduce precipitation flooding.

As a follow-on task to the City-wide Drainage Master Plan, Timmons Group recently assessed the capacity and condition of drainage areas throughout the City determined using threshold values of the ranking criteria from the previous Master Plan effort. Areas with previously reported drainage complaints or with recurring issues as reported by City staff with institutional knowledge and those that ranked low for condition based on the age of the system were systematically inspected. Additionally, identified trunkline systems throughout the City were modeled to determine the effectiveness of capacity upgrades to handle a 10 year storm event. The effect of sea level rise was also being examined.

The condition assessment field work was completed in 2014 and the modeling effort was completed in the fall of 2015. Results of this effort allow the City to prioritize future maintenance upgrades and select future drainage design studies based on type of solution required – gravity versus pumping or system redirection.

Bay Star Homes - Nutrient Management Plans

This project involved the preparation of 50 nutrient management plans for residential property owners, on behalf of the City of Norfolk. These plans were funded by a National Fish and Wildlife Foundation Chesapeake Stewardship grant and were completed to assist the City of Norfolk in achieving their MS4 Total Maximum Daily Load reduction commitments.

City of Norfolk Stormwater Application Workshop Task Order, Norfolk, VA

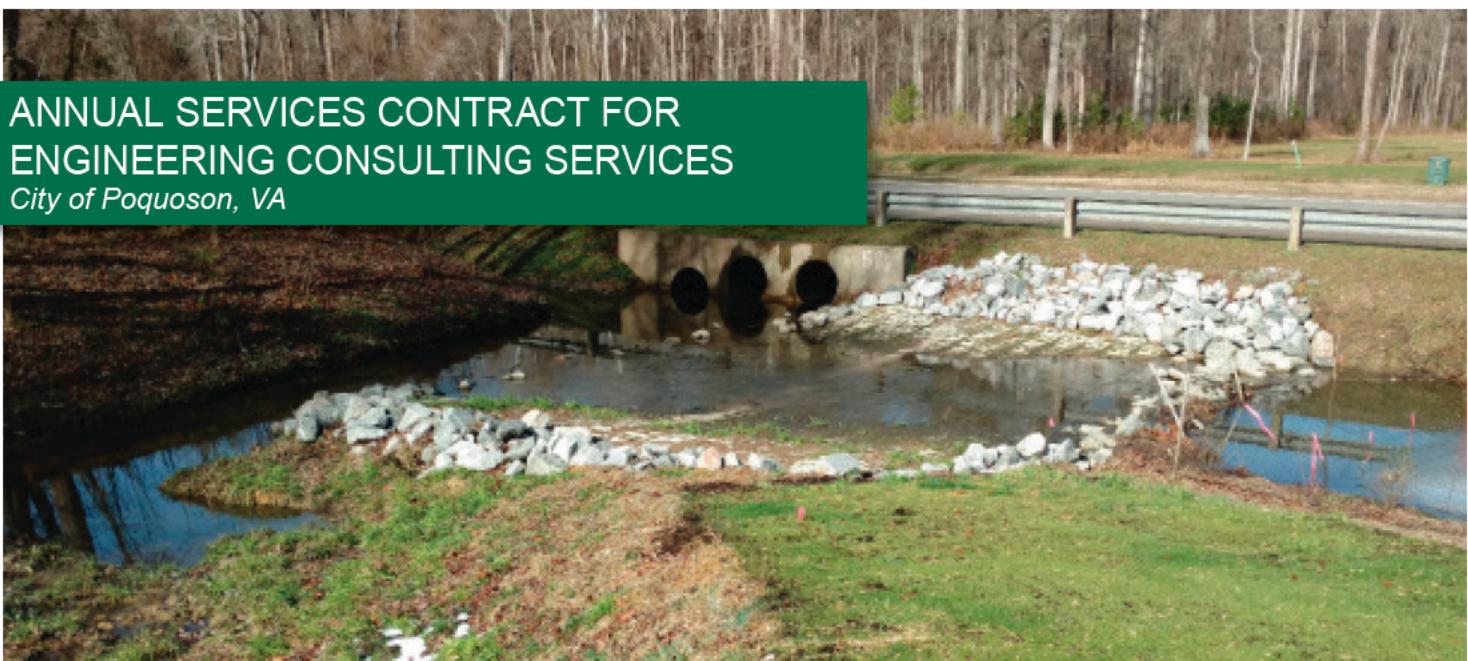
The City of Norfolk Department of Public Works desires to develop an application to track BMPs and inspection processes independent of the current Permit Administration and Review System (PARS) technology with a vision to make it more user friendly and incorporate a spatial component. This vision can be achieved with a mobile and web-based reporting solution that would allow Norfolk to conduct and follow-up on stormwater inspections in the field via their mobile devices. Timmons Group developed a plan to move forward with a release schedule and technical approach for implementation of the application.

Ohio Creek Watershed – Inventory, Evaluation, Master Plan, & Implementation

Timmons Group provided investigation, design, and construction administration services for the tide gate recently installed at the outfall of the Ohio Creek watershed – just upstream of I-264 and the Norfolk Light Rail Transit Vehicle Storage and Maintenance Facility – to minimize flooding from storm surge within the 276 acre watershed. The tide (sluice) gate replaces a malfunctioning flap gate and will benefit the community during high tide / minimal rainfall events by maintaining safe passage on several major roads that are often inundated during these events and by reducing property damage from flooding.

The Ohio Creek tide gate evaluation and construction was just one component of a larger Stormwater Master Plan that Timmons developed for the Ohio Creek watershed. Timmons Group survey teams collected physical data associated with the pipes and structures that comprised the existing drainage structure. Teams used StormCollect, a mobile technology application developed in-house by Timmons Group, which is compatible with GPS hand-held devices to aid in the field inventory and assessment of stormwater infrastructure. An inventory of each additional feature (structure, ditch, and pipe) was added to the database using hand-held portable tablet computers (Trimble) along with a site photograph for each logged item. Inventory data was then used to create a watershed model using Innovyze InfoSWMM version 11.0 to analyze existing and improvement scenarios.

RESPONSE TO RFP ITEMS IN SECTION VII



ANNUAL SERVICES CONTRACT FOR ENGINEERING CONSULTING SERVICES

City of Poquoson, VA

Project Summary

In 2014, Timmons Group was awarded an annual services contract with the City of Poquoson for engineering consultant services. To date, tasks assigned under this contract have included drainage and water quality project design. However, the scope of the contract encompasses stormwater, structural engineering, transportation, and sanitary sewer consulting services. Key Projects Include:

Little Florida Road Drainage Improvements

The City of Poquoson planned to install storm pipe to replace the ditches on the north side of Little Florida Road from Far Street to Cedar Road in an effort to improve the safety of the corridor to motorists. Timmons Group developed construction documents for the improvements. Due to budget constraints, the design was optimized to provide to maximize storm system capacity while avoiding public utility conflicts. The design was also developed to allow the City the flexibility to phase construction of the project by limiting proposed pipe depth and providing the contractor with a detail to tie the improvements into the existing upstream condition. The project was constructed in 2016.

Oxford Run Adjacent Water Quality Retrofits

The City of Poquoson identified an opportunity to improve the overall water quality of the watershed draining to Oxford Run ditch by installing new retrofit best management practices (BMPs) on City-owned parcels adjacent to and draining to Oxford Run ditch. The ditch is located between Big Woods and City Hall and drains approximately 500 acres, including a portion of York County. The Oxford Run ditch watershed contains many older developed areas that were designed to lower drainage conveyance standards. Flooding is a major issue in some upstream portions of the watershed. In addition to water quality treatment, the retrofit projects also offer a secondary flood mitigation benefit. Siting, sizing, and capital cost benefit calculations were developed for the preferred BMPs – a wet pond and a constructed wetland – designed to remove 11.5 pounds per year of phosphorus and provide flood storage.

Client

- City of Poquoson, VA

Contact

- Ellen Roberts
City Engineer
757.868.3040

Completion Date

- 2017



RESPONSE TO RFP ITEMS IN SECTION VII

ANNUAL CONTRACT FOR ENVIRONMENTAL ENGINEERING SERVICES

City of Suffolk, VA



Project Summary

The City of Suffolk contracted with Timmons Group for the City's Environmental Services Annual Contract. Projects include environmental consulting, environmental investigations, feasibility studies, stormwater and environmental project design, stormwater and environmental project construction phase services, permit assistance, and wetland delineations.

Holly Acres Drainage Study

The City tasked Timmons Group with recommending a revised ditch/culvert network to provide positive drainage throughout the Holly Acres – Respass Beach neighborhood and reduce flooding impacts. The project was driven by multiple flooding concerns and complaints expressed to the City over the past several years. Timmons Group observed the drainage area, collected inventory data, and analyzed the stormwater network to identify drainage problems. Approximately 0.8 linear miles of pipe and 1.8 linear miles of ditch sections were analyzed, draining approximately 36 acres. Timmons Group summarized their findings, recommendations, and anticipated preliminary costs in a Preliminary Engineering Report that was submitted to the City in late 2016. The inventory data was used to update a checkout of the City Stormwater geodatabase.

James R. Watershed Stream Restoration Opportunity Identification

The purpose of this project was to identify potential stream restoration projects within the James River Watershed and a ranking of their viability. The resulting summary report will aid in the development of future stream restoration grant applications. Timmons Group provided a desktop assessment for the ~450 city properties in the James City Watershed using proprietary geographic information analysis tool to provide screening and identification of streams suitable as restoration candidate sites within the James River Watershed. Screening and identification took into consideration site suitability and viability relative to apparent site restrictions/encroachments and conflicting land uses within the servicing watershed. Timmons Group performed a field assessment for the top stream sites and performed a BEHI based on visual assessment. A summary ranking table for the stream reaches was included along with budgetary cost estimates and anticipated cost effectiveness for Phosphorus removal was provided for valid sites.

Client

- City of Suffolk, VA

Contact

- Erin Rountree
Environmental Programs Manager
757.514.4040

Completion Date

- Ongoing



RESPONSE TO RFP ITEMS IN SECTION VII



Project Summary

This project is located in the Edinburgh Section of Chesapeake and consists of the ditch and drainage improvements of the existing ditch that runs south of St. Brides Road and parallels west of Sign Pine Road, to its connection to the St. Brides Ditch, a distance of approximately 4,600 linear feet.

The proposed drainage improvements will be consistent with the previously prepared City of Chesapeake, Southern Chesapeake 2 & 3 Watershed SWMM models for Scenario 3 and will include substantial drainage improvements along the corridor which outfalls to St. Brides Ditch. The intent is to provide construction documents for the drainage improvements associated with the aforementioned SWMM model and minimize right-of-way disruption and easement acquisition. No additional modeling or design calculations are included within the scope of this project.

The drainage improvements will consist of deepening and widening of the existing ditch, which is an extension of the infrastructure improvements along Edinburgh Parkway. This set of improvements will provide positive drainage and an additional outfall for the Edinburgh Lake located at Hillcrest and Edinburgh Parkway. At each of the existing driveway crossings along the farm ditch, the culverts will be removed and replaced in accordance with the watershed's latest stormwater management model (SWMM) maintained by the City of Chesapeake. Other than removing and replacing the necessary culverts, no other relocation of public utilities is anticipated, unless determined to conflict with the proposed improvements during design.

Client

- City of Chesapeake, VA

Contact

- Sam Sawan
Assistant City Engineer
757.382.8263

Completion Date

- Ongoing

RESPONSE TO RFP ITEMS IN SECTION VII



Project Summary

Timmons Group provided roadway design, signal design, survey, environmental and geotechnical services for the Sliding Hill Road - Air Park Intersection Improvements, a federally funded intersection improvement project locally administered by Hanover County Department of Public Works. In addition to the intersection improvements and the design of turn lanes on the project, Timmons Group provided the required turn lane and signal warrant studies, traffic signal design, erosion and sediment control plans, maintenance of traffic plans, private utility relocation coordination, utility relocation/adjustment plans, project management in accordance with the VDOT LAP Manual, as well as bidding assistance and construction phase services. We also provided quality control materials testing services and inspection support services for the county during construction of the project. Timmons Group assisted the county with navigating the VDOT approval and federal authorization process, in addition to managing the relocation of 5 different private utilities, which have contributed to making this a successful project. The project included the analysis of utility pole relocations in the flight path of the county's regional airport's runway approach pattern. The project also maximized existing right of way to the extent practical by evaluating proffered conditions of various pending development in the surrounding area of the intersection.

Client

- Hanover County

Contact

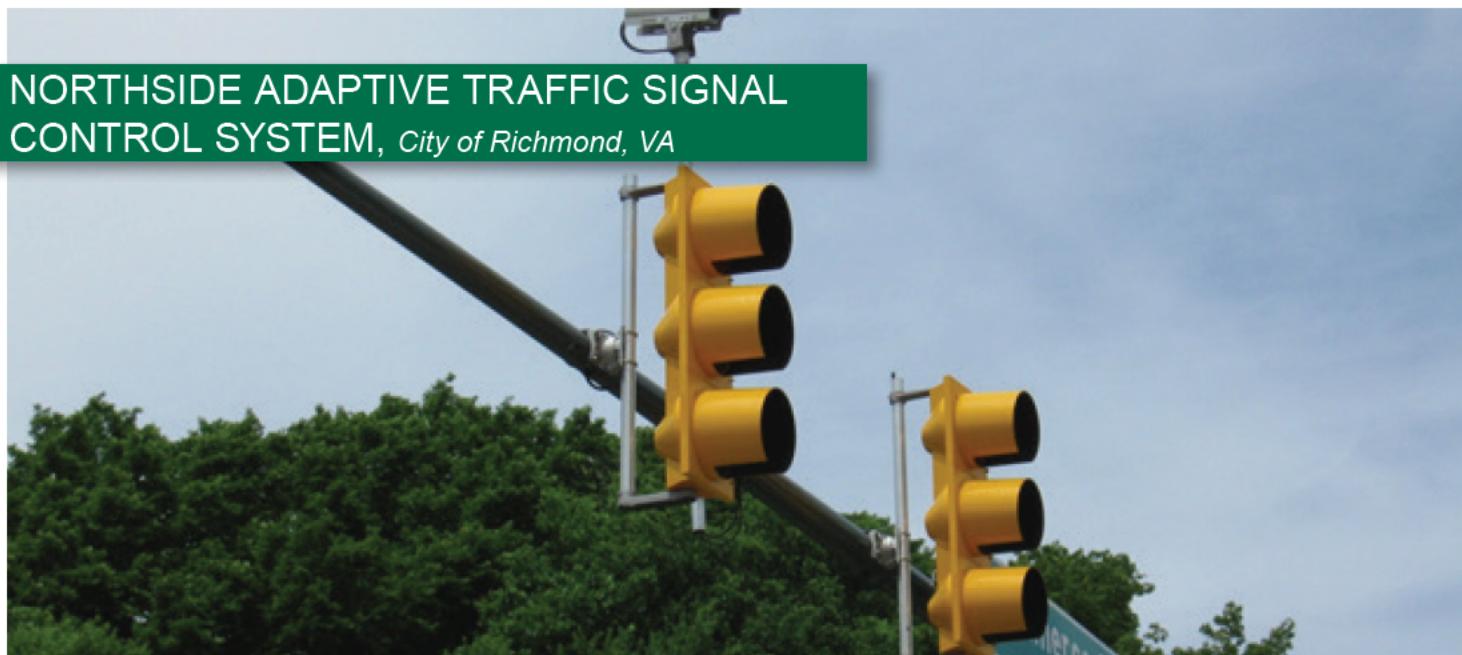
- Joe Vidunas, Project Manager
804.537.6181

Completed Date

- Ongoing



RESPONSE TO RFP ITEMS IN SECTION VII



Project Summary

The objective of this \$1.5 million project is to deploy an adaptive traffic signal coordination system which will use the latest in video detection technology to optimize signals in real-time along four of the City's major arterials. The project scope includes conducting a thorough investigation of existing traffic control equipment at 24 intersections, performing a link inventory for each corridor and designing detailed signal modifications for deploying an Adaptive Traffic Control System (ATCS). The ATCS will detect and collect vehicle data by processing video images from 95 cameras to automatically optimize the changing of traffic signals and instantly adapt to real-time traffic demand. The project includes installing new conduit and fiber-optic communications for remote monitoring and configuring capabilities through the City's existing Virtual Private Network (VPN) connections. In addition, the project includes preparing a detailed before-and-after study based on CMAQ Measures of Effectiveness (MOE) to measure delay, stops, travel time, fuel consumption and emissions over multiple time periods throughout the weekday.

Project Highlights

- Conduct field tests for establishing wireless Ethernet network with TCP/IP connectivity between intersections, prepare detailed report of findings and develop final design of system components.
- Existing controller cabinets, junction boxes, conduits and signal poles were utilized in the design when appropriate to accommodate construction budget.
- Methodology and design for video vehicle detection equipment.
- Identify existing communication infrastructure throughout each corridor.
- Design new fiber-optic communications for remote access to each intersection.
- Prepare a final report evaluating improvements based on CMAQ Measures of Effectiveness.

Client

- City of Richmond, VA

Contact

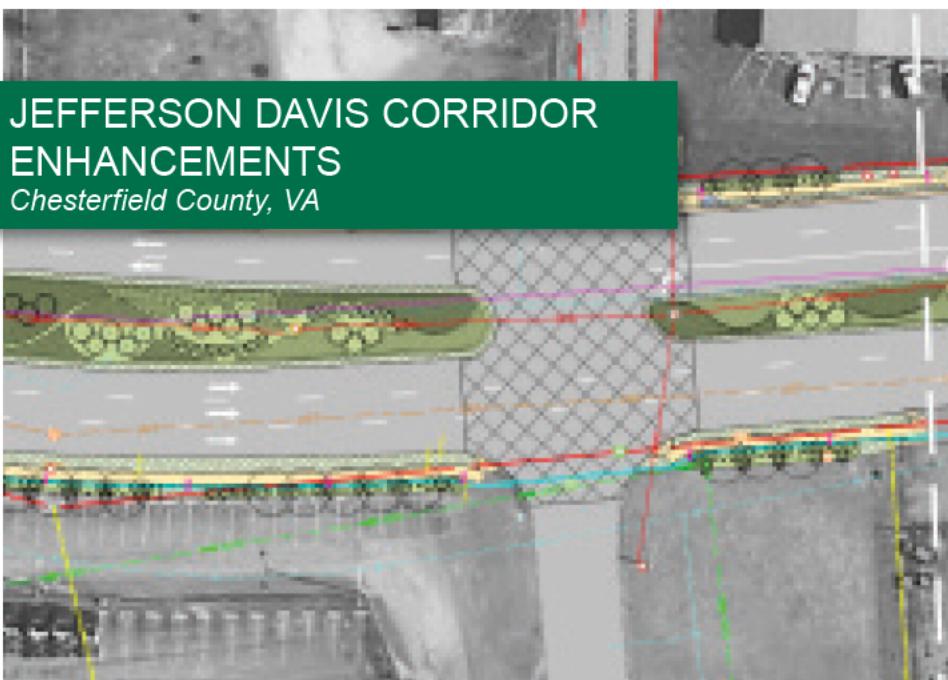
- Enrique Burgos, PE
804.646.6337

Completed Date

- 2012

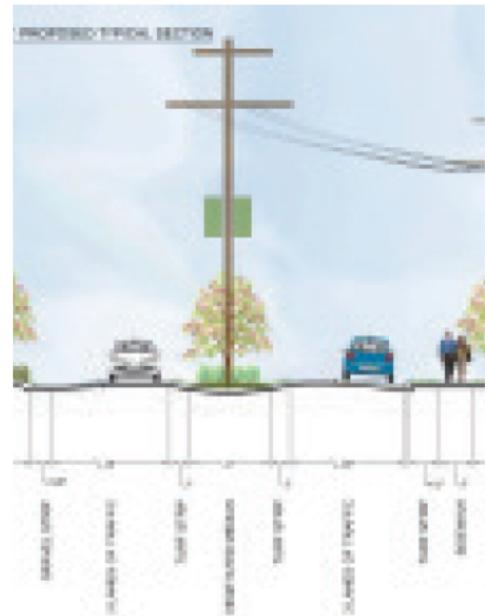


RESPONSE TO RFP ITEMS IN SECTION VII



JEFFERSON DAVIS CORRIDOR ENHANCEMENTS

Chesterfield County, VA



Project Summary

Timmons Group worked with Chesterfield County's Economic Development Department Community Revitalization staff to improve a critical 2.5 mile section of the Historic Route 1 Corridor. This project provided an overall design guide for the Route 1 (Jefferson Davis Highway) Corridor by creating multiple activity centers throughout the project area that are individually identified through the use of signage and plantings and connected through an enhanced travel way that incorporates improved vehicular access and numerous pedestrian improvements.

Pedestrian access was a critical design element in this revitalization project given the blend of residential and commercial establishments along the corridor. Universally accessible sidewalks buffered from vehicular traffic will ultimately lead to plazas that incorporate innovative stormwater treatment strategies and provide pedestrian hubs along the route.

- Development of the preliminary design plans involved;
- Developing a base map comprised of the latest aerial imagery, GIS mapping, and supplemental GPS locations of critical surface features;
- Identifying study area constraints (right-of-way, utilities, topography and environmental features);
- Providing preliminary landscaping, sidewalk, lighting and signage packages;
- Recommending typical sections for various corridor segments;
- Providing low impact solutions to potential drainage and stormwater management issues; and
- Evaluating intersections, driveways, entrances and access management opportunities

One particularly unique aspect of the design was establishing pedestrian access across the existing Jefferson Davis Highway/Chippenham Parkway interchange. Despite some initial hesitation regarding the need for pedestrian amenities within the interchange area, VDOT ultimately agreed to the recommended pedestrian strategy.

Client

- Chesterfield County Economic Development Authority

Contact

- Latisha Jenkins
Revitalization Coordinator
804.748.1065

Completed Date

- 2013

RESPONSE TO RFP ITEMS IN SECTION VII

PUMP STATION 253

City of Chesapeake, VA

Project Summary

Public infrastructure improvements were required adjacent to and/or within the limits of The Estates of Hickory which consisting of approximately 616 attached and detached homes, a central clubhouse, multiple retention ponds and various other amenities. Timmons Group performed an analysis of nearby pump station #253 to include analyzing this station and the receiving system, which includes two pump stations and a common force main manifold, to help identify capacity issues. As a result, Timmons Group prepared documents for the upgrade of the pump station that serves the Dragas and HAV developments located on Edinburgh Parkway. The design includes using variable frequency drives (VFDs) to control the speed of the proposed pumps to accommodate the range of flows and head conditions as well as maximize cycle times. The pump selection was of a Fairbanks Morse 4" 5434 pump with 80-100 hp motors.

Client

- Edinburgh Parkway, LLC

Contact

- Robert Prodan
757.431.1481

Completed Date

- 2016

ST. HELENA PUMP STATION

City of Norfolk, VA

Project Summary

Timmons Group provided design and construction services for this project which involved the renovation of a 600 GPM dry pit pump station. The pumps, electrical and other mechanical components of this facility have reached the end of their useful life and were replaced. The above ground building was demolished and a top slab with access doors and stairwells were provided to access the two levels below grade. Pumps, motors, electrical gear, sewage grinder, transfer switch, natural gas generator and piping modifications were required for this pump station rehabilitation.

Client

- W.F. Magann

Contact

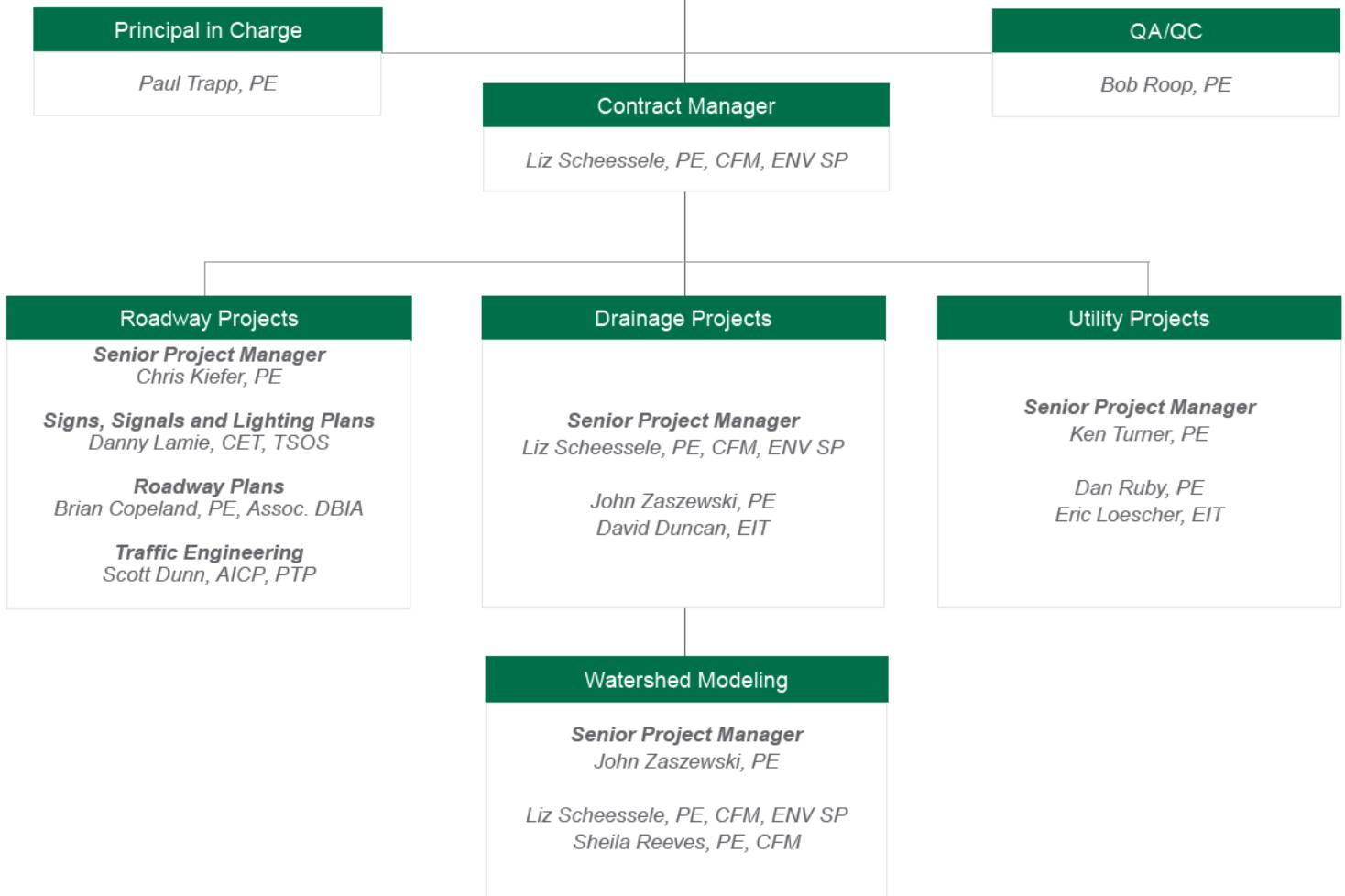
- Chris Donnelly
757.484.2820

Completed Date

- 2016

ORGANIZATIONAL CHART

VI. C. 5 Team Organizational Chart



In House Support Services



ATTACHMENT D

FIRM DATA SHEET

Funding: ____ (S=State F=Federal) Project No.: _____

Division: _____

EOI Due Date: _____

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data will result in the proposal being considered.

| Firm's Name, Address and DBE and/or SWAM Certification Number | Firm's DBE or SWaM Status * | Firm's Age | Firm's Annual Gross Receipts |
|---|-----------------------------|------------|------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified
by DMBE

NA = Firm Not Claiming DBE or SWaM Status.

YS = SWaM Firm Certified by DMBE. Indicate whether small, woman-owned, or small business.

ATTACHMENT E

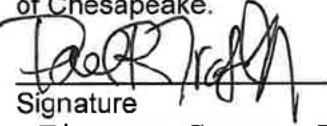
**CERTIFICATION REGARDING DEBARMENT
PRIMARY COVERED TRANSACTIONS
(To be completed by a Prime Consultant)**

Project: Annual Civil Engineering Services

Contract for Small Projects

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
 - b. Have not within a three-year period preceding this proposal
 - c. been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the City of Chesapeake.



Signature _____ Date Title _____
Timmons Group, Inc _____
Name of Firm _____

08OCT08-SGP-VII-15-12.18

ATTACHMENT A

CERTIFICATION OF COMPLIANCE WITH IMMIGRATION LAWS AND REGULATIONS

Section 54-72.2 of the Chesapeake City Code requires that any person or entity doing business with the City of Chesapeake, including its boards and commissions, shall include a sworn certification by the contractor or vendor of compliance with all federal immigration laws and regulations. These laws include the Federal Immigration Reform and Control Act, which makes it unlawful for a person or other entity to hire, recruit or refer for a fee for employment in the United States, an alien knowing the alien is unauthorized, and Section 40.1-11.1 of the Code of Virginia, which makes it unlawful for any employer to knowingly employ an alien who cannot provide documents indicating that he or she is legally eligible for employment in the United States. The state law, in particular, places an affirmative duty on employers to ensure that aliens have proof of eligibility for employment.

Accordingly this certification shall be completed and attached to all contracts and agreements for goods and services made by the City of Chesapeake or any of its boards and commissions. Failure to attach a completed certification shall render the contract or agreement void. A copy of the fully executed certification may be attached if an original certification is on file with Procurement for the current fiscal year.

Type or print legibly when completing this form.

1. **Legal Name of Contractor or Vendor:**

(Note: This is your name as reported to the IRS. This should match your Social Security card or Federal ID number.)

Timmons Group, Inc.

2. **Type of Business Entity:**

A. Sole proprietorship (Provide full name and address of owner):

B. Limited Partnership (Provide full name and address of all partners):

C. General Partnership (Provide full name and address of all partners):

D. Limited Liability Company (Provide full name and address of all managing members):

E. Corporation (Provide full name and address of all officers):

See attached

The name, office held, and business mailing address of the current officer(s).

| Name | Office Held | Business Mailing Address |
|-------------------|--|---|
| Brian Bortell | President and Chief Operating Officer | 1001 Boulders Parkway Suite 300, Richmond, VA 23225 |
| Paul Trapp | Secretary | 1001 Boulders Parkway Suite 300, Richmond, VA 23225 |
| Vince Doherty | Treasurer | 1001 Boulders Parkway Suite 300, Richmond, VA 23225 |
| Tim Davey | Vice President of Business Development | 1001 Boulders Parkway Suite 300, Richmond, VA 23225 |
| Brian Crutchfield | Director of North Carolina Operations (Civil & Survey) | 1001 Boulders Parkway Suite 300, Richmond, VA 23225 |

3. Doing Business As:

If Applicable (Note: This is the name that appears on your invoices but is not used as your reporting name.)

Timmons Group, Inc.

4. Name and Position of Person Completing this Certificate:

Paul Trapp, PE

5. Physical Business Address:

1001 Boulders Parkway, Suite 300
Richmond, VA 23225

6. Primary Correspondence Address (If different from physical address):

2901 South Lynnhaven Road, Suite 200
Virginia Beach, VA

7. Number of Employees:

500

8. Are all Employees Who Work in the United States Eligible for Employment in the United States?

Yes X

No _____

Under penalties of perjury, I declare on behalf of the contractor/vendor listed above that to the best of my knowledge and based upon reasonable inquiry, each and every one of the contractor's/vendor's employees who work in the United States are eligible for employment in the United States as required by the Federal Immigration Reform and Control Act of 1986 and Section 40.1-11.1 of the Code of Virginia. I further declare on behalf of the contractor/vendor that it shall use due care and diligence to ensure that all employees hired in the future who will work in the United States will be eligible for employment in the United States. I affirm that the information provided herein is true, correct, and complete.

Sworn this 20 day of September, 2017 on behalf of Timmons Group, Inc. as evidenced by the following signature and seal:

Name of Contractor/Vendor: Timmons Group, Inc.

Printed Name of Signatory: Paul Trapp

Signature: 

Date: 9/20/2017

STATE OF Virginia :

CITY / COUNTY OF Chesterfield, to-wit:

The foregoing instrument was acknowledged before me this 20 day of September, 2017, by Paul Trapp. He/She is personally known to me or has produced

drivers license as identification.

Bailey Jennings
Notary Public

Registration No.: 7679717

My commission expires: 07/31/2020



ATTACHMENT B

LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure Form may result in the disqualification of your bid or proposal from consideration or termination of the contract, once awarded. For purposes of this disclosure form, "you" means the individual or entity in whose name the bid or proposal is submitted.

1. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been convicted of a felony, or a misdemeanor involving moral turpitude, during the last seven (7) years?

Yes No

2. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been terminated from any work being performed for the City of Chesapeake or any other governmental entity in the Commonwealth of Virginia during the last seven (7) years?

Yes No

3. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been involved in any claim or litigation with the City of Chesapeake or any other governmental entity in the Commonwealth of Virginia during the last seven (7) years?

Yes No

4. Has any parent company or wholly owned subsidiary of your company been involved in any claim or litigation with the City of Chesapeake or any other governmental entity in the Commonwealth of Virginia during the last seven (7)?

Yes No

If you answered "Yes" to any of the above questions, please state the name(s) of the person(s), the nature, and the status and/or outcome of the conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your bid or proposal.

**VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION INFORMATION FORM**

AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law must indicate by selecting one of the following reasons why the bidder or offeror is not required to be so authorized:

is a corporation or other business entity with the following SCC identification number:

OR-

- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -

OR-

- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) -

OR-

- is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

OR-

- If the business entity has not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (The City of Chesapeake reserves the right to determine in its sole discretion whether to allow such waiver).

10. **SMALL BUSINESS SUBCONTRACTING:** Unless the offeror is registered as a DSBSD-certified (formerly DMBE) small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Consultant is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of proposals. If small business subcontractors are used, the prime Consultant agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

11. **CONSULTANT/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the services specified.

Contractor Name: _____

License # _____ Type _____

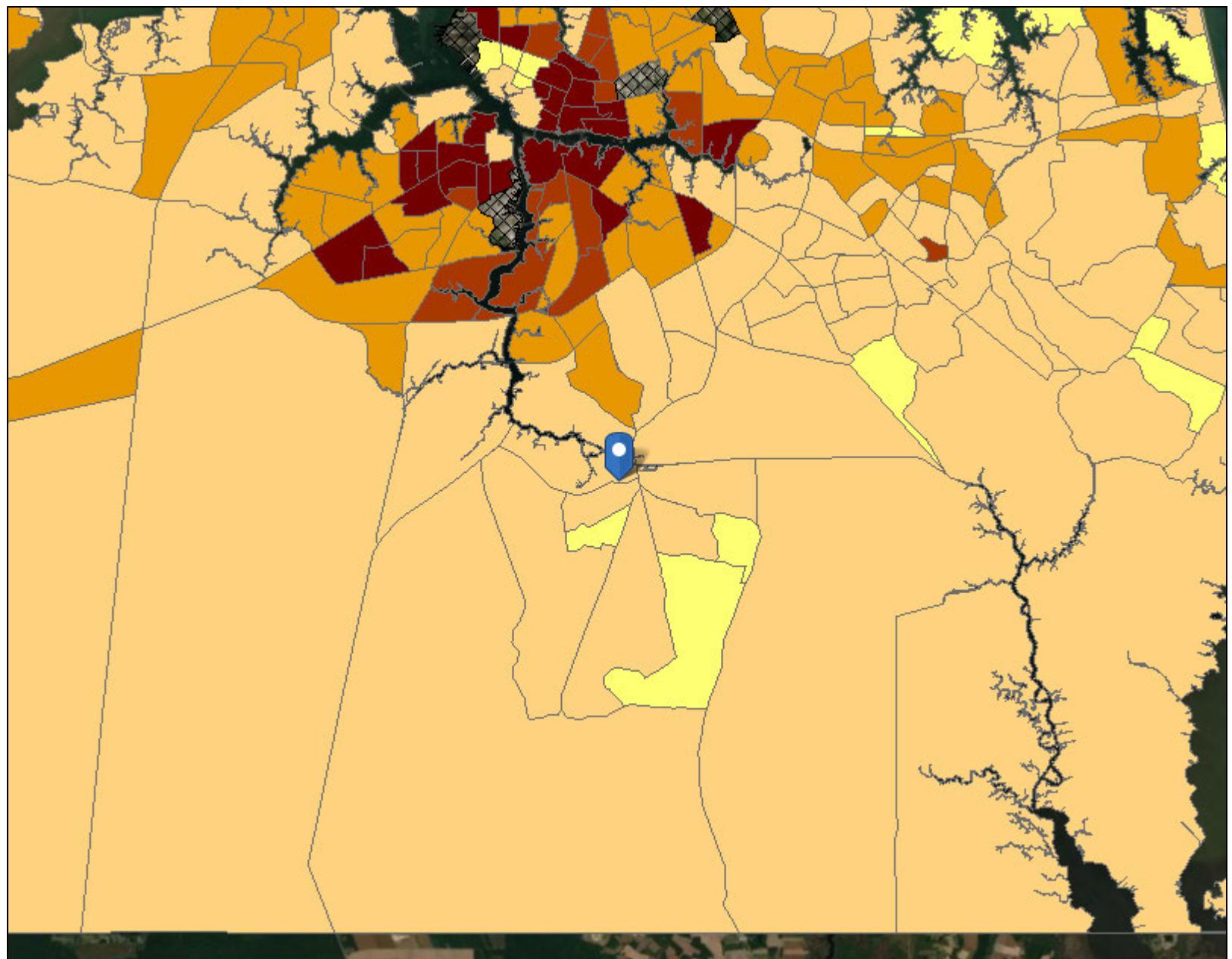
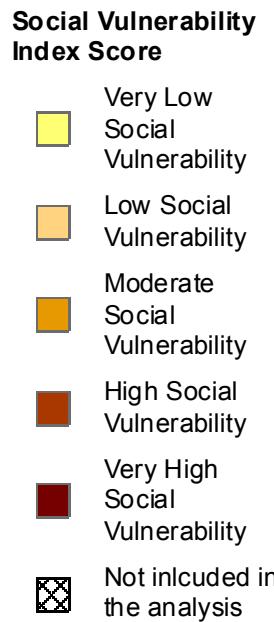
Subcontractor Name: _____

License # _____ Type _____

12. **DISPUTE RESOLUTION:**

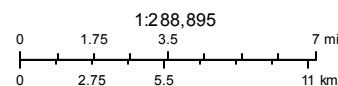
- A. As to any dispute arising out of this Contract, either party may file a Demand for Non-binding Mediation within thirty (30) days of the date the circumstances that give rise to the dispute occurred. The demand will include a basic statement of the grounds of the dispute. The opposing party shall file a response within fifteen (15) days of receipt of the Demand for Mediation, either accepting or rejecting the proposed mediation. If accepted, such acceptance shall provide a response to the allegation set forth in the Demand for Mediation. Failure to file a response within fifteen (15) days shall be deemed a rejection of mediation. Parties may mutually agree upon a location for mediation and choose any mediator qualified under the laws of the Commonwealth of Virginia. The fees and other charges of the mediator shall be shared equally by the parties.
- B. Should mediation fail or be refused, and the Consultant is the moving party in the dispute, the Consultant must file a Demand for Arbitration within thirty (30) days of the date of the termination of the mediation procedure. The City may file a response within thirty (30) days, either accepting or rejecting arbitration. If the City fails to file a response within thirty (30) days, this shall be deemed a rejection of the arbitration. If the City accepts arbitration, it will also provide a response to the allegations set forth in the Demand for Arbitration.
- C. Should mediation fail or be refused, and the City is the moving party, it may either file a Demand for Arbitration or litigate the matter in a Court of proper jurisdiction. If the City elects to file a Demand for Arbitration, it must do so within thirty (30) days of the termination of the mediation procedure. The Consultant shall file its response within thirty (30) days of the Demand for Arbitration.
- D. If the dispute is to be arbitrated, each party must choose an arbitrator within fifteen (15) days of the Response to the Demand for Arbitration. Those two arbitrators shall choose a third arbitrator. In the alternative, the parties may choose to use the American Arbitration Association ("AAA") to administer the arbitration. In either event, the course of the arbitration will proceed under AAA rules. Also, during any arbitration proceeding, the Federal Rules of Evidence shall apply.
- E. If the City refuses to arbitrate after a Demand for Arbitration is filed by the Consultant, then the Consultant may file legal action provided in Virginia Code Section 2.2-4363.

City of Chesapeake



August 24, 2021

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Created from the Virginia Vulnerability Viewer



ADAPTVA

Department of Public Works
P.O. Box 15225
Chesapeake, Virginia 23328
(757) 382-6101
(757) 382-6310 FAX

MEMORANDUM

TO: Sam Sawan, P.E., Deputy Director of Public Works

FROM: Crystal Bloom, P.E., Project Manager

DATE: September 1, 2021

SUBJECT: AUTHORIZATION TO REQUEST FUNDING THROUGH COMMUNITY FLOOD PREPAREDNESS FUND (CFPF) GRANT PROGRAM FOR RESILIENCE PLAN

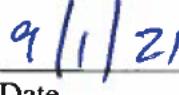
The City of Chesapeake requests funding through the Community Flood Preparedness Fund (CFPF) grant program for development of a Resilience Plan in accordance with the grant program requirements as provided in the 2021 Grant Manual for the Virginia Community Flood Preparedness Fund.

The City has already dedicated funding for this specific type of project in the Capital Improvement Budget (CIB) that will be used to provide the local match for this project, see Project #29-230 Resiliency & Reliability Program. The CIB Project Summary page and documentation to verify the availability of adequate funding to cover the local match amount are provided for your records. The development of a resilience plan is a crucial first step in moving towards implementation of the improvements described in the CIB project summary.

The total project cost is \$99,995.80. The amount of funding requested through the CFPF is 75% of the project cost or \$74,996.85. The remaining cost of \$24,998.95 will be a local match funded through Project #29-230 Resiliency & Reliability Program.

Should you have any questions or need additional information, please contact me at extension 6393.


Sam Sawan, P.E., Deputy Director of Public Works
(Approval of Request)


Date



CVB

Attachments



29-230: Resiliency & Reliability Program

| | | | |
|-----------------------|-------------------------------------|-------------------------------|-----------------------|
| Department: | Storm Water Capital Projects | | |
| Project Type: | Addition or Expansion | Comprehensive Plan Goal Area: | Stormwater Management |
| Year identified: | 2019 | Planning Area: | Greenbrier |
| Start Date: | 7/1/2018 | Project Status: | Proposed |
| Est. Completion Date: | 12/30/2024 | | |

Description:

This project will provide for drainage improvements with related acquisition of easements, replacement of pipes, re-grading of ditches, and associated activities to provide a higher level of protection and improved stormwater systems in city areas with inter-connected lake systems that are dependent on a single outlet control structure. This program will look at providing an improved outlet control structure in areas such as the Greenbrier lakes system, Etheridge lakes system, Stonegate lakes system, and other lake systems with drainage deficiencies. This project will also include the replacement of downstream culverts.

Justification:

Major investments in improvements are necessary to increase drainage capacity and upgrade deficient drainage systems in these areas.

Comments:

The frequency and intensity of storms impacting the City of Chesapeake and the region as a whole have been observed to be much greater than in the past. These project improvements will provide critical systems with added levels of protection that will help reduce the impact of flooding during major storm events.

Project Forecast:

| Year | Total Expense | Total Revenue | Difference |
|------|---------------|---------------|------------|
| 2022 | | | 0 |
| 2023 | | | 0 |
| 2024 | | | 0 |
| | 0 | 0 | 0 |

Project Details 2022:

| | Prior Years | 2022 | 2023 - 26 | Future Years | Total Amount |
|----------------------|-------------|------------------|-----------|--------------|------------------|
| Revenue | | | | | |
| Cash - Stormwater | | 1,600,000 | | | 1,600,000 |
| Total Revenue | | 1,600,000 | | | 1,600,000 |
| Expense | | | | | |
| Design & Engineering | | 500,000 | | | 500,000 |
| Construction | | 900,000 | | | 900,000 |
| Land Acquisition | | 200,000 | | | 200,000 |
| Total Expense | | 1,600,000 | | | 1,600,000 |



CH_GL_107

My Expenses by Proj
1292300900 RESILIENCY&RELIABILITY PROGRAM

2021-08-21

| Activity | Total Appropriation | Pre-Enc | Enc | Exp | Remaining | % Spent |
|---------------------------|------------------------|-------------|--------------------|---------------------|------------------------|--------------|
| CONSTRUCTION | 900,000.00 | - | - | - | 900,000.00 | 0.00% |
| ENG/DESIGN | 500,000.00 | - | - | - | 500,000.00 | 0.00% |
| GB_RESILIENCY | - | - | 3,126.43 | 89,475.19 | (92,601.62) | 100.00% |
| LAND | 200,000.00 | - | - | - | 200,000.00 | 0.00% |
| Total Expenditures | \$ 1,600,000.00 | \$ - | \$ 3,126.43 | \$ 89,475.19 | \$ 1,507,398.38 | 5.79% |

*Note: All amounts reflect transactions currently budget checked against commitment control definitions.



CFPF, rr <cfpf@dcr.virginia.gov>

CFPF Application-1; Capacity Building/Planning; Resilience Plan Development; CITY OF CHESAPEAKE

1 me age

Deva K. Borah <[REDACTED]>

Thu, Sep 2, 2021 at 5:42 PM

To: "cfpf@dcr.virginia.gov" <cfpf@dcr.virginia.gov>

Cc Sam Sawan [REDACTED], "Cry tal V Bloom" [REDACTED]

, Liz Schee ele L [REDACTED]

Dear DCR CFPF Program Manager,

Attached please find the CFPF Application 1 from the City of Chesapeake requesting funds to develop a **Resilience Plan** for the City under Grant Category **“Capacity Building/Planning.”**

We look forward to hearing from you.

Sincerely,

Deva

Deva K. Borah, Ph.D., P.E., F.ASCE

Senior Engineer

City of Chesapeake – Department of Public Works

306 Cedar Road,, Chesapeake, Virginia 23322

Main: (757) 382-6101; Direct: (757) 382-6472

[REDACTED]
www.cityofchesapeake.net

 CID510034 Che apeakeCity CFPF 1 pdf
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