



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)  
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**Occoquan Town Council**  
**Regular Meeting**  
**October 1, 2019 | 7:00 p.m.**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
  - a. **September 17, 2019 Work Session Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Staff Reports**
  - a. Town Attorney
  - b. Town Engineer
  - c. Building Official
  - d. Zoning Administrator
  - e. Town Treasurer
  - f. Chief of Police
  - g. Public Works
  - h. Events and Community Development Director
  - i. Boards and Commissions
  - j. Town Manager

**Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.**  
*A copy of this agenda with supporting documents is available online at [www.occoquanva.gov](http://www.occoquanva.gov).*

**8. Regular Business**

- a. Request to Award Contract for the Construction of the Kayak Ramp Project

**9. Closed Session**

**10. Adjournment**



**OCCOQUAN TOWN COUNCIL**  
**Work Session Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, September 17, 2019**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Laurie Holloway, and Eliot Perkins

**Absent:** Councilmember Cindy Fithian

**Staff:** Kathleen Leidich, Town Manager; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director.

**1. Call to Order**

Mayor Porta called the meeting to order at 7:02 p.m.

**2. Approval of Minutes**

A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny that the minutes of the September 3, 2019 Regular Meeting be approved. Motion passed, unanimously, by voice vote.

**3. Update on Clerk Position Recruitment/Office Coverage**

The Town Manager proposed obtaining temporary administrative assistance until the Town Clerk position is filled. She indicated that she hopes to begin candidate interviews for the Clerk position the second week of October.

A motion was made by Councilmember Holloway, seconded by Councilmember Dawson to provide funding from the salary savings from the vacant Clerk position to support the cost of providing temporary administrative assistance in the Town office for the duration of the vacancy in the Clerk position for an amount not to exceed \$588 per week. Motion passed by roll call vote. Ayes: Sivigny, Dawson, Holloway, Perkins. Nays: None.

Given the current staffing vacancy, the Town Manager requested permission to close Town Hall during the afternoons of the week after the Craft Show. Staff would work during those hours, but Town Hall would be closed to the public. There was no objection. The Town Manager also indicated that she will be on vacation October 4 through October 11.

**4. Town Council Meeting Follow Up - Use of Community and Business Support Fund to Fund Shuttle Service for Events**

Events and Community Development Director, Julie Little, informed the Town Council that the budgeted FY 2020 Community and Business Support Fund will be used to support satellite parking for Town events. After reviewing the agenda materials Vice Mayor Sivigny clarified two points related to the Fund: (1) that the 2015 increase in the meals tax is not allocated entirely to the Community and Business Support Fund, but rather is simply the

revenue source from which the Town budgets an amount dedicated to the Community and Business Support Fund, and (2) that the FY 2019 amount in the Fund was used to redevelop the Town web site at the urging of the business community.

## 5. Event and Community Development Program Support

Events and Community Development Director, Julie Little, requested permission to enter into a contract with an individual to provide event program support services as budgeted in the FY 2020 Craft Show budget. Mayor Porta confirmed that this individual will be providing a variety of program support services. Vice Mayor Sivigny confirmed that this individual will only be supporting town-sponsored events.

**A motion was made by Councilmember Perkins, seconded by Councilmember Holloway to enter into a contract with Megan Matheny for program support services for town-sponsored events in an amount not to exceed \$6,610 as included in the FY 2020 Craft Show budget. Motion passed by roll call vote. Ayes: Sivigny, Dawson, Holloway, Perkins. Nays: None.**

Ms. Little also reported that as instructed by the Town Council she had contacted Town ABC license holders to survey their interest in participating in any events where the Town was considering permitting open-carry of alcohol in accordance with state law. Thus far, Bann Thai, Bar J, Third Base, D'Rocco's, the Bottle Stop, Mom's Apple Pie, and Tastefully Yours have indicated they might be interested in participating. Ms. Little also reported that the Virginia ABC representative had indicated that multiple logo cups would not be permitted during such events. Instead, each participating establishment would need to have cups containing their logo only.

## 6. Accepting Vehicle Donation from OWL

**A motion was made by Councilmember Holloway, seconded by Councilmember Dawson, to authorize Town staff to accept the donation of a Utility Cart Vehicle from the Occoquan-Woodbridge-Lorton ("OWL) Volunteer Fire Department at no cost. Motion passed, unanimously, by voice vote.**

Mayor Porta asked Chief of Police, Adam Linn, if there has been increased traffic enforcement over the past several weeks, noting that he had received more inquiries on the matter than usual during that period. Chief Linn responded that there was some increase in speeding enforcement due to the requirements of the state grant regarding speeding enforcement on the Route 123 bridge. He confirmed that the Town only receives a portion of the fines associated with such enforcement and, of course, none of the court costs assessed the violator.

Mayor Porta also passed on a question from a resident regarding why Occoquan police wear external vests as opposed to vests under their shirts. Chief Linn responded that external vests were approved by the Town some years ago and are now the general standard for police, in part because equipment used by police is more conveniently accessed from an external vest.

**7. Town Council Meeting Follow Up Information – Website Updates**

The Town Manager reported on updates to the Town web site and provided a copy of the FreshySites work proposal.

**8. Town Council Meeting Follow Up Information – Maintenance Supervisor Work Schedule**

The Town Manager briefly reviewed the proposed Maintenance Supervisor Work Schedule. Council members requested the following changes: (1) Identify it as a “Standard Checklist” since it was not intended to represent everything the Maintenance Supervisor does, but instead just scheduled, recurring items, (2) add monthly and annual tasks (the submitted checklist was structured around weekly tasks and the Craft Show), and (3) specifically add “clean grates” to the street sweeping task. Mr. Perkins also asked for clarification regarding what is expected with regard to clean up of the Town Annex.

**9. Adjournment**

Before adjourning Mayor Porta noted that the Town Attorney and Town Manager would be meeting with representatives for the Mill at Occoquan project and their attorney to review the staff report. Mayor Porta and Planning Commission Chair/Councilmember Perkins plan to attend as observers.

The meeting was adjourned at 7:46 p.m.

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Town Clerk



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**TOWN COUNCIL**  
Earnie W. Porta, Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

## **Town Engineer's Report Town Council Meeting – October 1, 2019**

### **Kayak/Canoe Launch – update from last report**

Two bids received in July 2017 (Delta Marine and McLean Endeavors). Both bidders have since confirmed previous bids are still valid. Department of Conservation and Recreation (DCR) agreement has been executed by Mayor. Updates to permits, historic resources, threatened and endangered species authorized and proceeding. New contact person at DCR (Jett Johnson). Town Engineer and Manager seeking project manager to oversee contract. Accounting under review for reimbursables spent to date by Town, with first request forwarded to DCR.

### **Kiely Court Project – no change from last report**

Land Disturbance Permit issued - construction commenced. Building permit applications have been submitted for both houses, but not yet issued. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site.

### **Rivertown Overlook Project – no change from last report**

Land Disturbance Permit issued – construction proceeding.

### **Vantage Point BMP maintenance – no change from last report**

Bid received from Total Development Solutions (\$38,730). Lynn property – re-inspected with calculations on channel capacity and protective lining. Town Engineer evaluated runoff onto downstream property and prepared channel improvement plan for owner.

### **Boundary Branch – no change from last report**

Boundary Branch, Vantage Point BMP – various stormwater issues throughout Town.

### **Tanyard Hill Park (Oaks III) – no change from last report**

Approved by PWC BOS 5/15/18 with revised proffers

- Use as park and open space – trails and Stormwater Pond shown on GDP
- Plat vacating lot line when site plan needed - NRA to review first
- Access to potential parking lot for trail head allowed off Tanyard Hill
- Reserve ROW along Tanyard Hill and Old Bridge Roads
- Use LID as part of any development
- Pay \$75 per acre zoned (4.229 acres)

### **Mill at Occoquan – update from last report**

Revised preliminary site plan and Special Use Permit applications re-submitted August 2, 2019 – staff report prepared and distributed for Planning Commission hearing. Developer asked for postponement of Planning Commission hearing until October.

-END-

Town of Occoquan - Permit Report  
 September 2019

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOW	Building	Pending	C - Alteration/Repair			0.00	\$16,000.00	OCCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UN	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCCOQUAN
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATE	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCCOQUAN
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		0.00	\$20,000.01	OCCOQUAN
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING P	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT 5	Building	Issued	R - New Single Family Dwel	04/15/2019		3,468.00	\$100,000.00	OCCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		570.00	\$20,000.01	OCCOQUAN
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCCOQUAN
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		648.00	\$60,000.00	OCCOQUAN
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		648.00	\$6,000.00	OCCOQUAN
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		3,550.00	\$2,200.00	OCCOQUAN
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to F	Gas	Issued	R - Swimming Pool	01/16/2018		0.00	\$2,000.00	OCCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	\$45,000.00	OCCOQUAN
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Electrical	Issued	R - New Townhouse	04/29/2019		2,790.00	\$45,000.00	OCCOQUAN
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	\$1,000.00	OCCOQUAN
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	\$5,500.00	OCCOQUAN
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	\$10,000.00	OCCOQUAN
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN R	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDR'	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, K'	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCCOQUAN
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCH	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	\$75,000.00	OCCOQUAN
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, K'	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, K'	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCCOQUAN
PLB2019-00145	201 UNION ST	{{ KJJ{{ RESTURANT - TLO - NEW KITCH	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCCOQUAN
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLI	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	\$15,000.00	OCCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18	Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCCOQUAN

END OF REPORT

**TOWN OF OCCOQUAN**  
**FINANCIAL REPORTS**  
**AS OF 07/31/2019**

	Draft - as of 7/1/2019	<i>Unaudited</i> <i>Income/ (Loss)</i> YTD FY20	Draft - as of 7/31/19
<b>Unrestricted</b>			
<b>Unrestricted Funds</b>	\$ 62,590	\$ (12,792)	\$ 49,798
<b>Temporarily Restricted</b>			
<b>Operating Reserve</b>	\$ 200,000	\$ -	\$ 200,000
<b>Craft Show</b>	\$ 18,987	\$ 47,359	\$ 66,346
<b>CIP Funds</b>	\$ 220,111	\$ -	\$ 220,111
<b>Mamie Davis (Temp)</b>	\$ 10,323	\$ (2,256)	\$ 8,067
<b>Public Art</b>	\$ 500	\$ -	\$ 500
<b>Public Safety</b>	\$ 51,274	\$ -	\$ 51,274
<b>PEG Funds</b>	\$ 1,044	\$ -	\$ 1,044
<b>Subtotal Temp Restricted</b>	\$ 502,238	\$ 45,103	\$ 547,341
<b>Permanently Restricted</b>			
<b>Mamie Davis (Perm)</b>	\$ 100,000	\$ -	\$ 100,000
<b>Total Available Net Assets</b>	<b>\$ 664,828</b>	<b>\$ 32,311</b>	<b>\$ 697,139</b>



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 J. Matthew Dawson  
 Cindy Fithian  
 Laurie Holloway  
 Eliot Perkins

## Town Treasurer's Report Town Council Meeting - Oct 1, 2019

**TOWN MANAGER**  
 Kathleen R. Leidich

**TOWN TREASURER**  
 Carla M. Rodriguez

### Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending	None	Pink Bicycle Tea Room
BPOL Audit	Pending	2012 License Year	Fathom Realty
Meals Tax Audit	Pending	None	Riverside Coffee and Ice Cream
BPOL Audit	Pending	None	The Reclaimed Treasurers
Meals Tax Audit	Pending	None	Tastefully Yours
BPOL Audit	Pending	None	Patriot Scuba
Meals Tax Audit	Pending	None	MCKR Management/Cock and Bowl

### Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	18	8/31/2019	Not compliant
Madigan's Waterfront	3	8/31/2019	Not compliant
Riverside Coffee & Ice Cream	6	8/31/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Fathom Realty	1	8/31/2019	Not compliant/paid 2018
Pin Curls Hair Salon	2	8/31/2019	Not compliant/Closed business
13 Magickal Moons	1	8/31/2019	Not compliant
MCKR Management/Cock and Bowl	1	8/31/2019	Not compliant
Pink Bicycle Tea Room	1	8/31/2019	Not compliant
Berrywood, Inc	1	8/31/2019	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Granny's Cottage Inc	3	\$201.60	8/31/2019	Not compliant
Mary Ann Auger	1	\$143.52	8/31/2019	Not compliant

Joyce Day	1	\$161.28	8/31/2019	Not compliant
Houghton, Lance	1	\$10.57	8/31/2019	Not compliant

<b>Transient Tax Delinquencies</b>			
<b>Property Owner</b>	<b>Length of Delinquency (months)</b>	<b>Date of Last Notice</b>	<b>Status of Compliance</b>
Ballywhack Inc	9	8/31/2019	Not compliant

## Total Funds

REVENUES		Unaudited				
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 7/31/19	% of Budget Used	
Real Estate Taxes	232,500	239,882	240,890	405	0.2%	
Meals Taxes	220,334	190,442	227,320	16,003	7.0%	
Other Taxes (Sales,Utility,Communications,Transient)	102,473	103,483	103,310	8,252	8.0%	
Fines (Public Safety)	60,000	160,034	162,360	16,952	10.4%	
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	98,150	79,405	92,550	1,995	2.2%	
Grants (Litter,HB599,VML,PEG)	25,843	27,141	26,123	-	0.0%	
Service Revenue (Engineer,Legal,Landscape,CC fees)	5,000	15,712	5,360	-	0.0%	
Rentals (TH,RMP)	1,500	1,259	4,500	-	0.0%	
Interest (GF,Brick,Sponsor)	9,120	3,312	7,500	333	4.4%	
Other Revenues (Reimbursements, Ins claims,CIP transfer)	1,000	7,065	32,699	9	0.0%	
<b>Total Revenues General Fund</b>	<b>755,920</b>	<b>827,735</b>	<b>902,612</b>	<b>43,949</b>	<b>4.9%</b>	

EXPENDITURES		Unaudited				
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 7/31/19	% of Budget Used	
Personnel Services	380,820	374,811	452,226	33,913	7.5%	
Professional Services	122,250	135,578	139,250	3,910	2.8%	
Information Technology Services	14,050	17,368	13,500	411	3.0%	
Materials and Supplies	9,000	13,654	15,414	1,474	9.6%	
Operational Services	7,500	7,610	11,050	527	4.8%	
Contracts (Landscaping, Refuse Collection, Snow Removal)	74,500	74,052	82,000	3,616	4.4%	
Insurance	20,120	20,992	20,120	6,272	31.2%	
Public Information (Newsletters)	3,400	4,079	3,300	55	1.7%	
Advertising (Community/ Business Support, Legal Ads)	9,000	7,698	9,000	-	0.0%	
Training and Travel (Employee, Boards and Commission Training)	13,500	8,368	12,800	492	3.8%	
Vehicles and Equipment	15,300	28,482	21,000	3,650	17.4%	
Seasonal	5,500	1,791	4,500	-	0.0%	
Facilities Maintenance	68,030	75,168	85,552	2,024	2.4%	
Special Events	12,950	11,074	16,000	537	3.4%	
Other Expense(Reserves)	-	17,099	16,900	(140)	-0.8%	
<b>Total Expenses</b>	<b>755,920</b>	<b>797,824</b>	<b>902,612</b>	<b>56,741</b>	<b>6.3%</b>	
<b>General Fund Net Income</b>	<b>-</b>	<b>29,911</b>	<b>-</b>	<b>(12,792)</b>		

CS		Unaudited				
Craft Show Fund, Riverfest & Other Events	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 7/31/19	% of Budget Used	
Revenue (FL)	203,950	231,298	181,900	50,609	27.8%	
Expenses (personnel,materials and supplies,contracts,advertising)	101,954	102,915	108,393	3,250	3.0%	
<b>Craft Show Net Income</b>	<b>101,996</b>	<b>128,383</b>	<b>73,507</b>	<b>47,359</b>	<b>64.4%</b>	

MDP		Unaudited				
Mamie Davis Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 7/31/19	% of Budget Used	
Revenue	2,600	3,505	600	49	8.2%	
Expenses (repairs and maintenance)	2,000	-	-	2,305	0.0%	
<b>Mamie Davis Net Income</b>	<b>600</b>	<b>3,505</b>	<b>600</b>	<b>(2,256)</b>	<b>-376.0%</b>	

GENERAL OPERATING ACCOUNTS

CS

MDP

CIP

CIP Fund	Unaudited				
	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 7/31/19	% of Budget Used
<b>Revenues</b>	446,300	-	254,476	-	0.0%
<b>Expenses</b>					
Intersection Improvements	420,000	86,720	-	-	0.0%
Sidewalk Maintenance	10,000	-	-	-	0.0%
Building Maintenance	-	-	10,000	-	0.0%
Stormwater Management	-	-	15,000	-	0.0%
Trash/Recycling Containers	17,000	11,747	1,000	-	0.0%
Annex Property Improvements	-	-	1,000	-	0.0%
Street/Curb Program	-	-	5,000	-	0.0%
Mamie Davis Renovations/Upgrades	-	-	1,000	-	0.0%
Gaslight Banner Replacement	-	-	2,500	-	0.0%
Tanyard Hill	4,500	-	-	-	0.0%
Canoe Kayak Ramp	140,000	242	140,000	-	0.0%
Police Vehicle	-	81,281	16,900	-	0.0%
Police Radios	-	-	23,111	-	0.0%
Body Armor	2,400	1,000	1,000	-	0.0%
IBR Reporting	-	-	-	-	0.0%
LIDAR Speed Detection and Related Equipment	2,300	-	7,236	-	0.0%
Office Safety Equipment	5,100	4,931	-	-	0.0%
Pedestrian & Bicyclist Safety Program	2,300	-	3,350	-	0.0%
Alcohol Related Safety Projects	-	-	5,879	-	0.0%
Computer Upgrades	-	-	5,000	-	0.0%
Document Management	2,500	-	2,500	-	0.0%
Website Redesign	-	475	7,000	-	0.0%
Town Recodification	-	2,998	-	-	0.0%
Parking Management Plan	-	-	5,000	-	0.0%
AV Equipment-Town Hall	-	-	2,000	-	0.0%
<b>Total Expenses</b>	<b>606,100</b>	<b>189,394</b>	<b>254,476</b>	<b>-</b>	<b>0.0%</b>
<b>CIP Net Income</b>	<b>(159,800)</b>	<b>(189,394)</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Net Income All Funds</b>	<b>(57,204)</b>	<b>(27,595)</b>	<b>74,107</b>	<b>32,311</b>	<b>43.6%</b>

**Jul 31, 19**

**ASSETS**

**Current Assets**

Total Checking/Savings	\$ 739,651
Total Accounts Receivable	\$ 31,843
Total Other Current Assets	\$ 4,972

<b>Total Current Assets</b>	<b>\$ 776,466</b>
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<b>TOTAL ASSETS</b>	<b>\$ 776,466</b>
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**LIABILITIES & EQUITY**

**Liabilities**

Total Accounts Payable	\$ 949
Total Credit Cards	\$ 3,033
Total Other Current Liabilities	\$ 15,765

<b>Total Current Liabilities</b>	<b>\$ 19,747</b>
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<b>Total Long Term Liabilities</b>	<b>\$ 59,581</b>
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<b>Total Liabilities</b>	<b>\$ 79,328</b>
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**Equity**

30000 · Restricted-MD Fund	\$ 100,000
30010 · Operating Reserve	\$ 200,000
30020 · Unrestricted Retained Earn	\$ 62,590
30030 · Temp. Restricted - CS	\$ 18,987
30040 · Temp Restricted - CIP	\$ 220,111
30050 · Temp Restricted - MDP	\$ 10,323
30060 · Temp Restricted - PS Gr	\$ 51,274
30070 · Temp Restricted PEG	\$ 1,044
30080 · Temp Restricted Pub Art	\$ 500
Net Income	\$ 33,710

<b>Total Equity</b>	<b>\$ 697,139</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 776,467</b>
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# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

**CHIEF OF POLICE**  
Adam C. Linn, J.D.

## Occoquan Police Department

### Monthly Town Council Report October 1, 2019

#### Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

#### Current Initiatives

Continued the Calls for Service police coverage in Town. Working with town officers and auxiliary police officers to increase patrols and visibility during peak calls for service times.<sup>1</sup> Directed business checks and patrols during business hours.<sup>1</sup> Began Bike Patrol to improve community policing and safe sidewalks.<sup>1</sup> Worked with officers to address administrative needs of Police Department.<sup>2</sup>

Directed traffic enforcement on Gordon Boulevard and Commerce Street area (speeding, Block the Box and Driving off Roadway), Union Street/Tanyard Hill Road (speed enforcement), and Washington Street (pedestrian safety and speeding).<sup>3</sup> Directed stop sign enforcement and pedestrian safety enforcement in historic district.<sup>3</sup> Increased foot patrols and visibility in historic business area.

Continued body worn cameras program for Town Officers and DMV selective enforcement grants to reduce accidents and pedestrian safety.<sup>4</sup>

#### Community Relations

Provided patrol and visibility during Music on the Mill, Movie on the Mill, and Pokémon community events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

Continued with Business Outreach by having Police do regular business checks and speak with business partners regarding any concerns. Spoke with multiple residents, visitors, and

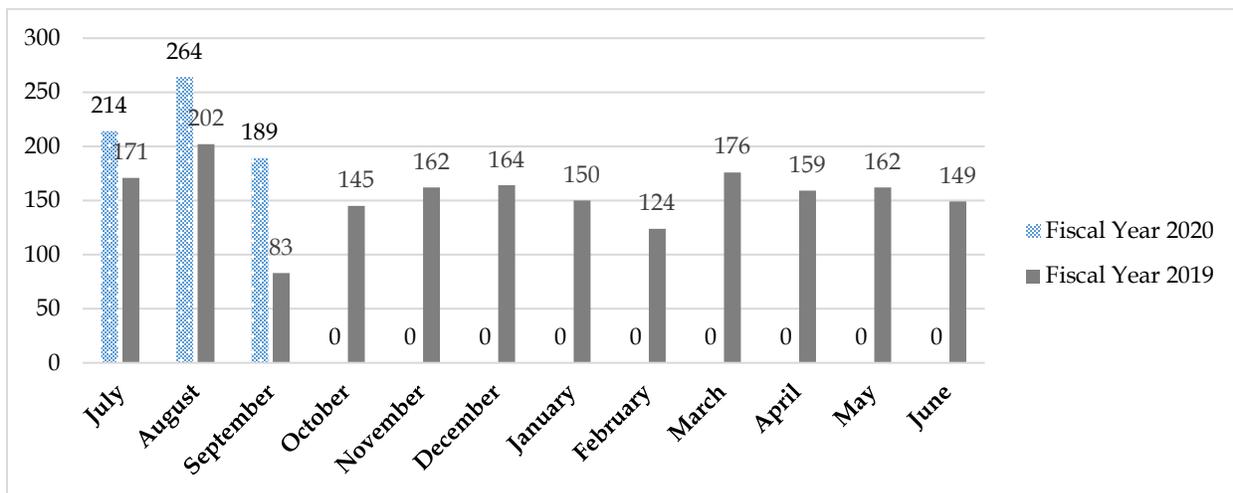
business owners throughout the month. Spoke with Community Pastor and residents about personal security and relations with Town Police.

Provided patrol, security, and visibility during Town’s Arts & Craft Show.

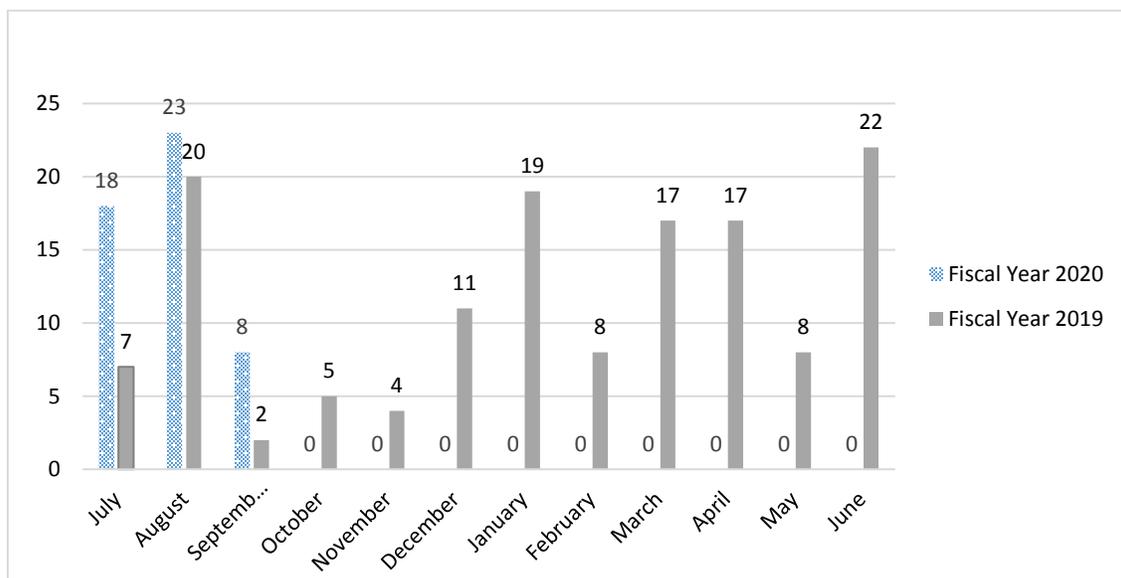
**Patrol and Enforcement Activities**

As of September 25, 2019, the Town Police made 6 custodial arrests (Felony Drug Arrest, Felony Drug Possession, Racing/Reckless Driving, 2 DUID, Driving Revoked), issued 253 traffic summonses, and 119 warnings.

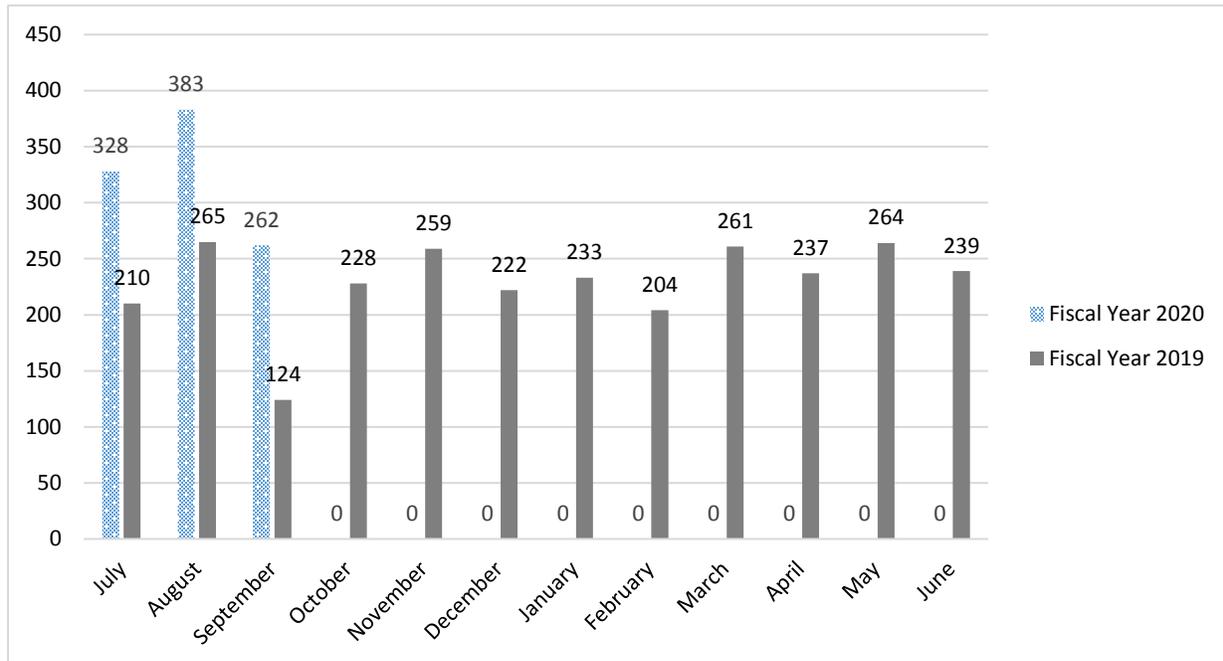
**Traffic Summonses FYTD (GRAPH) <sup>5</sup>**



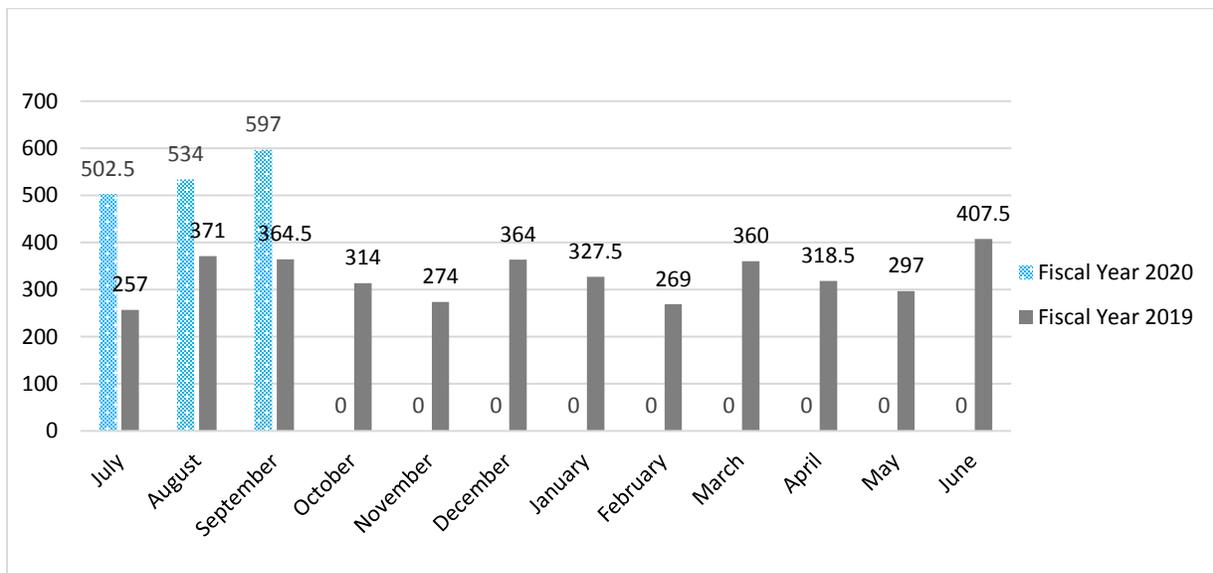
**Parking Tickets Issued FYTD (GRAPH) <sup>3</sup>**

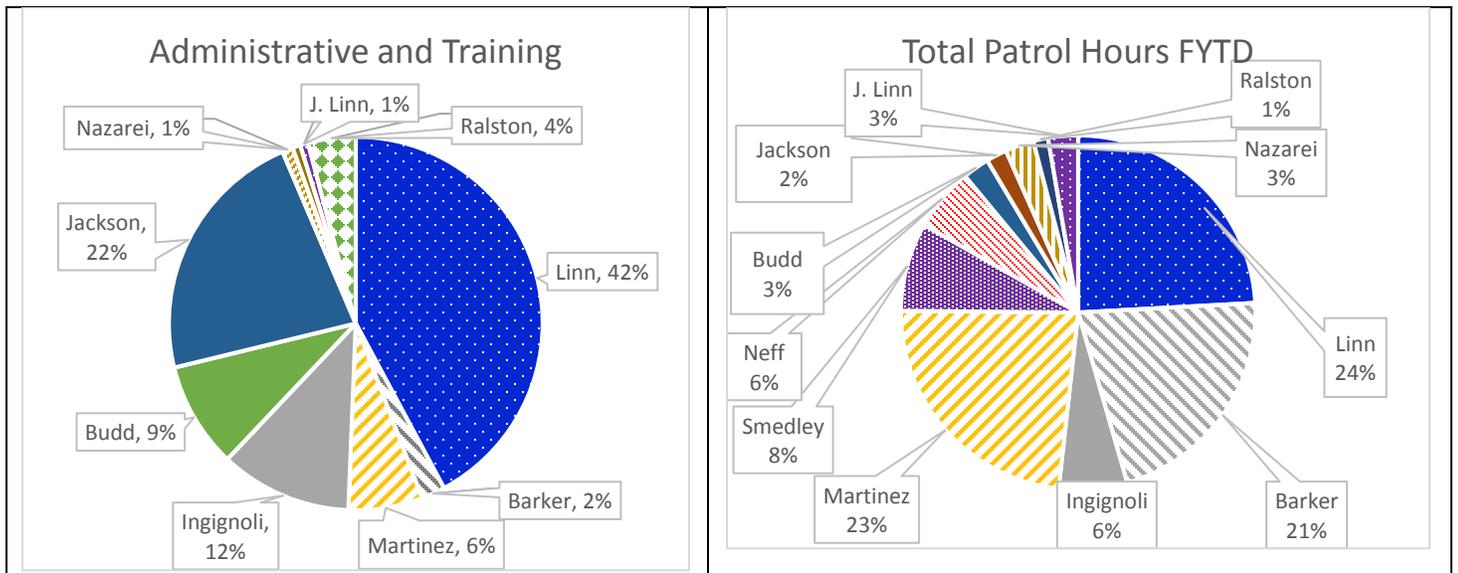


**Traffic Stops YTD (GRAPH)**<sup>5</sup>



**Patrol Hours FYTD (GRAPH)**<sup>5</sup>





**Miscellaneous**

Continued auxiliary police officer training.<sup>2</sup> Implemented Narcan - Opioid safety program<sup>3</sup>.

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<sup>1</sup> Goals 1, 2, and 3  
<sup>2</sup> Goal 2  
<sup>3</sup> Goal 3  
<sup>4</sup> Goals 1, 2, and 3  
<sup>5</sup> Goals 1 and 3



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>7. Regular Business</b>	<b>Meeting Date:</b> October 1, 2019
<b>7 G: Public Works Report</b>	

**Explanation and Summary:** At the September 3<sup>rd</sup> Regular Business Meeting, Council requested a weekly work schedule for the Maintenance Supervisor. The attached work schedule provides an overview of Maintenance Supervisor's weekly and Craft Show work plans. At the September 17<sup>th</sup> Work Session, Council provided some additional suggestions for the Maintenance Supervisor's Work Schedule.

The Public Works Report spreadsheet will be updated and provided at the next Regular Business Meeting.

**Attachments: (1) Maintenance Supervisor Work Schedule: Weekly/Craft Show Overviews**



# Maintenance Supervisor Checklist

## Weekly Work Checklist

### Mondays

- Drive through Town, sweep, dump trash, clean River Mill Park bathrooms

### Tuesdays

- Miscellaneous Repairs (including gaslights and Historic District grates)
- Check Tanyard Hill Park

### Wednesdays

- Ensure trash cans dumped by Town's contractor, clean up loose trash left behind
- Clean River Mill Park bathrooms
- Service truck, gator-cart, street sweeper

### Thursdays

- Miscellaneous Repairs (including gaslights and Historic District grates)
- Annex clean up

### Fridays

- Ensure trash cans dumped by Town's contractor, clean up loose trash left behind
- Sweep Streets
- Concert prep: Assisting with stage preparation and unloading/moving band equipment
- Clean River Mill Park bathrooms

### Saturdays

- Prep River Mill Park for Movie nights
- Assist Events and Community Development director with Movie nights
- Check/empty public trash cans

## Craft Show

- Fix and build signs, order as needed
- Clean coolers
- Stage cones for traffic control
- Pick up ice, load coolers
- Placement of handicapped parking signs
- Set up bus stops (cooler, sign, chairs)
- Placement of parking warning signs on poles (72 hours before event)
- Placement of Craft Show Pick up Signs in parking lots
- Close lot for dumpster and Porto Johns
- Placement of lot parking signs on Rt. 123
- Set up permit parking lots
- Bus stop pick ups
- Refill coolers during the event
- Town Hall set up
- Pick up sodas/waters
- Close Commerce Street at Rt. 123 for event
- Parking enforcement
- Clean up after the show (taking down tents, folding chairs/tables, etc.)
- Break down and put away cones, signs, cans coolers, chairs
- Stage trash cans and bags for trash crew
- Pick up food, drinks, ice, etc. when needed

## Monthly Activities

## Annual Activities

# FY 2020 RiverFest Update

No updates since last report

## Background

In April 2018, Town Council established the Craft Show Exploratory Committee to review the goals of the annual Town Arts & Crafts Shows and to provide recommendations to Council on the future of the Shows going forward. Council acknowledged receipt of the Committee's report in January 2019<sup>1</sup>. The Events and Community Development Director provided the first update regarding the future event development process for FY 2020 to Council in April 2019.

### The current Town Craft Show goals are to:

- **Enhance** the Town of Occoquan as a center for living, shopping, dining, art, and history<sup>2</sup>
- **Generate** funds for Town capital projects and other Town financial needs

Since 2013, the net revenue for the Spring Craft Show has remained in the \$52,300 to \$54,000 range. The net revenue for the FY 2018 Show was substantially lower (\$29,902) due to extreme weather conditions. The combined annual average net revenue for both shows has been \$106,000. The two major contributors to Craft Show revenues are shuttle bus sales and vendor booth sales. The shuttle bus revenue has remained relatively constant, while the vendor booth revenue has plateaued. Booth slots for each season used to be over 350 in the mid 1990's. More recently, it has been around 250 (For 2019 Spring Craft Show it was 240). Spring Craft Show booth slots are harder to fill.

The Craft Show Exploratory Committee recommendation was for the FY 2020 Spring Craft Show to be replaced with an Occoquan-branded event or events that have a revenue-generating alcohol sales component included. The Committee recognized that the revenue from one event may not be sufficient income to replace the Spring Craft Show revenue, so they also recommended at least one additional revenue-generating event be added in FY 2020 to compensate.

## RiverFest

During the FY 2018 Fall Craft Show, 858 patrons completed a survey requesting opinions on what they would like to see in future Town events. Survey respondents felt the Town would benefit from a more diverse set of events. RiverFest incorporates several desired elements that were mentioned by the survey respondents:

- Alcohol related event
- Art Festival
- Retail Event

The relatively stable performance of the Spring Craft Show in years past, provides a solid base for the Town to build on as it develops future events that will ultimately replace it in FY 2020. Because RiverFest will be held on the first weekend of June, keeping the same dates as the Spring Craft Show, the dates will already be familiar to past attendees who already associate this weekend with a Town event.

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<sup>1</sup> Council Acknowledged receipt of the report, with the disclaimer that acknowledgement of receipt and authorization to post did not constitute adoption of the recommendations in the report.

<sup>2</sup> Corresponds with Town Council FY 2020 Priority Area: Community Development and Programming (Increase reputation and viability of annual events).

## RiverFest Event

### Date

The event will take place Saturday, June 6, 2020, 10-8pm and Sunday, June 7, 2019, 10-5pm

### Tentative Schedule

- River Activities 10am -5pm
  - Standing Paddle Board Slalom Fun Run, Saturday only
  - River Cruises with Sea Knight Cruises, both days
  - Water Taxi—service provided; not revenue generating
- Artisan's Walk 10am – 5pm, both days
- Commercial Booths and Climbing Wall 10am -5pm, both days
- Beer Garden and Shrimp Boil 4pm-8pm, Saturday only
- Two Food Courts

### Street Closures

Street closures include the length of Mill Street, from under the Rt. 123 Bridge to the Cul-de-sac; Washington, Ellicott, and Union Streets at Poplar Alley.

### Shuttle

Event Shuttle-3 shuttle stops:

- Yellow (under 123 Bridge) delivers patrons directly to water activities, kids climbing wall, commercial booths and one of two food courts
- Green (Footbridge) delivers patrons directly to the Beer Garden, 2nd of 2 food courts and Artisan's Walk
- Purple (Moms) delivers patrons directly to the middle of the show.

### Revenue

The event has been determined to be a two-day event for the following reasons:

- Estimate that a two-day event will generate 30-35% increase in revenue over a one-day event
- Two-day event will create an easier transition for long time artisans that are able to be juried into the Artisan's Walk
- Spring Craft Show vendors polled: over 25% said that would not apply to a one-day event, citing distance, logistics, and potential weather as reasons not to attend a one-day event

Ticketed events will be offered online prior to the event for Standing Paddle Board Slalom Fun Run, River Cruises, and Beer Garden/Shrimp Boil. Online ticket sales will provide a better estimate for event expense outlay.

## Projected Revenues and Expenditures

### RiverFest 2020 Two Days Updated 8 26 19

RiverFest 2020 Revenue		
		Notes
Sponsorships	3,000	3 Sponsors @\$1000
Booth Rentals	52,125	125 Artisans @\$300; 20 Commercial @\$500; 10Food @400
Shuttle Fare	20,000	4000 Patrons @ \$5
Merchandise Sales	1,500	Souvenirs
Activity Revenue	8,075	75 Racers @\$15 + 80 Cruisers @\$30 + 160Climbers @\$5 + 150 dinners @25
Alcohol Entry Fees	6,250	250 @\$25
Vendor Parking	2,250	30 spaces @ 75
<b>Total</b>	<b>93,200</b>	
RiverFest 2020 Expenditures		
		Notes
<b>On Call Labor</b>	1000	
<b>Materials and Operational Supplies</b>		
ABC License	85	
Merchandise for resale	500	
Activity Expense	750	
Beer Costs	1,800	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>3,135</b>	
<b>Equipment Rental</b>		
Tent/table Rental	1,000	
Portajohns	2,300	
Shuttle	16,000	
Boat Charter	3,000	
Shrimp Boil	1,500	
ipad rental	534	\$89 each includes 4 G service
<b>Entertainment</b>		
Bands	3,500	
Rock Wall	3,000	
<b>TOTAL CONTRACTS</b>	<b>25,800</b>	
<b>Advertising - Marketing</b>	7,000	
<b>TOTAL ADVERTISING</b>	<b>7,000</b>	
<b>TOTALS</b>	<b>36,935</b>	
<b>RiverFest 2020 Revenue</b>	<b>\$93,200</b>	
<b>RiverFest 2020 Expenditures</b>	<b>\$36,935</b>	
<b>Net</b>	<b>\$56,265</b>	

<b>RiverFest 2020 Revenue</b>		
		<b>Notes</b>
Sponsorships	3,000	3 Sponsors @\$1000
Booth Rentals	52,125	125 Artisans @\$300; 20 Commercial @\$500; 10Food @400
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Alcohol Entry Fees	6,250	250 @\$25
Vendor Parking	2,250	30 spaces @ 75
<b>Total</b>	<b>93,200</b>	
<b>RiverFest 2020 Expenditures</b>		
		<b>Notes</b>
<b>On Call Labor</b>	1000	
<b>Materials and Operational Supplies</b>		
ABC License	85	
Merchandise for resale	500	
Activity Expense	750	
Beer Costs	1,800	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>3,135</b>	
<b>Equipment Rental</b>		
Tent/table Rental	1,000	
Portajohns	2,300	
Shuttle	16,000	
Boat Charter	3,000	
Shrimp Boil	1,500	
ipad rental	534	\$89 each includes 4 G service
<b>Entertainment</b>		
Bands	3,500	
Rock Wall	3,000	
<b>TOTAL CONTRACTS</b>	<b>25,800</b>	
<b>Advertising - Marketing</b>	7,000	
<b>TOTAL ADVERTISING</b>	<b>7,000</b>	
<b>TOTALS</b>	<b>36,935</b>	
<b>RiverFest 2020 Revenue</b>	<b>\$93,200</b>	
<b>RiverFest 2020 Expenditures</b>	<b>\$36,935</b>	
<b>Net</b>	<b>\$56,265</b>	

Logo



# FY 2020 Spirits & Spirits

Budget updated 9/20/19

## Background

**Haunt the Town** in years' past was a "passport" event produced by the Merchant Guild and similar in scope to the Chocolate Walk. Visitors were encouraged to visit a certain number of businesses, receive a stamp to fill the passport. Passports were submitted as an entry for a prize. Merchants were encouraged to decorate their businesses for the entire month of October for photo opportunities and to make the town look festive. On the 3rd Saturday of the month, the Guild held the passport/shopping event. While the Guild did advertise the event itself, they did not advertise, encourage, or promote trick or treating. Many merchants, however, understood the nature of a Halloween event and offered candy on the day of the event. Last year, Town staff added a pumpkin carving contest, a parade, a magic show, a movie, and candy giveaways to the shopping event day.

Haunt the Town has not been a hugely successful promotion for Town merchants and the Guild does not plan to repeat for FY2020. This year, the Town will host Spirits & Spirits, a day-long, family-friendly event.

## Spirits & Spirits

Spirits & Spirits will take place the same Saturday that historically Haunt the Town was held, the 3<sup>rd</sup> Saturday of October. Businesses will be encouraged by the Guild to decorate to make the Town look festive. Kids Haunt the Town, from 11am to 4pm, will be the family-friendly portion of the event and will include merchant-sponsored kids' activities, and a town-sponsored costume parade and magic show. The Haunted Cave will include a 30 x 45 "haunted" maze, designed by the team at Patriot Scuba. The "spirits" garden will offer beer, wine, and spirits.

## Date

October 26, 2019, 11am – 10 pm

## Tentative schedule

- Kids Haunt the Town, 11 am to 4pm
- Costume Parade and Contest, 2 pm
- Magic Show, 4 pm
- Haunted Cave/Beer Garden from 5 pm - 10 pm

## Street Closures

There will be no street closures for this event until the parade at 2pm. Police will institute a rolling closure at that point until parade participants are at River Mill Park.

## Shuttle

The Town will provide a shuttle for offsite parking.

## Revenue Generators

Up till now, the Town has brought in a brewery to host beer gardens; the town takes 15% of sales. Spirits and Spirits will be the first time that the Town will partner with a non-profit to generate revenue.

# FY 2020 Spirits & Spirits

The Town will partner with Patriots for Disabled Divers to spearhead the haunted cave and beer garden this ticketed event and split the revenue.

## Projected Revenues and Expenditures

<b>SPIRITS &amp; SPIRITS 2019 , UPDATED 9 20 19</b>		
<b>SPIRITS &amp; SPIRITS REVENUE FY2020</b>		
		Notes
Sponsorships	1,000	
Booth Rentals	0	No booth rentals
Shuttle Fare	0	Shuttle free to visitors
Activity Sales	3,000	\$10 Admission to Haunted Cave
Alcohol Sales	4,000	Estimate 500 drinks poured
<b>TOTALS</b>	<b>\$8,000</b>	
<b>SPIRITS &amp; SPIRITS EXPENSES FY2020</b>		
		Notes
<b>Materials and Operational Supplies</b>		
ABC License	175	
Haunted Cave	2000	One-time cost
Alcohol Costs	1500	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$3,675</b>	
<b>Equipment Rental</b>		
Tent/table Rental	450	
Portajohns	350	
Shuttle		\$1056 to be paid from 63230 Community/Business Support
<b>Entertainment</b>	350	
<b>TOTAL CONTRACTS</b>	<b>1150</b>	
<b>TOTAL ADVERTISING</b>	<b>200</b>	Facebook ads and fliers
<b>TOTALS</b>	<b>\$5,025</b>	
<b>Spirits &amp; Spirits Revenue</b>	<b>\$8,000</b>	
<b>Spirits &amp; Spirits Expenses</b>	<b>\$5,025</b>	
<b>Net</b>	<b>\$2,975</b>	

# FY 2020 Spirits & Spirits

Logo





# TOWN OF OCCOQUAN

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J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## **Town Manager's Report Town Council Meeting - October 1, 2019**

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

### **River Mill Park Bath House**

Lower level storage room: staff will continue working with Prince William County to complete the required corrective work. Next steps include developing a design plan for the work that conforms to County's building code.

### **Mill at Occoquan Development Application**

The Planning Commission Public Hearing that was scheduled for 9/24/19 was deferred by the applicant. In its place, the Planning Commission held a Special Meeting to provide an opportunity for public comment. There were approximately 60 Special Meeting attendees. Staff is currently working to schedule the deferred Public Hearing during the first two weeks of November, and looking at using a larger venue to host the meeting. To prepare for the 9/24 Public Hearing, the Planning Commission Chairman, Mayor, Town Attorney and staff met with the applicant and his attorney to review the staff report on 9/20.

### **Visitor Center Kiosk**

PWC staff will hold a design charrette with the ARB at a future meeting. Town staff has reviewed the MOA regarding the Kiosk and is working with the County to finalize the Visitor Center Agreement. The Virginia Tourism Corporation has also confirmed that the Tourism sign will remain on Route 95.

### **Kayak Ramp Project**

The total budget for the project is \$354,563 with DCR contributing \$283,650.40. The Subgrantee Agreements have been signed by both DCR and the Town. The contractor has submitted the updated 18-RP-19 Permit application to the Army Corps of Engineers. Staff expects the permit review process to take approximately 30-40 days to complete. For Council's consideration this evening is the selection of Delta Marine to complete the construction of the project and the authorization of the Mayor to sign the Project Agreement. Staff is currently working with the Town Engineer to secure a project manager and may be meeting with a potential candidate in the near future. Staff is also in the process of submitting reimbursement for project costs that have been incurred since 9/1/16. The actual construction of the project will take approximately 45-60 days to complete.

### **Updates**

- Town Clerk Candidate joining us this evening at 7:45 PM
- New Mural on the fence at Mill at Occoquan site will be installed after Craft Show.

### **Meetings, Training, and Events**

- Mill at Occoquan Work Session-Town Attorney, PC Chairman, Mayor, September 20
- Planning Commission Special Meeting, September 24
- Fall Arts and Craft Show, September 28 and 29
- Friends of the Occoquan Fall River Clean up, October 5
- PWC Recycles Day, October 12



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
 Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> October 1, 2019
<b>8 A: Request to Award Contract for the Construction of the Kayak Ramp Project</b>	

**Explanation and Summary:**

On June 9, 2017, the Town issued Invitation for Bid (IFB) #2017-002 in regards to the Recreational Trails Program and Federal Highway Administration CFDA Number 20.219- Occoquan River Water Trail Access-Installation of a Non-motorized Watercraft Launch Under Route 123 Bridge. The ITB closed July 31, 2017, and the Town received two proposals.

The IFB included a request for proposals for mobilization, erosion & sediment control, removal of guardrail, parking lot modifications, piles, gangway, EZ Launch Accessible Transfer System Kayak/Canoe Launch, deck, and handrails.

<b>Bidder</b>	<b>Total Price</b>
Delta Marine	\$247,648
McClellan Endeavors, LLC	\$250,508

Delta Marine is the lowest responsive and responsible bidder with a proposed cost of \$247,648. The FY 2020 Adopted Capital Improvement Fund includes \$140,000 allocated to the Kayak Ramp project.

**Engineer's Recommendation:** Approval.

**Town Attorney's Recommendation:** Review/Update construction agreement documents.

**Town Manager's Recommendation:** Approval.

**Cost and Financing:** Total Budget for the project is \$354,563. Total DCR contribution is \$283,650.40. Town local match is \$70,912.60.

**Account Number:** Adopted FY 2020 Capital Improvement Program Fund



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

**Proposed/Suggested Motion:**

"I move to award a contract for IFB 2017-002, Occoquan River Water Trail Access-Installation of a Non-motorized Watercraft Launch Under Route 123 Bridge to Delta Marine for the construction of the project and authorize the Mayor to sign the contract and construction agreement documents on behalf of the Town Council."

OR

Other action Council deems appropriate

**Attachments (3): Bid-Delta Marine**  
**Bid-McLean Endeavors, LLC**  
**IFB #2017-002**



# TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • [info@occoquanva.gov](mailto:info@occoquanva.gov)  
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Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Jim Drakes  
Cindy Fithian  
Joe McGuire

TOWN MANAGER  
Kirstyn Barr Jovanovich

## INVITATION FOR BID (IFB) # 2017-002

Recreational Trails Program and Federal Highway Administration CFDA Number 20.219 - Occoquan River Water Trail Access - Installation of a Non-motorized Watercraft Launch Under Route 123 Bridge

Issue Date: June 9, 2017 • Due Date/Time: July 31, 2017 - 2:00 P.M. Local Prevailing Time (LPT)

Project Manager: Bruce A. Reese, PE, LS, Town Engineer - Email Address [Bruce@Legacy-Eng.com](mailto:Bruce@Legacy-Eng.com)

PROPOSAL SUBMISSION: Sealed proposals must be received prior to the Due Date/Time above, for furnishing the services described herein at the following address. Any proposals received after the stated time and date will be returned unopened. Delivery address: Town of Occoquan Town Hall at 314 Mill Street, Occoquan Virginia 22125
PRE-PROPOSAL CONFERENCE: An optional pre-bid conference will be held at 11:00 AM on June 28, 2017 located in the Town Hall, 314 Mill Street, Occoquan Virginia 22125. The purpose of this conference is to allow Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. The site will also be available for visitation. While attendance is not mandatory, Offerors who intend to submit a proposal are encouraged to attend. Any changes resulting from this conference will be issued in a written addendum to the solicitation.
CLARIFICATION OF TERMS: If any prospective Offeror has questions about the specifications or other solicitation documents, then it is the Offeror's responsibility to contact the Project Manager, whose name appears on the face of this solicitation, in writing, no later than July 17, 2017. Oral requests for information will not be accepted. No further written inquiries will be accepted after 4:30 P.M. local time on July 17, 2017. Any revisions to the solicitation will be made only by an addendum issued by the Project Manager named above. Any addenda, notifications, extensions, cancellations or changes will be posted on the Town's website at <a href="http://www.occoquanva.gov">www.occoquanva.gov</a> and/or the Commonwealth of Virginia's e-procurement website, <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a> . No other notification is required. It is the responsibility of the prospective Offeror to obtain all current information from either the Town website or the eVA website.

The undersigned hereby offers and agrees to furnish all goods and/or services in accordance with the attached signed proposal and the mandatory requirements outlined herein, or as mutually agreed upon through subsequent negotiation.

Company Name: <u>Delta Marine Construction LLC</u>	Email: <u>brian@deltamarineconstruction.com</u>
Address: <u>PO Box 500</u>	Telephone: <u>804 776 7110</u>
City/State/Zip: <u>Deltaville VA 23043</u>	Fax: <u>804 776 6221</u>
Signature: <u>[Handwritten Signature]</u>	Cell: <u>804 694 9810</u>
Printed Name: <u>Brian Fletcher</u>	Class A Contractor License: <u>2705-104303A</u>
Title: <u>Manager</u>	Contractor Lic. Expiration: <u>4/30/2020</u>
Date: <u>9/28/2018</u>	

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1 or against a Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## BID SUBMISSION FORM

### Base Bid:

Item Number	Description	Unit	Quantity	Unit Price	Unit Price x Quantity
1	Mobilization	LS	1	5300. <sup>00</sup>	5300. <sup>00</sup>
2	Erosion & Sediment Control	LS	220	371. <sup>00</sup>	81620. <sup>00</sup>
3	Removal of guardrail	LS	1	4538. <sup>00</sup>	4538. <sup>00</sup>
4	Parking lot modifications (painting, signage)	LS	1	5000. <sup>00</sup>	5000. <sup>00</sup>
5	Piles	Each	36	1855. <sup>00</sup>	166,780. <sup>00</sup>
6	Gangway	SF	160	71. <sup>00</sup>	11,360. <sup>00</sup>
7	EZ Launch® Accessible Transfer System Kayak/Canoe Launch	LS	1	35,000. <sup>00</sup>	35,000. <sup>00</sup>
8	Deck	SF	650	50. <sup>00</sup>	32,500. <sup>00</sup>
9	Handrails	LF	185	30. <sup>00</sup>	5,550. <sup>00</sup>
				<b>TOTAL:</b>	<b>247,648.<sup>00</sup></b>

Delivery Schedule:

5. Who are the contact person(s) responsible for any resulting Contract you may be awarded (please list names, responsibilities, phone numbers, fax numbers, and email addresses)?

D. CERTIFICATIONS

By my signature on this form, I certify on behalf of the Bidder I represent that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same Goods, Services, Insurance or Construction, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the state and Federal law and can result in fines, prison sentences, and civil damage awards.

I further certify that the statements regarding debarment, ethics in public procurement, submission of a single bid, and understanding of the conditions, contained in section I)G) of the Invitation to Bid are true and not misleading as to the Bidder.

I hereby certify that the responses to the above representations, certifications, and other statements, including all attachments, are accurate and complete. If after I sign these forms I learn of any information which makes any of the above representations, certifications or other statements inaccurate or incomplete, or reveals that any part of my previously submitted information is misleading, I will immediately bring it to the attention of the Town Manager's Designee. I agree to abide by all conditions of this Invitation to Bid and certify that I am authorized to sign for the Bidder.

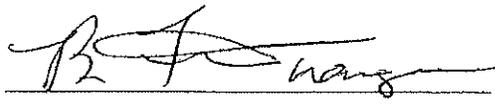
SIGNATURE:  DATE: 9/08/18

NAME: Brian Fletcher Mangin TITLE: manager  
Please Print

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

I certify that I received the following Addenda to this Invitation to Bid:

<u>Number</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE: 

DATE: 9/28/2018

NAME: Brian Stetcher - manager  
Please Print

TITLE: Manager



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Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

## INVITATION FOR BID (IFB) # 2017-002

### Recreational Trails Program and Federal Highway Administration CFDA Number 20.219 – Occoquan River Water Trail Access – Installation of a Non-motorized Watercraft Launch Under Route 123 Bridge

Issue Date: June 9, 2017 • Due Date/Time: July 31, 2017 – 2:00 P.M. Local Prevailing Time (LPT)

Project Manager: Bruce A. Reese, PE, LS, Town Engineer - Email Address [Bruce@Legacy-Eng.com](mailto:Bruce@Legacy-Eng.com)

<p><b>PROPOSAL SUBMISSION:</b> Sealed proposals must be received prior to the Due Date/Time above, for furnishing the services described herein at the following address. Any proposals received after the stated time and date will be returned unopened. Delivery address: Town of Occoquan Town Hall at 314 Mill Street, Occoquan Virginia 22125</p>
<p><b>PRE-PROPOSAL CONFERENCE:</b> An optional pre-bid conference will be held at 11:00 AM on June 28, 2017 located in the Town Hall, 314 Mill Street, Occoquan Virginia 22125. The purpose of this conference is to allow Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. The site will also be available for visitation. While attendance is not mandatory, Offerors who intend to submit a proposal are encouraged to attend. Any changes resulting from this conference will be issued in a written addendum to the solicitation.</p>
<p><b>CLARIFICATION OF TERMS:</b> If any prospective Offeror has questions about the specifications or other solicitation documents, then it is the Offeror's responsibility to contact the Project Manager, whose name appears on the face of this solicitation, in writing, no later than July 17, 2017. Oral requests for information will not be accepted. No further written inquiries will be accepted after 4:30 P.M. local time on July 17, 2017. Any revisions to the solicitation will be made only by an addendum issued by the Project Manager named above. Any addenda, notifications, extensions, cancellations or changes will be posted on the Town's website at <a href="http://www.occoquanva.gov">www.occoquanva.gov</a> and/or the Commonwealth of Virginia's e-procurement website, <a href="http://www.eva.virginia.gov">www.eva.virginia.gov</a>. No other notification is required. It is the responsibility of the prospective Offeror to obtain all current information from either the Town website or the eVA website.</p>

The undersigned hereby offers and agrees to furnish all goods and/or services in accordance with the attached signed proposal and the mandatory requirements outlined herein, or as mutually agreed upon through subsequent negotiation.

Company Name: <u>MCLEAN FUNDRAISERS LLC</u>	Email: <u>McLeama.mm@gmail.com</u>
Address: <u>412 PROVIDENCE ROAD</u>	Telephone: <u>757-621-0690</u>
City/State/Zip: <u>CHESAPEAKE VA 23325</u>	Fax: _____
Signature: <u>[Signature]</u>	Cell: <u>757-621-0690</u>
Printed Name: <u>Mary McLean</u>	Class A Contractor License: <u>2705157407</u>
Title: <u>OWNER</u>	Contractor Lic. Expiration: <u>12-31-2019</u>
Date: <u>OCTOBER 9, 2018</u>	

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1 or against a Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## BID SUBMISSION FORM

### Base Bid:

Item Number	Description	Unit	Quantity	Unit Price	Unit Price x Quantity
1	Mobilization	LS			14,740.00
2	Erosion & Sediment Control	LS			18,490.00
3	Removal of guardrail	LS			9,177.44
4	Parking lot modifications (painting, signage)	LS			9,678.00
5	Piles	Each	30	1,211.33	36,340.00
6	Gangway	SF	200	108.50	21,701.00
7	EZ Launch® Accessible Transfer System Kayak/Canoe Launch	LS			65,764.00
8	Deck	SF	790	71.962	56,850.00
9	Handrails	LF	80	222.10	17,768.20
				<b>TOTAL:</b>	<b>250,508.00</b>

Delivery Schedule:

**BIDDER INFORMATION FORM**

NAME OF INVITATION TO BID:

OCCOQUAN RIVER WATER TRAIL ACCESS

INVITATION TO BID NO: 2017-002

**A. SUBMITTING BUSINESS ENTITY IDENTIFICATION AND OWNERSHIP DISCLOSURE**

COMPANY: MCLEAN ENDEAVORS

CONTACT PERSON: JOHN T. YARBOROUGH / MARY MCLEAN

TITLE: PROJECT MANAGER / OWNER

ADDRESS: 412 PROVIDENCE ROAD, CHESAPEAKE VA. 23325  
P.O. BOX 7753 NORFOLK VA. 23509

TELEPHONE: 757-348-8861 / 757-621-0690

FORM OF BUSINESS:      Corporation      General Partnership  
                                   Sole Proprietor      Other (specify): \_\_\_\_\_

Is Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Virginia Code?  Yes/No \_\_\_\_\_

If so, what is the Bidder's identification number issued by the SCC? x 531083-2

If not, state why the Bidder is not required to be so authorized: \_\_\_\_\_

Check if applicable:

Designation	Certification Number
<input checked="" type="checkbox"/> Minority-Owned Business	
<input checked="" type="checkbox"/> Small Business	
<input checked="" type="checkbox"/> Disadvantaged Business Enterprise (DBE)	
<input checked="" type="checkbox"/> Small Women-owned and Minority-owned (SWaM) business	
<input checked="" type="checkbox"/> Women-Owned Business	
<input type="checkbox"/> Service Disabled Veteran-Owned Business	

Note: The terms "Minority-Owned," "Small Business," "Women-Owned Business" and "Service Disabled Veteran-Owned Business" as used above are defined in Virginia Code § 2.2-4310. This information is requested in connection with the Town's program to facilitate the participation of Small Business and Businesses owned by women and minorities in procurement transactions.

Organized under the laws of the State of: VIRGINIA

Principal place of business located at: 412 PROVIDENCE Rd. CHESAPEAKE VA. 23325

Following are the names and addresses of any persons having an ownership interest of 3% or more in the above named Business entity who are either related to or are an officer, employee or appointee of the Town or Town Council (attach more sheets if necessary):

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**B. VIRGINIA CONFLICTS OF INTEREST AND PUBLIC PROCUREMENT**

This Invitation to Bid is subject to the provisions of §§ 2.2-3100 et seq. of the Virginia Code, the Virginia State and Local Government Conflict of Interests Act, and Sections 2.2-4300 et seq. of the Code, the Virginia Public Procurement Act (VPPA) but only to the extent that any such law is mandatorily applied to towns with a population of less than 3,500.

The Bidder (  ) is or (  ) is not aware of any information bearing on the existence of any potential conflicts of interest or violation of ethics in public contracting provisions of the VPPA, Virginia Code §§ 2.2-4367 through 2.2-4377. If the Bidder checks the "is" blank, the Bidder shall provide details in a separate document attached to this Invitation to Bid.

**C. QUALIFICATIONS AND REFERENCES**

Please provide a response to each of the questions listed below on a separate sheet of paper and attach it to your Bid.

1. What is the general character of work performed by your firm?
2. Has your firm ever failed to complete any work awarded to you?
3. Has your firm ever defaulted on a Contract?
4. Which of your local sales and support offices will be servicing the Town of Occoquan (please list with all relevant contact information)?

## Qualifications And References Questions

1- General Contracting

2- NO

3- NO

4- P. O. BOX 7753 Norfolk Va. 23509

5- John T. Yarborough – Project Manager

Phone # 757-348-8861

Fax # 757-479-8620

Email – [fyarborough@cox.net](mailto:fyarborough@cox.net)



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**TOWN MANAGER**  
Kirstyn Barr Jovanovich

## INVITATION FOR BID (IFB) # 2017-002

### Recreational Trails Program and Federal Highway Administration CFDA Number 20.219 - Occoquan River Water Trail Access - Installation of a Non-motorized Watercraft Launch Under Route 123 Bridge

Issue Date: June 9, 2017 • Due Date/Time: July 31, 2017 - 2:00 P.M. Local Prevailing Time (LPT)

Project Manager: Bruce A. Reese, PE, LS, Town Engineer - Email Address [Bruce@Legacy-Eng.com](mailto:Bruce@Legacy-Eng.com)

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*The undersigned hereby offers and agrees to furnish all goods and/or services in accordance with the attached signed proposal and the mandatory requirements outlined herein, or as mutually agreed upon through subsequent negotiation.*

Company Name: _____	Email: _____
Address: _____	Telephone: _____
City/State/Zip: _____	Fax: _____
Signature: _____	Cell: _____
Printed Name: _____	Class A Contractor License: _____
Title: _____	Contractor Lic. Expiration: _____
Date: _____	

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia* § 2.2-4343.1 or against a Bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

TOWN OF OCCOQUAN  
INVITATION TO BID FOR GOODS, SERVICES, CONSTRUCTION OR INSURANCE

TITLE: OCCOQUAN RIVER WATER TRAIL ACCESS – INSTALLATION OF A NON-MOTORIZED WATERCRAFT LAUNCH UNDER ROUTE 123 BRIDGE

NUMBER: 2017-002

DUE DATE AND TIME FOR SUBMISSION: July 31, 2017 at 2:00 PM, local time

**BONDS**  
**(X mark indicates bond is required)**

Bid Bond (5% of bid)  
 Performance Bond (full amount of contract price)  
 Payment Bond (full amount of contract price)

ADDRESS FOR SUBMISSION: Occoquan Town Hall  
314 Mill Street, PO Box 195  
Occoquan, VA 22125

CONTACT INFORMATION FOR QUESTIONS OR COMMENTS ON THIS INVITATION TO BID:

Occoquan Town Engineer  
Bruce A. Reese, PS, LS  
Legacy Engineering, PC  
809 William Street, Suite C  
[bruce@legacy-eng.com](mailto:bruce@legacy-eng.com)  
540-373-8350 office

THE FOLLOWING PERSONS ARE DESIGNATED BY THE TOWN MANAGER TO HAVE AUTHORITY TO BIND THE TOWN WITH REGARD TO THIS INVITATION TO BID:

Bruce A. Reese, PE, LS, Town Engineer  
Sara R. Cushing, PE, Assistant Town Engineer

Authorized by the Procurement Officer: Elizabeth Quist, Acting Town Manager

Date: June 9, 2017

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**I) SUBMISSION OF BID**

**A) Scope and Specifications of Procurement**

The Town is soliciting Procurement of delivery and construction of an accessible non-motorized watercraft launch at the Town’s municipal parking lot under the Route 123 bridge over the Occoquan River. The specifications for this Procurement are as follows:

Goods                       Services                       Insurance                       Construction

General description of the subject of Procurement: delivery and construction of an accessible non-motorized watercraft launch at the Town’s municipal parking lot under the Route 123 bridge over the Occoquan River. The project will include modifications to the Town’s parking area, a deck receiving area, and gangplanks from the deck to a floating non-motorized launch area.

Delivery schedule: Project shall be completed by February 14, 2018.

Work will not be allowed on the following dates, during which time the site must be presentable and safe: September 22<sup>nd</sup>, 23<sup>rd</sup>, and 24<sup>th</sup> (Fall Craft Show).

Procurement by the Town is governed by the policies listed below and the Virginia Public Procurement Act, Sections 2.2-4300 et seq. of the Code of Virginia, as amended but only to the extent that any such law is mandatorily applied to towns with a population of less than 3,500. All Bidders are referred to the specific provisions of that Manual and law for guidance in dealing with Invitations to Bid. If an inconsistency exists between the Specifications of this Invitation to Bid, the General Provisions, Contract, or other included document, or the policies listed below and Virginia Public Procurement Act, the inconsistency shall be resolved by giving precedence to the following documents in the following order:

- 1) Virginia Public Procurement Act, as amended, but only to the extent that any such law is mandatorily applied to towns with a population of less than 3,500.
- 2) The specifications of this Invitation to Bid (this section I) - Construct dock and gangways to allow handicap access to an EZ Launch® Accessible Transfer System Kayak/Canoe Launch. Construction will follow the attached “Site Plan – River Walk Extension & Canoe/Kayak Launch,” dated 7/21/16, signed approved by the Mayor 10/4/16 and the attached “Details Showing Proposed Improvements Riverwalk Canoe Launch,” dated 10/9/12, as amended, February 13, 2017.
- 3) The Contract.
- 4) The general provisions of this Invitation to Bid (Sections II – V).

## **B) Regulatory Compliance**

The Contractor shall comply with the following federal, state and local regulations and permits which specifically apply to the Contract:

- 1) Partial funding for this project is being provided by the Recreational Trails Program (RTP) of the Federal Highway Administration (FHWA) administered in Virginia by the Department of Conservation and Recreation (DCR) and must be undertaken in accordance with the RTP guidance of the FHWA and the with 2, 23 and 49 of the Code of Federal Regulation (CFR). The right of way associated with this project has been determined to be a component of a Federal-Aid highway. As such, the RTP project must comply with the Davis-Bacon Act and is subject to 23 U.S.C. See also V)F) Payment Request Requirements.
- 2) The following permits and/or guides:  
VDOT permit 948-46789 (attached)  
COE Permit 13-RP-19, NAO 2012-01754/12-V1293, dated 8/13/13 (attached)  
VMRC Permit #12-1293 (attached)  
DCR Virginia Recreational Trails Program 2016 (attached)  
Such other permits which may be issued for this project,
- 3) The Town of Occoquan will issue a Land Disturbance Permit prior to commencement of the work. Fees and application for such will be the responsibility of the Town, but the provisions of that permit will be the responsibility of the Contractor,
- 4) The Virginia Marine Resources Commission permit VMRC #12-1293 contains a provision that the "Permittee agrees not to conduct any of the authorized instream work between February 15 and June 30 of any year to minimize adverse impacts on anadromous fish species (attached),
- 5) Virginia Department of Transportation Special Provision for Use of Domestic Material, dated July 26, 2013 (attached),
- 6) Federal Aid Construction Contracts – Required Contract Provisions, FHWA 1273 (Davis Bacon) and attached,
- 7) Department of Conservation & Recreation, Disadvantaged Business Enterprise (DBE) Policy and Plan for Virginia Recreational Trail Program, initiated August 2006 (attached).

## **C) Insurance Checklist**

The minimum limits of the Contractor's liability coverage shall be as provided in this section. Insurance may be obtained from a single insurance company and policy or from multiple companies and policies. With all types of required insurance except Worker's Compensation, the Contractor must add the Town as an additional insured. Proof of

insurance and certificates showing the Town as an additional insured are not required at the Invitation to Bid stage but are a condition precedent to the award of a Contract.

1) Worker's Compensation

REQUIRED     NOT REQUIRED

- a) State.....Statutory
- b) Applicable Federal .....Statutory
- c) Employer's Liability.....\$100,000
- d) Benefits Required by Union Labor Contractors .....As Applicable

2) Comprehensive General Liability (including Contractor's Protective: Products and Completed Operations; Broad Form Property Damage):

REQUIRED     NOT REQUIRED

a) Bodily Injury:

\$3,000,000.....Each Occurrence

\$6,000,000.....Aggregate, Products & Complete Operations

b) Property Damage:

\$ 1,000,000.....Each Occurrence

\$ 2,000,000.....Aggregate

c) Products and Completed Operations Insurance shall be maintained for a minimum period of one (1) year after final payment, and the Contractor shall continue to provide evidence of such coverage to the Owner on an annual basis.

d) Contractual Liability (Hold Harmless Coverage):

i) Bodily Injury:

\$3,000,000.....Each Occurrence

\$6,000,000.....Aggregate, Products & Complete Operations

ii) Property Damage:

\$ 1,000,000.....Each Occurrence

\$ 2,000,000.....Aggregate

e) Personal Injury, with Employment Exclusion deleted:

\$ 2,000,000.....Aggregate

3) Comprehensive Automobile Liability (Owned, Non-Owned, Hired)

X REQUIRED \_\_\_\_\_ NOT REQUIRED

a) Bodily Injury:

\$3,000,000.....Each Occurrence

\$6,000,000.....Aggregate, Products & Complete Operations

b) Property Damage:

\$ 1,000,000.....Each Occurrence

\$ 2,000,000.....Aggregate

**D) Type of Contract**

The Town is anticipating the award of a contract on a X firm fixed price /  
\_\_\_\_ estimated quantities / \_\_\_\_ requirements / \_\_\_\_ hourly rate/ \_\_\_\_ percentage basis.  
(If no blank is checked, the Town anticipates awarding a contract on a firm fixed price  
basis.)

**E) Questions and Comments Regarding Terms of the Invitation to Bid and  
Modification of Terms**

A Bidder may submit questions and comments regarding this Invitation to Bid only to the  
Town Manager’s Designee(s) for this Invitation to Bid, and those questions must be  
submitted in writing. To receive an answer, all questions must be submitted no later than  
4:30 P.M. on July 17, 2017. The Town may also issue clarifications or modifications of  
the terms of the Invitation to Bid even if no Bidder requests it.

A non-mandatory pre-bid conference will be held on June 28, 2017 at 11:00 AM at the  
Town of Occoquan Town Hall at 314 Mill Street, Occoquan, Virginia 22125. The site  
will be available for tours and questions can be posed for consideration. Questions posed  
during the pre-bid conference will be addressed as outlined in the following paragraph.

Any revisions to the terms of the Invitation to Bid will be made only by written  
addendum issued by the Town Manager’s Designee, no later than three (3) days before  
the date set for opening of the Bids. The Bidder will not rely on any information  
provided orally, or by anyone other than the Town Manager’s Designee.

**F) Method for Making Submission**

- 1) **Contents of submission:** Bidders shall submit one (1) original of the completed Bid Submission Form and Bidder Information Form and all supporting documentation. In addition, the submission shall include an electronic version of the bid as a PDF file on a compact disk or flash drive. The signed forms must be returned in a separate envelope or package, sealed, addressed as directed on the cover page, and identified as follows:

From:

Name of Bidder	Due Date	Due Time
Street/Box Number	IFB Title	IFB Number
City	State/Zip Code	Name of Buyer

Bids sent via express delivery service must be sealed in an envelope inside the express container. The bidder assumes the risk that an envelope not properly marked will be mistakenly opened, and thus rendered ineligible for consideration. No responsibility shall attach to the Town for the premature opening of a bid not properly addressed and identified as specified herein.

- 2) **Determination of deadline:** The official time used in the receipt of Bids is established by the Town Manager’s Designee.
- 3) **Place for submission:** Bids must be received at the place stated on the cover page of the Invitation to Bid. Bidders who use a delivery company, U.S. Mail, or courier bear the risk that the bid will not be received at the correct location by the deadline.
- 4) **Extension of deadline:** Before the deadline passes, the Town may extend the date and time for opening of Bids or change the location of the bid opening if it believes it is necessary and in the best interest of the Town. If that happens, all Bidders will be notified of the new date and time or new location and Bids already received will not be opened until the new date and time.
- 5) **Process for receipt of bids:** At the bid opening, the responsible Town employee shall receive bids, open them, and read aloud the names of the Bidders that submitted Bids. The amount of each Bid, however, will not be read at that time and will not be made known to other Bidders until a decision is made as to whether to award a contract or cancel the Invitation to Bid. Thereafter, the provision on Examination of Documents, V(C), applies to release of bid data.

## **G) Bidder Information Form and Certifications**

- 1) **Bidder Information Form:** The Bidder must complete and file responses to questions posed in the attached Bidder Information Form and demonstrate to the satisfaction of the Town that it has the capability to perform the Contract.
- 2) **Certifications:** The Bidder shall certify, through execution of the Certification portion of the Bidder Information Form, that the following statements are true and not misleading:
  - a) That its Bid is made without any kickbacks or inducements or any prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same Goods, Services, Insurance or Construction, and is in all respects fair and without collusion or fraud;
  - b) That it is not currently debarred by the Commonwealth of Virginia or the Town from submitting Bids on contracts for the Goods, Services, Construction or Insurance that is the subject of this Invitation to Bid, nor is the Bidder an agent of any person or entity that is currently so debarred.
  - c) That it has not offered or conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than Nominal Value or minimal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
  - d) That to the best of its knowledge no Town official or employee having official responsibility for this Invitation to Bid or member of his or her immediate family has received or will receive any financial benefit of more than Nominal Value or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Bid or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information required above may result in suspension or debarment of the Bidder, rescission of the Contract, or reduction in payment under the terms of the Contract of the value of such benefit.
  - e) That it has submitted a single Bid.
  - f) That it is satisfied, from its own investigation of the conditions to be met, that it fully understands its obligations if the Town awards it a Contract, and that it will not have any claim or right to cancellation or relief from the Contract because of any misunderstanding or lack of information.
- 3) **Duty to supplement:** If the Bidder becomes aware of any information which makes any part of the Bidder Information Form or Certifications no longer accurate or complete or reveals that any part of my previously submitted information is misleading, the Bidder will immediately bring that information to the attention of the Town Manager's Designee.

## H) Compliance with Directions

The Bidder shall comply with all procedural instructions that may be issued by the Town.

## II) EVALUATION OF BID

### A) Net Prices and Delivery Terms; Tax Exemption and Responsibility

- 1) **Net prices:** Prices for Goods, unless otherwise specified, must be net, F.O.B. and include all charges that may be imposed in fulfilling the terms of the Contract including all applicable fees, with transportation and handling charges fully prepaid by the Contractor to destination in the Town of Occoquan, Virginia, unless otherwise specified in this Invitation to Bid, and subject only to any discount for prompt payment that may be provided by Bidder. Extra charges not made a part of the Bid price will not be allowed.
- 2) **Default delivery schedule:** Unless otherwise specified on the Bid Submission Form or in the Specifications, delivery is to be made between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday except on Town holidays and days when inclement weather shuts the normal operations of the Town government. Delivery and invoicing must be received within 30 working days of receipt of purchase order.
- 3) **Prices to remain firm:** If a Contract is awarded, the prices offered by the successful Bidder shall remain firm for the period of the Contract.
- 4) **Tax exemption:** The Town is exempt from state and federal taxes. The Town will not pay any tax charges assessed on Goods, Services, Construction or insurance provided by the Bidder. The Town will not indemnify the Bidder against any tax charges. Any tax assessed against the Bidder as a result of the contract resulting from this Invitation to Bid is the responsibility of the Contractor. However, when under established trade practice any Federal excise tax is included in the list price, the Bidder may quote the list price and shall show separately the amount of Federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the Town.

### B) Required Elements of Bid Package

To be considered, the Bid must contain the completed Bid Invitation Form, any bid bond required, the Bidder Information Form with Acknowledgement of Receipt of Addenda Form, and any other documents, samples, or information required by the terms of the Invitation to Bid. Incomplete Bids will be rejected as non-responsive unless the omitted material constitutes an Informality. Any Bidder which submits a Bid agrees that such Bid becomes the property of the Town and all costs incurred for its preparation are the responsibility of the Bidder. Information written on the outside of an envelope containing a Bid will be disregarded; any Bidder wishing to amend a previously

submitted Bid must timely submit a new complete Bid package that expressly supersedes all previous ones.

**1) Completed Invitation to Bid forms:**

All information required by the Invitation to Bid must be supplied before the Due Date and time for submission of Bids in order for a Bid to be considered complete and responsive. Bids cannot be modified after they are opened.

**2) Required permits, bonds and licenses:**

- a) By submitting a Bid, Bidder represents that it has or can acquire all necessary federal, state and local permits and all necessary licenses, including licenses to use intellectual or real property, as of the date of performance.
- b) If this Invitation to Bid is for Construction with a total cost of \$250,000 or more or if the blank for bid bond is checked on the Cover Sheet (page 2) of this Invitation to Bid, the Bidder must provide a bid bond with its bid. If this Invitation to Bid is for Construction with a total cost of \$100,000 or more or if the blank(s) for performance and payment bonds are checked on the cover sheet of this Invitation to Bid, the Bidder represents that it is able to obtain the required bond(s) before it begins performance under the Contract. If a Bidder fails to obtain a required performance or payment bond, the Town will reject the Bidder's bid and, if a Contract is awarded to the next-lowest Responsive and Responsible Bidder, the Town will call the bid bond of the Bidder who was unable to obtain the performance or payment bond. Bonding requirements are not waivable except by canceling the Invitation to Bid and issuing a new one without the bond requirement.

**3) Acknowledgment of receipt of all addenda:**

The Bidder will complete and execute the Acknowledgment of Receipt of addenda form.

**4) Descriptive literature and specifications:**

- a) Except where the Bidder intends to provide the Brand Names identified in the Invitation to Bid or follow blueprints or similarly detailed specifications, the Bidder shall clearly and specifically identify the Goods, Services, insurance or Construction being offered and shall enclose complete and detailed descriptive literature and specifications with the Bid to enable the Town to determine if the Bid meets the requirements of the Invitation to Bid. The Bidder is responsible for clearly and specifically indicating the Goods, Services, insurance or Construction being offered and for providing sufficient descriptive literature, samples, catalog cuts and/or technical detail to enable the Town to determine if the Bid meets the requirements of the Invitation to Bid. Only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive.

- b) Unless the Bidder clearly indicates in its Bid that the product offered is an “equal” product, its Bid will be considered to offer the brand name product referenced in the Invitation to Bid.
- c) Unless otherwise expressly provided in the specifications, the name of a certain brand, make or manufacturer shall not restrict Bidders to the specific brand, make or manufacturer named but conveys the general style, type, character, and quality of the article desired. The Town Manager’s Designee for this Invitation to Bid shall determine equivalency, considering quality, workmanship, economy of operation, and suitability for the purpose intended, including compatibility with existing equipment or facilities and the need for any specialized training, peripherals, supplies, and infrastructure.

**C) Bid Form and Evaluation of Alternates**

- 1) **Waiver of Informalities:** The Town reserves the right to waive any Informality in any Bid. However, Bids which are received after the date and time specified for the opening of Bids will be neither opened nor considered.
- 2) **One Bid received:** When only one Bid is received and it is from a Responsive and Responsible Bidder, the Invitation to Bid may be canceled or a Contract may be awarded to the low Bidder if the price bid is reasonable and in the best interest of the Town. When only one Bid is received for an item in an Estimated Bid Quantities or Requirements Invitation to Bid, the Town will award a contract for that item if the price bid is reasonable and in the best interest of the Town; otherwise, the Town will not make an award of bid on that item.
- 3) **Tests and inspections:** The Town reserves the right to conduct any test or inspection it may deem advisable to ensure the proposed Goods or Services conform to the specifications of this Invitation to Bid.
- 4) **Method of evaluating lowest bid:** Unless otherwise expressly stated in this Invitation to Bid, the Town will determine the lowest Bid(s) on the following basis, depending on the type of Contract:
  - a) For Firm Fixed Price Contracts, on the basis of the total cost of the base bid, without regard to any alternates. Alternates may be made part of the award to the lowest responsive and responsible bidder at the discretion of the Town to the extent of available funds.
  - b) For Estimated Bid Quantities Contracts, on the basis of the total cost of all items measured by the Estimated Bid Quantities, without regard to any alternates. Alternates may be made part of the award to the lowest responsive and responsible bidder at the discretion of the Town to the extent of available funds.

- c) For Requirements Contracts, on the basis of the lowest bid for each item's unit cost, with a contract to be awarded to each Responsive and Responsible Bidder that submits the lowest bid on at least one item, as to those items for which the Bidder submitted the lowest bid.
- d) For Hourly Rate Contracts, on the basis of the hourly rate. No mark-up will be allowed on materials, which must be obtained at the most economical price consistent with the needed quality. Travel will be reimbursed at the rate provided for by IRS regulation.

**D) Determining if Bidder is Responsible**

- 1) **Award only to a "Responsible Bidder":** The Contract shall only be awarded to a Bidder that, through evidence submitted or information available to the Town, has shown that it is has the capability, in all respects, to perform fully the contract requirements and has shown that it has the moral and business integrity and reliability that will assure good faith performance.
- 2) **Additional information:** The Bidder, if requested, must present within two business days, evidence satisfactory to the Town of the Bidder's ability to perform the Contract and possession of necessary facilities, financial resources, and adequate Insurance to comply with the terms of this Invitation to Bid and any resulting Contract. The Town reserves the right to inspect the Bidder's physical facilities and conduct additional investigation prior to award to satisfy questions regarding the Bidder's capabilities.
- 3) **Bidder in default:** No Contract will be accepted awarded to any Bidder that is in arrears, or is in default to the Town upon any debt, or that is a defaulter as surety or otherwise upon any obligation to the Town, until all such debts are paid. A Bidder which previously defaulted on a Contract with the Town may be disqualified for a period of time, depending on the size of the defaulted Contract and the circumstances of the default.
- 4) **Process for determination:** The Town shall follow the process set forth in Virginia Code § 2.2-4359 before making a determination of nonresponsibility.

**E) Exceptions to Terms of the Invitation to Bid**

Bidders are encouraged to use the question and comment process provided in paragraph D)E) of this Invitation to Bid. A Bidder may take exception to the terms of the Invitation to Bid by making the exceptions clear in writing attached to the Bid and suggesting alternatives that will meet the Town's needs as identified in the Invitation to Bid. However, if the exceptions involve more than minor variations or if they negatively affect the price, quality, quantity or delivery schedule for the Goods, Services, or Construction being procured, then the Bidder's Bid will be rejected.

#### **F) Bid Acceptance Period**

Unless withdrawn under the terms of this provision or as otherwise provided in this Invitation to Bid, the Bidder's Bid is binding upon the Bidder for at least ninety (90) calendar days following the Invitation to Bid Due Date. This ninety-calendar day acceptance period may be extended by mutual agreement of the Bidder and Town in writing signed by the Town Manager's Designee and the Bidder's Contact Person as identified on the Bidder Information Form. Bidder further agrees and understands that (except to the extent of any bid bond and the requirement to indemnify the Town for costs incurred in protection of the Bidder's confidential information under V)C)3)) there is no binding agreement, no contractual relationship, no understanding nor mutual assent until a Contract is signed, executed and exchanged by and between the Bidder and the Town. Except where the Town Manager, Procurement Officer, or other Town officer or employee is authorized to execute Contracts under Town Policy, no Contract with the Town can be executed or has any effect until the Town Council approves it by recorded affirmative vote.

#### **G) Withdrawal of Bids**

Withdrawal of Construction Contract Bids is strictly governed by Virginia Code § 2.2-4330, which is hereby adopted for all Town Invitations to Bid and incorporated mutatis mutandis herein. If a Bid may be lawfully withdrawn under said Section, notice of withdrawal must be provided in writing within two (2) business days after the Bid opening, pursuant to method (i) in § 2.2-4330A.

### **III) METHOD OF AWARD OF CONTRACT**

#### **A) Award to Lowest Responsive and Responsible Bidder**

The Town is not at liberty to change the terms of the bargain after the opening of Bids. Award will be to the lowest responsive and responsible Bidder unless multiple awards are made, in which case the award will be in accordance with the terms of this Specification. If available funds are less than the lowest bid from a Responsive and Responsible Bidder, then the Town may negotiate with the lowest Responsive and Responsible Bidder to obtain a price within available funds. The negotiations may vary the quantity, quality, type, delivery schedule, scope or extent of the Goods, Services, insurance or Construction to be obtained, and/or the base term or extension term(s) of the Contract.

The Town expressly reserves the right to reject all bids if such action is deemed to be in its best interest. The reasons for such rejection shall be made part of the contract file. The Town will not reject all bids solely to avoid awarding a Contract to a particular Responsive and Responsible Bidder. The Town may reissue the Invitation to Bid if doing so is in the public interest.

**B) Award in Whole or in Part**

Based on its evaluation of Bids as provided above, if the Town does not reject all Bids it will award a Contract for all or part of the Procurement to the Bidder or Bidders submitting the best Bid or Bids with respect to the items in question. A partial award will be made only where the subject of the Procurement permits division based on units, phase, or other elements separately priced in the Bidder submission.

**C) Multiple Awards**

Except with a Requirements Contract, a Contract for Non-Professional Services, or as expressly provided otherwise in the Specifications, the Town will award a single Contract.

**IV) FORM OF CONTRACT AND RELATED DOCUMENTS**

**A) Use of Town Standard Form Contract**

Unless otherwise specified in this Invitation to Bid, use of the General Conditions of the Construction Contract and the Town of Occoquan Standard Contract for Construction, both attached hereto, are mandatory for Competitive Sealed Bidding.

**B) Use of AIA and Similar Forms**

If a Bidder wishes to use copyrighted forms, it shall provide the forms and indemnify the Town against any infringement by their use. The Town does not permit the use of Engineers Joint Contract Documents. All forms submitted for use are subject to amendment by the Town for consistency with State law, Town Policy, this Invitation to Bid, and the best interests of the Town.

**C) Differing Terms in Contractor-Supplied Forms**

No term in a Bidder-supplied form may alter, contradict, or supersede the terms in this Invitation to Bid and the resulting Contract.

## V) MISCELLANEOUS

### A) Authority of Agents

- 1) **Bidder's agent:** Each Bid, and any Contract, must be signed by a person authorized to bind the Bidder to a valid Contract with the Town. For a sole proprietorship, the principal may sign. The Town may require that any agent submit a power of attorney or other appropriate documentation showing the authority of the agent to act on the Contractor's behalf. If, whether such proof of agency has been demanded or not, it later appears that the signatory was not authorized to act, the Town may declare the Contract void if it is in its best interest to do so.
- 2) **Town's agent:** The Town Manager has the final responsibility and full authority for issuance of invitations to bid, negotiations, placing and modifying invitations, requests, purchase orders and recommendations of award issued by and for the Town of Occoquan. Where permitted by Town Policy, the Town Manager may execute Contracts in the name of the Town. The Town Manager may delegate authority to Administrative staff by general assignment or by specific authorization in an Invitation to Bid. No other Town officer or employee is authorized to add to, vary, or waive terms of the Invitation to Bid, place purchase orders or issue notices to proceed, enter into purchase negotiations or contracts, or in any way obligate the Town for indebtedness. Any purchase order or contract made without authority is void *ab initio*. The Town will not honor or ratify any void action of its employees or agents.
- 3) **Non-appropriation:**
  - a) The authority of agents for the Town is limited by appropriations. In subsequent fiscal years, the Town may reduce or eliminate appropriations related to the procurement which is the subject of this Invitation to Bid without liability to the Bidder or any third party.
  - b) By issuing this Invitation to Bid, the Town Manager represents that sufficient appropriations have been made to meet the estimated cost of the procurement in the current fiscal year.

### B) Cooperative Procurement

If authorized by the Bidder, any Contract resulting from this Invitation to Bid may be extended to other jurisdictions. The Bidder shall indicate whether it is willing to contract with other agencies on the Cooperative Procurement Form.

### C) Examination of Documents

Except as provided herein, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen or

representative of the news media in accordance with the Virginia Freedom of Information Act.

- 1) **Estimates:** Cost estimates relating to a proposed transaction prepared by or for a public body shall not be open to public inspection.
- 2) **Prior to award:** Any Bidder upon request shall be afforded the opportunity to inspect proposal records within a reasonable time after the opening of all Bids, but prior to award, unless the Town decides not to accept any of the Bids and to reissue the Invitation to Bid. Otherwise, Bid records shall be open to public inspection only after award of the Contract or the decision neither to award the Contract nor to reissue the Invitation to Bid. Any inspection of Procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- 3) **Trade secrets:** Trade secrets or proprietary information submitted by a Bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act if the Bidder invokes the protection of this provision in writing prior to or upon submission of the data or other materials, identifies the data or other materials to be protected, and states the reasons why protection is necessary. By asserting such trade secret or proprietary information privilege, the Bidder agrees to indemnify the Town for any costs, including attorney's fees, incurred defending that Bidders' protected information in any action under the Virginia Freedom of Information Act.

#### **D) Definitions**

Capitalized terms that are defined in the VPPA or Town Policy have the same meanings in this Invitation to Bid as are given in that law or policy. Capitalized terms not defined in the VPPA or Town Policy but used in this Invitation to Bid have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.

- 1) **Bid:** An offer of a price or prices submitted in response to this Invitation to Bid.
- 2) **Bidder:** The person or business entity submitting a bid in response to this Invitation to Bid. For purposes of provision dealing with collusion and conflict of interest, it includes all of the business entity's departments, divisions, affiliates and interconnected business entities.
- 3) **Town:** The Town of Occoquan or its authorized agents. Unless the context clearly requires otherwise, such as for an affirmative vote of the elected body, the Town Manager or the Town Manager's Designee may always act on behalf of the Town.

- 4) **Town Manager's Designee:** The person designated as having authority to bind the Town with regard to this Invitation to Bid and identified as such on the cover sheet of this Invitation to Bid or by addendum.
- 5) **Due Date:** The date stated on the cover page of this Invitation to Bid for receipt and opening of the Bids.
- 6) **Estimated Bid Quantities:** In this type of contract, the Town estimates its needs in advance and the Bidder bids prices for each of these items. The Town does not guarantee buying its estimated quantities or any given quantity from the selected Bidder, and may purchase the items covered by the award through other Procurement transactions. For each shipment of Goods, the Town will issue a purchase order.
- 7) **Firm Fixed Price:** In this type of contract, the Bidder submits a flat price for the entire Procurement. This does not preclude additions or deletions on a unit price basis where provided for in the Invitation to Bid.
- 8) **Hourly Rate:** In this type of contract, the Bidder submits a stated hourly rate for the work to be performed. The Bid may include reimbursement for incidental expenses, such as materials and travel, only if expressly provided for in the Invitation to Bid.
- 9) **Non-Professional Services:** All services other than Professional Services.
- 10) **On Call:** Services that a Bidder makes available at an Hourly Rate when needed by the Town. No particular amount of work is guaranteed. If the Specifications do not give minimum response times or similar measures of performance, then it is implied that recognized industry standards or the Bidder's published standards apply, whichever is more beneficial to the Town.
- 11) **Percentage:** In this type of contract, the Bidder is compensated with a percentage of the construction cost. The percentage is negotiated prior to any contract award.
- 12) **Procurement:** The receipt of Goods, Services, Insurance or Construction by a public body from a nongovernmental source with payment from the public body or a third party.
- 13) **Requirements:** In this type of contract, the Bidder submits a Bid to supply the Town's needs for all Goods meeting the specifications. Except in an emergency, the Town will not obtain the specified Goods from a different source. For each shipment of Goods, the Town will issue a purchase order.
- 14) **Using Department:** The Town's administrative department. The initial Contract Administrator will be the Town Engineer.
- 15) **VPPA:** The Virginia Public Procurement Act, Virginia Code §§ 2.2-4300 et seq.

**E) Nondiscrimination; Participation of Small Businesses and Businesses Owned By Women, Minorities and Service-Disabled Veterans**

- 1) **In general:** The Town does not discriminate against a bidder because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. The Town does not discriminate against faith-based organizations on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except as permitted or required by law, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such Goods, Services or disbursements. Any Bidder believing that it or another Bidder has been discriminated against on that basis should immediately make the Town Manager's Designee aware of the basis for that belief.
- 2) **Opt-out rights with faith-based organizations:** If an award of Contract is made to a faith-based organization, and an individual who applies for or receives Goods, Services, or disbursements provided pursuant to that contract objects to the religious character of the faith-based organization from which the individual receives or would receive the Goods, Services, or disbursements, the Town shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursement from an alternative provider.
- 3) **Facilitating disadvantaged businesses:** It is the policy of the Town to facilitate the participation of Small Businesses and businesses owned by women, minorities, and service disabled veterans in all aspects of procurement to the maximum extent feasible. If awarded a contract, the Bidder will use its best efforts to carry out this policy and insure that Small Businesses and businesses owned by women, minorities and service disabled veterans have the maximum practicable opportunity to compete for subcontract work, consistent with the efficient performance of this contract. If federal grant money is to be used to pay for this Procurement, then the specifications will indicate the extent of any specific participation required for Small Businesses and businesses owned by women and minorities.

**F) Payment Request Requirements**

- 1) Receipts, delivery tickets, and packing slips for materials and supplies purchased must be provided.
- 2) Time cards must be signed by employee and supervisor (this is needed for contract labor also). A description indicating how the work performed by the employee ties to the RTP authorized work must accompany time cards.
- 3) Holiday, Annual, Sick leave and Overtime may not be charged to the RTP project.
- 4) When volunteers are involved, volunteer sheets must be signed by volunteer and supervisor. "In" and "out" times on volunteer sheets must be in the volunteer's own hand writing. A description of the volunteer work and how it ties to the RTP

authorized work is needed. The supervisor must sign the volunteer time sheets in his/her own handwriting.

- 5) Invoices must be detailed with an explanation for how the purchases relate to the RTP authorized work. Invoices should reference the RTP project.
- 6) When invoices include purchases not related to the RTP project, the purchases applying to the RTP project must be clearly identified. As with all invoices, an explanation for how the material, supply or service relates to the RTP authorized work is needed.
- 7) Work logs indicating daily tasks completed for the RTP project are required.

## BID SUBMISSION FORM

### Base Bid:

Item Number	Description	Unit	Quantity	Unit Price	Unit Price x Quantity
1	Mobilization	LS			
2	Erosion & Sediment Control	LS			
3	Removal of guardrail	LS			
4	Parking lot modifications (painting, signage)	LS			
5	Piles	Each			
6	Gangway	SF			
7	EZ Launch® Accessible Transfer System Kayak/Canoe Launch	LS			
8	Deck	SF			
9	Handrails	LF			
				<b>TOTAL:</b>	

Delivery Schedule:

**BIDDER INFORMATION FORM**

NAME OF INVITATION TO BID:

---

INVITATION TO BID NO: \_\_\_\_\_

A. SUBMITTING BUSINESS ENTITY IDENTIFICATION AND OWNERSHIP DISCLOSURE

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

---

TELEPHONE: \_\_\_\_\_

FORM OF BUSINESS:     \_\_ Corporation     \_\_ General Partnership  
                                   \_\_ Sole Proprietor     \_\_ Other (specify): \_\_\_\_\_

Is Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Virginia Code? \_\_\_\_\_ Yes/No \_\_\_\_\_  
 If so, what is the Bidder's identification number issued by the SCC? \_\_\_\_\_  
 If not, state why the Bidder is not required to be so authorized: \_\_\_\_\_

Check if applicable:

Designation	Certification Number
Minority-Owned Business	
Small Business	
Disadvantaged Business Enterprise (DBE)	
Small Women-owned and Minority-owned (SWaM) business	
Women-Owned Business	
Service Disabled Veteran-Owned Business	

Note: The terms "Minority-Owned," "Small Business," "Women-Owned Business" and "Service Disabled Veteran-Owned Business" as used above are defined in Virginia Code § 2.2-4310. This information is requested in connection with the Town's program to facilitate the participation of Small Business and Businesses owned by women and minorities in procurement transactions.

Organized under the laws of the State of: \_\_\_\_\_

Principal place of business located at: \_\_\_\_\_

Following are the names and addresses of any persons having an ownership interest of 3% or more in the above named Business entity who are either related to or are an officer, employee or appointee of the Town or Town Council (attach more sheets if necessary):

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**B. VIRGINIA CONFLICTS OF INTEREST AND PUBLIC PROCUREMENT**

This Invitation to Bid is subject to the provisions of §§ 2.2-3100 et seq. of the Virginia Code, the Virginia State and Local Government Conflict of Interests Act, and Sections 2.2-4300 et seq. of the Code, the Virginia Public Procurement Act (VPPA) but only to the extent that any such law is mandatorily applied to towns with a population of less than 3,500.

The Bidder (\_\_\_) is or (\_\_\_) is not aware of any information bearing on the existence of any potential conflicts of interest or violation of ethics in public contracting provisions of the VPPA, Virginia Code §§ 2.2-4367 through 2.2-4377. If the Bidder checks the “is” blank, the Bidder shall provide details in a separate document attached to this Invitation to Bid.

**C. QUALIFICATIONS AND REFERENCES**

Please provide a response to each of the questions listed below on a separate sheet of paper and attach it to your Bid.

1. What is the general character of work performed by your firm?
2. Has your firm ever failed to complete any work awarded to you?
3. Has your firm ever defaulted on a Contract?
4. Which of your local sales and support offices will be servicing the Town of Occoquan (please list with all relevant contact information)?

5. Who are the contact person(s) responsible for any resulting Contract you may be awarded (please list names, responsibilities, phone numbers, fax numbers, and email addresses)?

D. CERTIFICATIONS

By my signature on this form, I certify on behalf of the Bidder I represent that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same Goods, Services, Insurance or Construction, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the state and Federal law and can result in fines, prison sentences, and civil damage awards.

I further certify that the statements regarding debarment, ethics in public procurement, submission of a single bid, and understanding of the conditions, contained in section I)G) of the Invitation to Bid are true and not misleading as to the Bidder.

I hereby certify that the responses to the above representations, certifications, and other statements, including all attachments, are accurate and complete. If after I sign these forms I learn of any information which makes any of the above representations, certifications or other statements inaccurate or incomplete, or reveals that any part of my previously submitted information is misleading, I will immediately bring it to the attention of the Town Manager's Designee. I agree to abide by all conditions of this Invitation to Bid and certify that I am authorized to sign for the Bidder.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

Please Print

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

I certify that I received the following Addenda to this Invitation to Bid:

<u>Number</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Please Print

## LIST OF ATTACHMENTS

- 1.) VDOT permit 948-46789
- 2.) COE Permit 13-RP-19, NAO 2012-01754/12-V1293, dated 8/13/13
- 3.) VMRC Permit #12-1293
- 4.) DCR Virginia Recreational Trails Program 2016
- 5.) VDOT – Use of Domestic Material (Buy America)
- 6.) Federal Aid Construction Contracts – Required Contract Provisions, FHWA 1273 (including Davis-Bacon)
- 7.) Department of Conservation & Recreation, Disadvantaged Business Enterprise (DBE) Policy
- 8.) Town of Occoquan - Performance Bond
- 9.) Town of Occoquan - Payment Bond
- 10.) Town of Occoquan - Standard Contract for Construction – Sample
- 11.) General Conditions of the Construction Contract – IFB 2017-002
- 12.) Site Plan – River Walk Extension & Canoe/Kayak Launch, dated 7/21/16, signed approved by the Mayor 10/4/16, with Exhibit Showing Proposed Floating Dock, Kayak Launch, and Gangway dated 5/31/17