



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
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Occoquan Town Council Work Session Meeting November 18, 2014 | 7:00 p.m.

1. Call to Order

2. Regular Business

- a. River Park Update: Naming Options, Future Programming, Construction Process Issues
- b. Treasurer's Report - FY2015 Year to Date Report (First Quarter)
- c. Fall 2014 Craft Show Report
- d. Proposed Architectural Review Board Business Representative
- e. Town Building Official RFP

3. Adjournment



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Regular Business - Work Session	Meeting Date: November 18, 2014
2 A: River Park Update: Naming Options, Future Programming, Construction Process Issues	

Explanation and Summary:

This is an opportunity for the Town Council to discuss naming options for the future park and to provide guidance to Town staff on future programming intended for the park. Information garnered from this discussion will be included in the FY2016 budgeting process.

In addition, in light of concerns regarding the construction activities occurring at the site and their impact on the Town's merchant community, representatives from GOEL Services and Fairfax Water will attend the meeting to discuss concerns and the project's processes with Town Council in order to ensure the project has minimal impact on the community.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business - Work Session	Meeting Date: November 18, 2014
2 B: Treasurer's Report - FY 2015 Year to Date Report (First Quarter)	

Explanation and Summary:

The Town Treasurer will provide the financial report for the first quarter (July - September) of Fiscal Year (FY) 2015.

Attachments: (1) Treasurer's Financial Report

TOWN OF OCCOQUAN

FINANCIAL REPORT

AS OF 9/30/2014

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
 As of Sept 30, 2014

	Sep 30, 2014	Sep 30, 2013
ASSETS		
Current Assets		
Cash and Cash Equivalents		
Operating Checking	5,594	104,807
Operating Checking - Payroll	15,541	23,562
Craft Show - Checking	55,130	8,079
Craft Show - MM	213,140	502,373
Craft Show - MM/CD	200,000	200,000
Craft Show - Paypal	0	0
Mamie Davis - Checking	4,626	4,026
Mamie Davis - MM	100,000	100,000
Undeposited Funds	6,571	7,521
Petty Cash	100	100
Total Checking/Savings	600,702	950,468
Accounts Receivable		
Engineering Receivable	7,666	11,268
Real Estate Receivable	4,633	1,895
Sales Tax Receivable	3,951	4,346
Accounts Receivable	20,395	16,846
Total Accounts Receivable	36,646	34,355
Other Current Assets		
Deposit	0	0
Inventory Asset	302	930
Prepaid Expenses	8,887	7,755
Total Other Current Assets	9,189	8,685
Total Current Assets	646,537	993,508
TOTAL ASSETS	646,537	993,508

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
 As of Sept 30, 2014

Sep 30, 2014 Sep 30, 2013

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	36,581	99,108
Total Accounts Payable	36,581	99,108

Other Current Liabilities

Security Deposits	300	200
Grant Pass Through	200	9,200
Unearned Craft Show Revenue	1,575	1,350
Unearned Other Revenue	312	900
Unearned Real Estate Tax	994	0
Payroll Liabilities	3,144	2,183
Total Other Current Liabilities	6,526	13,833

Total Current Liabilities	43,107	112,940
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Total Liabilities	43,107	112,940
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Equity

Unrestricted Retained Earnings	160,487	817,547
Temporarily Restricted - Craft Show	362,866	0
Temporarily Restricted - CIP	7,610	0
Restricted - Mamie Davis Fund	100,000	100,000
Net Income	-27,533	-36,980

Total Equity	603,430	880,567
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TOTAL LIABILITIES & EQUITY	646,537	993,508
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TOWN OF OCCOQUAN
Profit & Loss Budget vs. Actual
 July 2013 through September 2014

	<u>Jul '14 - Sep '14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
REAL ESTATE TAX	181	0	181	100.00%
UTILITY/COMMUNICATIONS TAX	18,854	18,875	-21	99.89%
MEALS TAX	32,789	24,331	8,458	134.76%
SALES TAX	6,360	7,050	-690	90.22%
LATE FEES	56	0	56	100.00%
BUSINESS LICENSE	1,931	0	1,931	100.00%
AUTO DECALS	385	0	385	100.00%
ARB, ATM & OTHER MISC INCOME	2,429	1,750	679	138.78%
FINES	4,299	3,000	1,299	143.31%
GRANTS	1,059	1,000	59	105.90%
GRANT-PUBLIC SAFETY	5,324	5,325	-1	99.98%
Total Income	73,667	61,331	12,336	120.11%
Expense				
ADVERTISING	496	0	496	100.00%
COUNCIL STIPEND	0	0	0	0.00%
ECONOMIC DEVELOPMENT OFFICE	0	0	0	0.00%
EDUCATION & TRAINING	112	273	-161	41.07%
GRANT	0	1,000	-1,000	0.00%
GROUNDS AND MAINTENANCE	10,691	5,807	4,884	184.11%
OHS SUBSIDY (HOI)	6,000	6,000	0	100.00%
INSURANCE	3,983	3,983	0	100.00%
LEGAL	17,089	8,250	8,839	207.14%
PROFESSIONAL SERVICES	17,853	12,500	5,353	142.83%
OFFICE SUPPLIES	3,903	3,085	818	126.52%
PAYROLL - PUBLIC SAFETY	15,262	17,695	-2,433	86.25%
PAYROLL - TOWN	37,090	45,020	-7,930	82.39%
PUBLIC SAFETY (non-payroll)	2,624	1,785	839	147.01%
GRANT - PUBLIC SAFETY	0	5,575	-5,575	0.00%
SNOW REMOVAL	0	0	0	0.00%
TRASH REMOVAL	13,713	13,482	231	101.71%
UTILITIES	5,005	5,500	-495	90.99%
Total Expense	133,820	129,954	3,866	102.98%
Net Ordinary Income	-60,153	-68,622	8,469	87.66%
Net Income	-60,153	-68,622	8,469	87.66%

TOWN OF OCCOQUAN
Profit & Loss Prev Year Comparison
July 2013 through September 2014

	<u>Jul '14-Sep '14</u>	<u>Jul '13-Sep '13</u>		<u>2015</u>	<u>2014</u>
Ordinary Income/Expense					
Income			TAX REVENUES:		
TAX REVENUES	58,240	57,038	Communications	11,676	11,679
BUSINESS LICENSE	1,931	2,302	Meals	32,789	30,354
AUTO DECALS	385	200	Real Estate	181	410
ARB, ATM & OTHER MISC INCOME	2,429	1,231	Tax Relief	0	0
FINES	4,299	2,284	Sales	6,360	7,068
GRANTS	1,059	1,060	Utility	7,177	6,862
GRANT-PUBLIC SAFETY	5,324	5,324	Late fees	56	665
Total Income	<u>73,667</u>	<u>69,439</u>		<u>58,240</u>	<u>57,038</u>
Expense			BUSINESS LICENSE:		
ADVERTISING	496	852	Contractors	30	74
AUTO DECAL EXPENSE	462	587	Professional	0	0
BANK SERVICE CHARGES	150	150	Restaurant	0	0
COUNCIL STIPEND	0	0	Retail	1,841	938
DUES, MEMBERSHIPS	295	265	Other	60	1,116
ECONOMIC DEVELOPMENT	0	0	Late fees	0	174
EDUCATION & TRAINING	112	0		<u>1,931</u>	<u>2,302</u>
GROUNDS AND MAINTENANCE	10,691	12,096			
OHS SUBSIDY (HOI)	6,000	6,000			
INSURANCE	3,983	3,724			
LEGAL	17,089	9,126			
PROFESSIONAL SERVICES	17,853	10,560			
OFFICE SUPPLIES	2,996	3,603			
PAYROLL - PUBLIC SAFETY	15,262	16,795			
PAYROLL - TOWN	37,090	35,755			
PUBLIC SAFETY (non-payroll)	2,624	2,444			
SNOW REMOVAL	0	0			
TRASH REMOVAL	13,713	12,632			
UTILITIES	5,005	5,196			
Total Expense	<u>133,820</u>	<u>119,784</u>			
Net Ordinary Income	-60,153	-50,345			
Other Income/Expense					
Other Income					
SETTLEMENTS/LEGAL	1,100	0			
MAMIE DAVIS INCOME	451	617			
SPRING SHOW INCOME	0	0			
FALL SHOW INCOME	106,053	107,639			
CRAFT SHOW INTEREST	390	1,181			
Total Other Income	<u>107,994</u>	<u>109,437</u>			
Other Expense					
CIP EXPENSE	37,121	51,028			
MAMIE DAVIS EXPENSE	0	0			
SPECIAL TOWN EVENTS	0	0			
CRAFT SHOW INDIRECT	1,702	5,399			
SPRING SHOW EXPENSE	175	0			
FALL SHOW EXPENSE	36,376	39,645			
Total Other Expense	<u>75,374</u>	<u>96,072</u>			
Net Other Income	<u>32,620</u>	<u>13,365</u>			
Net Income	<u><u>-27,533</u></u>	<u><u>-36,980</u></u>			

TOWN OF OCCOQUAN
Profit & Loss by Class
July 2013 through September 2014

	<u>CIP</u>	<u>OPERATING</u>	<u>PUBLIC SAFETY</u>	<u>CRAFT SHOW</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
TAX REVENUES	-	58,240	-	-	58,240
BUSINESS LICENSE	-	1,931	-	-	1,931
AUTO DECALS	-	385	-	-	385
ARB, ATM & OTHER MISC INCOME	-	2,429	-	-	2,429
FINES	-	-	4,299	-	4,299
GRANTS	-	1,059	-	-	1,059
GRANT-PUBLIC SAFETY	-	-	5,324	-	5,324
Total Income	<u>-</u>	<u>64,044</u>	<u>9,623</u>	<u>-</u>	<u>73,667</u>
Gross Profit	-	64,044	9,623	-	73,667
Expense					
ADVERTISING	-	496	-	-	496
AUTO DECAL EXPENSE	-	462	-	-	462
BANK SERVICE CHARGES	-	150	-	-	150
DUES, MEMBERSHIPS	-	295	-	-	295
ECONOMIC DEVELOPMENT	-	-	-	-	-
EDUCATION & TRAINING	-	112	-	-	112
GROUNDS AND MAINTENANCE	-	10,691	-	-	10,691
OHS SUBSIDY (HOI)	-	6,000	-	-	6,000
INSURANCE	-	3,983	-	-	3,983
LEGAL	-	17,089	-	-	17,089
PROFESSIONAL SERVICES	-	17,853	-	-	17,853
OFFICE SUPPLIES	-	2,996	-	-	2,996
PAYROLL - PUBLIC SAFETY	-	-	15,262	-	15,262
PAYROLL - TOWN	-	37,090	-	-	37,090
PUBLIC SAFETY (non-payroll)	-	-	2,624	-	2,624
SNOW REMOVAL	-	-	-	-	-
TRASH REMOVAL	-	13,713	-	-	13,713
UTILITIES	-	5,005	-	-	5,005
Total Expense	<u>-</u>	<u>115,934</u>	<u>17,886</u>	<u>-</u>	<u>133,820</u>
Net Ordinary Income	-	(51,891)	(8,263)	-	(60,153)
Other Income/Expense					
Other Income					
SETTLEMENTS/LEGAL	-	-	1,100	-	1,100
MAMIE DAVIS INCOME	-	451	-	-	451
SPRING SHOW INCOME	-	-	-	-	-
FALL SHOW INCOME	-	-	-	106,053	106,053
CRAFT SHOW INTEREST	-	-	-	390	390
Total Other Income	<u>-</u>	<u>451</u>	<u>1,100</u>	<u>106,443</u>	<u>107,994</u>
Other Expense					
CIP EXPENSE	37,121	-	-	-	37,121
MAMIE DAVIS EXPENSE	-	-	-	-	-
SPECIAL TOWN EVENTS	-	-	-	-	-
CRAFT SHOW INDIRECT	-	-	-	1,702	1,702
SPRING SHOW EXPENSE	-	-	-	175	175
FALL SHOW EXPENSE	-	-	-	36,376	36,376
Total Other Expense	<u>37,121</u>	<u>-</u>	<u>-</u>	<u>38,253</u>	<u>75,374</u>
Net Other Income	<u>(37,121)</u>	<u>451</u>	<u>1,100</u>	<u>68,190</u>	<u>32,620</u>
Net Income	<u>(37,121) *</u>	<u>(51,439)</u>	<u>(7,163)</u>	<u>68,190</u>	<u>(27,533)</u>

* CIP Expense: \$391 is for the Tanyard Hill Land, \$17,697 is for River Park, and \$19,033 is Other CIP



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business - Work Session	Meeting Date: November 18, 2014
2 C: Fall 2014 Craft Show Report	

Explanation and Summary:

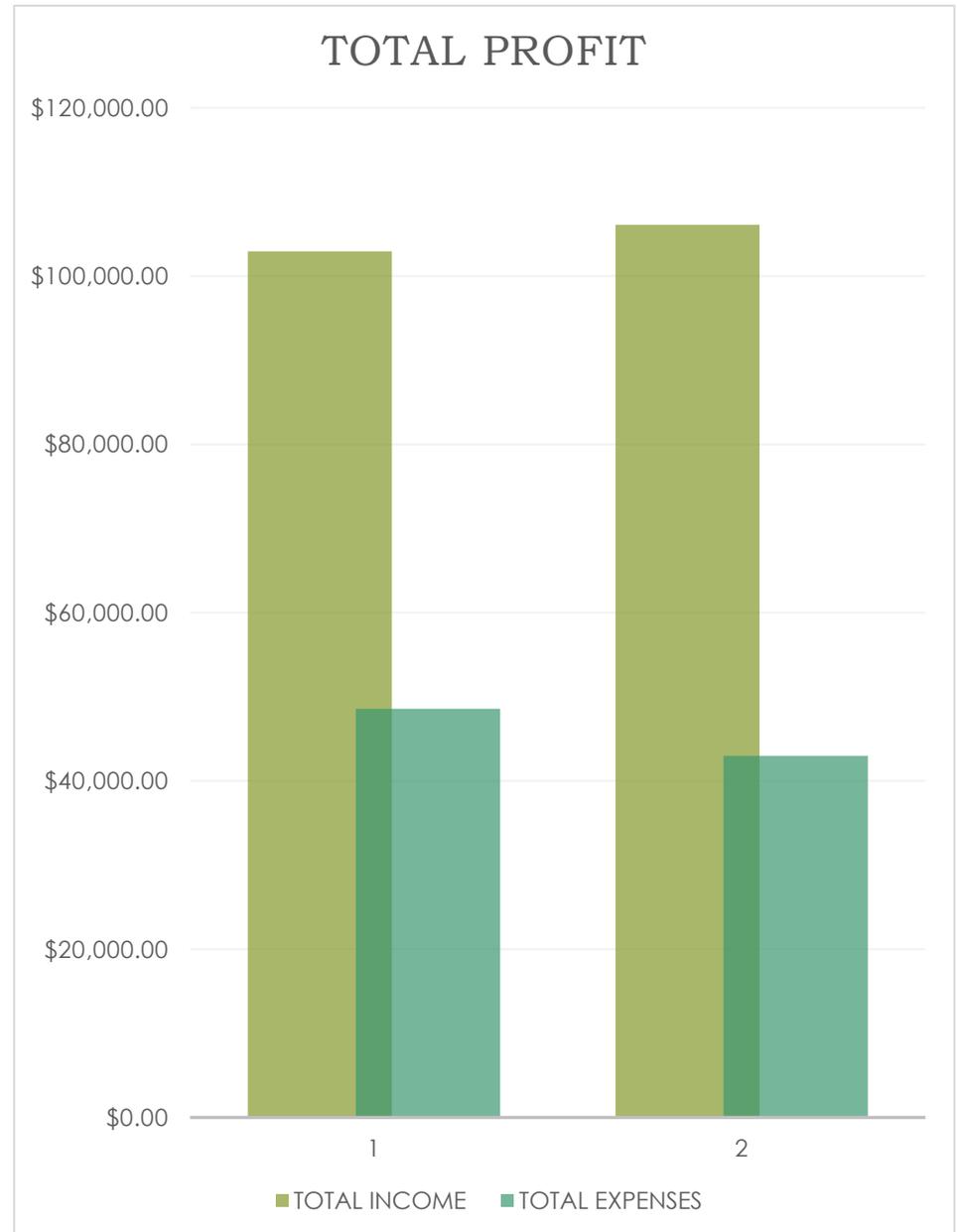
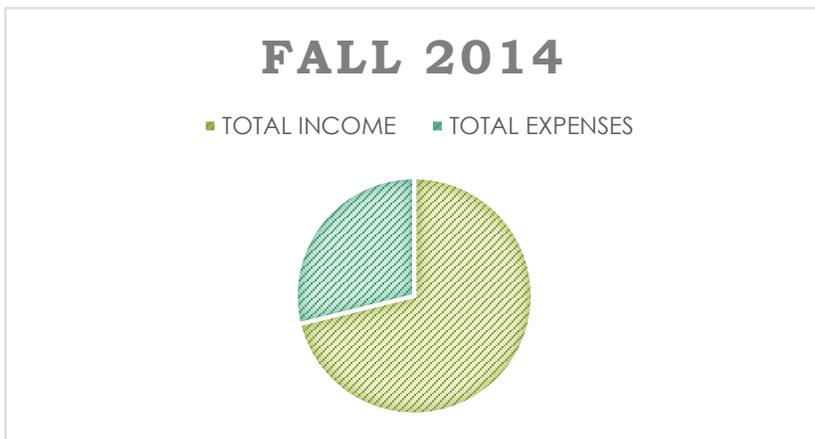
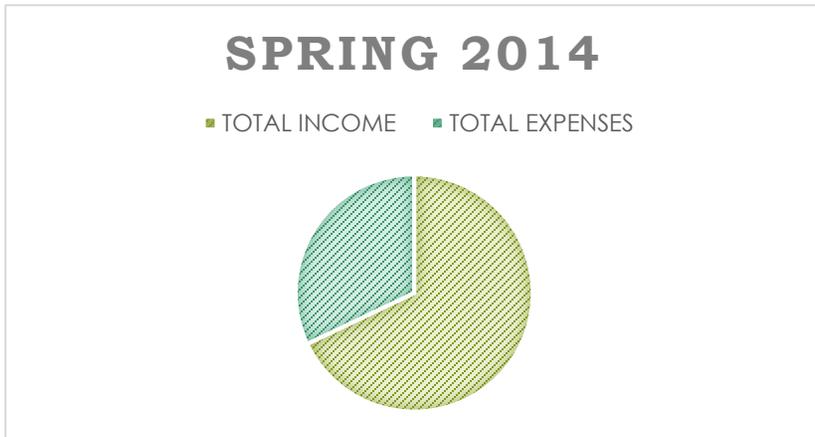
The Craft Show Director will provide information regarding the status of the Fall 2014 Craft Show and present information regarding future shows.

Attachments: (1) Fall 2014 Craft Show Report

Craft Show Comparison for Fall 2014

Profit - Loss Summary

	Spring 2014	Fall 2014
TOTAL INCOME	\$102,943.77	\$106,096.32
TOTAL EXPENSES	\$48,584.22	\$42,982.30
TOTAL PROFIT	\$54,359.55	\$63,114.02



Occoquan Fall 2014 Show

Expenses

TOTAL EXPENSES

Spring 2014	Fall 2014
\$48,584.22	\$42,982.30

Show Support	Spring	Fall
Expense Reimb.	\$180.61	\$0.00
Salaries & Wages	\$9,494.63	\$4,900.00
Payroll Taxes	\$726.34	\$374.86
Advertising	\$6,786.50	\$8,325.66
Bank Fees	\$90.00	\$58.50
Bus Expense	\$14,040.00	\$14,040.00
COGS	\$353.28	\$189.78
Contract Labor	\$635.50	\$180.00
Mileage	\$141.84	\$0.00
Miscellaneous	\$314.90	\$0.00
Office Supplies	\$977.81	\$70.43
Paypal Fees	\$170.61	\$171.62
Performers	\$500.00	\$550.00
Police	\$8,280.00	\$8,640.00
Rentals	\$2,385.76	\$2,402.00
Set-Up	\$139.00	\$758.28
Supplies	\$1,580.94	\$520.17
Trash Removal	\$1,786.50	\$1,801.00
Total	\$48,584.22	\$42,982.30

Craft Show Comparison for Fall 2014

Income

TOTAL INCOME

Spring	Fall
\$102,943.77	\$106,096.32

Income

	Spring	Fall
Vendor	\$83,170.77	\$78,136.62
Bus	\$18,717.00	\$26,309.70
Parking	\$675.00	\$1,425.00
Other	\$381.00	\$225.00
	\$102,943.77	\$106,096.32

	FY 2012			FY 2013			FY 2014			FY 2015	
	Fall	Spring		Fall	Spring		Fall	Spring		Fall	Spring
Vendor Revenue	89,180.00	83,306.12	Vendor Revenue	81,340.00	91,908.94	Vendor Revenue	84,205.02	83,170.77	Vendor Revenue	78,136.62	-
Bus Income	18,467.00	16,950.00	Bus Income	20,371.35	11,891.55	Bus Income	22,538.35	18,717.00	Bus Income	26,309.70	-
Parking Revenue	1,685.00	1,026.00	Parking Revenue	750.00	675.00	Parking Revenue	475.00	675.00	Parking Revenue	1,425.00	-
Other	36.00	41.00	Other	649.00	236.02	Other	556.00	381.00	Other	\$225	-
Subtotal	109,368.00	101,323.12	Subtotal	103,110.35	104,711.51	Subtotal	107,774.37	102,943.77	Subtotal	106,096.32	-
Expense Reimb.	-	908.00	Expense Reimb.	173.00	186.84	Expense Reimb.	180.61	180.61	Expense Reimb.	-	-
Salaries & Wages	10,376.96	8,409.88	Salaries & Wages	7,446.33	9,487.28	Salaries & Wages	9,494.63	9,494.63	Salaries & Wages	4,900.00	-
Payroll Taxes	-	641.39	Payroll Taxes	567.68	725.77	Payroll Taxes	726.34	726.34	Payroll Taxes	374.86	-
Advertising	6,122.32	8,041.15	Advertising	8,383.77	6,337.87	Advertising	11,731.35	6,786.50	Advertising	8,325.66	-
Bank Fees	257.62	100.00	Bank Fees	116.17	20.00	Bank Fees		90.00	Bank Fees	58.50	-
Bus Expense	13,500.00	13,500.00	Bus Expense	13,500.00	14,040.00	Bus Expense	14,040.00	14,040.00	Bus Expense	14,040.00	-
COGS	-	16.71	COGS	745.84	44.57	COGS	237.44	353.28	COGS	189.78	-
Contract Labor	785.00	550.00	Contract Labor	788.00	520.00	Contract Labor	946.50	635.50	Contract Labor	180.00	-
Mileage	19.38	-	Mileage	-	-	Mileage	141.84	141.84	Mileage	-	-
Miscellaneous	720.00	-	Miscellaneous	344.17	327.25	Miscellaneous	314.90	314.90	Miscellaneous	-	-
Office Supplies	1,337.71	497.14	Office Supplies	1,166.25	507.80	Office Supplies	888.00	977.81	Office Supplies	70.43	-
PayPal Fees	110.24	90.76	PayPal Fees	152.59	190.22	PayPal Fees	123.12	170.61	PayPal Fees	171.62	-
Performers	-	-	Performers	-	-	Performers	500.00	500.00	Performers	550.00	-
Police	6,918.87	7,208.87	Police	6,350.00	4,540.00	Police	7,140.00	8,280.00	Police	8,640.00	-
Rentals	1,510.00	1,904.48	Rentals	2,204.48	2,438.48	Rentals	2,248.80	2,385.76	Rentals	2,402.00	-
Set-Up	1,572.66	552.80	Set-Up	357.20	556.44	Set-Up	567.07	139.00	Set-Up	758.28	-
Supplies	701.74	1,370.28	Supplies	126.86	1,692.40	Supplies	867.62	1,580.94	Supplies	520.17	-
Trash Removal	1,527.00	1,576.50	Trash Removal	1,644.00	1,584.00	Trash Removal	1,662.00	1,786.50	Trash Removal	1,801.00	-
Subtotal	45,459.50	45,367.96	Subtotal	44,066.34	43,198.92	Subtotal	51,810.22	48,584.22	Subtotal	42,982.30	-
Total	63,908.50	55,955.16	Total	59,044.01	61,512.59	Total	55,964.15	54,359.55	Total	63,114.02	-
	Fall Show	63,908.50		Fall Show	59,044.01		Fall Show	55,964.15		Fall Show	63,114.02
	Spring Show	55,955.16		Spring Show	61,512.59		Spring Show	54,359.55		Spring Show	-
	Interest Income	3,170.40		Interest Income	3,244.54		Interest Income	3,661.02		Interest Income	488.28
	Total FY 2012	123,034.06		Total FY 2013	123,801.14		Total FY 2014	113,984.72		Total FY 2015	63,602.30

PROPOSED

DIVISION 4. ARCHITECTURAL REVIEW BOARD

Sec. 2 - 402. Membership.

The architectural review board (ARB) shall consist of nine members, appointed by the town council, of whom seven shall be appointed as regular members and two as alternate members to vote in the absence of any regular member. One regular member shall be appointed from the town council, one regular member may be appointed from the planning commission, and one regular member shall be a business owner in the town who shall be designated as the Merchant Representative. The Merchant Representative shall act as a liaison between town merchants and the ARB. Other members shall be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage and architecture of the town. All members shall be residents of the town, except the Merchant Representative, who need not be a resident but shall be: (1) a business owner in the town; (2) licensed and operating his or her business in accordance with all applicable laws and ordinances; and (3) without violation of any town ordinance within the two (2) years prior to his or her appointment to the ARB. All candidates for ARB membership (other than the Council member) shall submit a written application to the Town Council.

(Code 1981, § 2-40.2; Ord. of 5-13-1997, ch. 2, § 40.2; Ord. O-2003-03, § 2-402)

CURRENT

DIVISION 4. ARCHITECTURAL REVIEW BOARD

Sec. 2-402. Membership.

The architectural review board shall consist of seven residents of the town appointed by the town council, and two alternate members to serve on the ARB who shall vote in the absence of any regular member. One board member shall be appointed from the town council and one from the planning commission. Other members shall be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage and architecture of the town.

(Code 1981, § 2-40.2; Ord. of 5-13-1997, ch. 2, § 40.2; Ord. O-2003-03, § 2-402)

TOWN OF OCCOQUAN

CANDIDATE APPLICATION FORM For Town Council Appointed Boards and Commissions

Membership on the Town's Boards and Commissions provides citizens the opportunity to become actively involved in town affairs. When a vacancy exists on a board or commission, the Town Council will interview and evaluate candidates based on his or her interests, education, philosophy and work experience according to the functions of that particular board or commission in which the candidate is being considered.

Date: _____ Please attach your résumé. **Résumé Attached:** Y/N

Name: _____

Address: _____ PO Box: _____

Telephone: _____ Alt. Telephone: _____

Email: _____

Are you a Town resident? (Circle one) Y/N If yes, year moved to Occoquan: _____

Do you own or operate a business in Town? (Circle One) Y/N

If yes, name of business: _____

Have you ever served on a Town of Occoquan board or commission or on the Town Council? Y/N

If yes, please explain: _____

Have you, or do you currently serve on a board or commission of another jurisdiction? Y/N

If yes, please explain: _____

Please explain experience you have that would prepare you for service as an advisor to Council:

Are you available to participate in evening meetings, at least one per month? Y/N

Which days of the week are you NOT available to meet? _____

On which board or commission are you interested in participating? (Check all that apply.)

Board of Zoning Appeals Planning Commission Architectural Review Board

Please explain your interest in serving on the boards you have selected above.

Please attach your résumé.

Completed applications should be submitted to the Town Clerk in Town Hall, 314 Mill Street, Monday-Friday, 9 a.m. to 4 p.m., by mail at PO Box 195, Occoquan, VA 22125, or by email at info@occoquanva.gov. When vacancies exist, qualified candidates will be contacted to schedule an interview with Town Council for consideration of appointment.

Questions? Contact Town Hall at (703) 491-1918 or info@occoquanva.gov.

DRAFT

Proposal for the Addition of a Merchant Representative position to be added to the Town of Occoquan Architectural Review Board (ARB).

Over the past 12 years (very possibly more), the ARB has always had at least one member who was not only an Occoquan resident, but a merchant as well. Past members who had met these particular criteria had always been an invaluable resource with regard to their knowledge and insight as it pertained to the businesses in town. As a result of the recent departure of our last merchant/resident, Ms. Denise Bush, the ARB has concluded that a specific position of this type is not only valuable, but essential to our success. Therefore the ARB proposes to add an official Merchant Representative position to the Board.

The qualifications to be considered for the Merchant Representative position shall be the following:

- The ARB Merchant Representative shall be a business owner in the town of Occoquan. Town residency is not required for this one position.
- The Merchant Representative position shall have the same rights and responsibilities as all of the other ARB members.
- The Merchant Representative must be willing to interact and communicate on a regular basis with both the members of the ARB and merchants in an effort to enhance communication and cooperation between them.
- Potential candidates shall submit a written application for this position.
- Candidates for this position shall not have had any town violations for a minimum of two (2) years.
- Merchant Representative Candidates shall have a demonstrated record of effective communication skills with town residents, officials and merchants alike.
- Potential candidates for this position shall have the desire to improve both the businesses and residences of Occoquan.
- The term for this position shall be for three (3) calendar years.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business - Work Session	Meeting Date: November 18, 2014
2 E: Town Building Official RFP	

Explanation and Summary:

During a previous meeting, the Town Council directed Town staff to move forward with developing an RFP to seek and obtain a Town building official. Currently, the Town utilizes Prince William County for its building official services. This is an opportunity for council to review the draft request for proposal (RFP) and provide guidance to staff regarding requirements contained within the RFP.

Attachments: (1) Draft Building Official RFP

REQUEST FOR PROPOSAL

ISSUE DATE: November 19, 2014

RFP # 2014-001

TITLE: On-Call Building Official Services

Sealed Proposals will be received until **January 15, 2015 at 3:00 PM** for furnishing the products and/or services described herein. Facsimile and/or electronic proposals will **not** be accepted.

All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Town Engineer. The Town shall not be responsible for verbal clarification of information provided by any party. Offerors may not rely on any oral information provided. The Town will provide written responses to questions as the only form of clarification.

Bruce A. Reese, PE, LS

Phone: (540) 373-8350

Fax: (540) 369-4499

E-Mail: bruce@legacy-eng.com

PROPOSALS SHALL BE CONTAINED WITHIN A SEALED ENVELOPE/CONTAINER AND CLEARLY MARKED WITH "PROPOSAL #2014-001" & DELIVERED TO:

**Town of Occoquan
Town Hall
314 Mill Street
Occoquan, VA 22125
ATTN: Town Manager**

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the products and/or services In accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Signature In Ink

Print/Type

1.0 **PURPOSE:** The purpose and intent of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts with qualified Offerors to provide Building Inspection and Plan Review services on an “on-call” basis for the Town of Occoquan, (herein after referred to as “Town”) in accordance with the Scope of Services and Terms and Conditions identified herein.

2.0 **COMPETITION INTENDED:** It is Town’s intent that this Request for Proposal (RFP) permit competition. It shall be the Offeror's responsibility to advise the Town Engineer, in writing, if any language, requirement, scope of work, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Town Engineer by 12:00 PM on December 15, 2014.

3.0 **BACKGROUND:** the Town is centrally located between Richmond and Washington D.C. along the Occoquan River near Interstate 95. Occasionally the Town has need of professional building official services to complete various architectural plan review (both new construction and tenant fit-up), building inspections, and general consulting services for the Town Manager, Town Engineer, Town Attorney, and Town Council.

4.0 **PERIOD OF PERFORMANCE/DELIVERABLES:** Any contract(s) resulting from this solicitation shall be for the period of one year with four (4) additional one-year renewal options. Offerors submitting proposals for less than the contract period specified will not be accepted. Any contract price adjustments shall be negotiated between the Town and the awarded vendor, and finalized in writing, prior to any renewal period.

5.1 **SCOPE OF SERVICES:** This requirement establishes the minimum scope of services necessary for selected firm(s) to provide “on-call” professional review and inspection services of various building construction projects within the Town limits. Services to be provided are as follows:

1. Building Plan review for compliance to appropriate building codes
2. Inspections of building construction within Town
3. Issuance of appropriate occupancy permits for both commercial and residential structures
4. Consult with Town Engineer, Town Zoning Administrator, Town Attorney, and Town Manager on building code matters

5.2 All work performed under the resultant contract(s) shall be done under the supervision of Certified Building Official in accordance with the Virginia Department of Housing and Community Development (DHCD), Virginia Certification Standards (VCS), enforcing the Virginia Uniform Statewide Building Code (USBC), Statewide Fire Prevention Code (SFPC), and Amusement Device regulations (VADR). If the successful Offeror is a corporation, the corporation must be registered to do business in the Commonwealth of Virginia. The Firm shall abide by all Federal, State and Local laws and regulations governing the provision of the services called for in the contract.

5.3 The general function of the Building Official is to administer the provisions of the Virginia Uniform Statewide Building Code, Property Maintenance Code, and associated laws of the Commonwealth and the Town, including, but not necessarily limited to building and plan review, construction inspections, property maintenance inspections, and site inspections in the Town.

6.1 **PROPOSAL PREPARATION AND SUBMISSION**

REQUIREMENTS General Requirements

6.2 RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP which specifically addresses those items listed in the Scope of Services or the area(s) of expertise proposed to be provided. One (1) original, three (3) copies and one (1) electronic media version (DVD, flash drive etc.) of each proposal shall be submitted to the Town as indicated on the cover sheet. **No other distribution of the proposal shall be made by the Offeror.**

6.3 Proposal Preparation: Proposals should be as thorough and detailed as possible so that the Town may properly evaluate the Offeror's capabilities to provide the required services.

6.3.1 Proposals shall be submitted on 8 ½ x 11" paper and prepared simply and concisely. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required.

6.3.2 Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

6.3.3 Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

6.3.4 Ownership of all data, materials and documentation originated and prepared for the Town pursuant to this RFP shall belong exclusively to the Town and be subject to inspection in accordance with the Virginia Freedom of Information Act. However, the Offeror may invoke the protection of Section 2.2-4342 of the Virginia Public Procurement Act prior to, or upon submission of, the data or other materials it wishes to be protected and state the reasons why protection is necessary. **(Complete Form on Page 6)**

6.4 **Submittal Requirements:**

The Town will not accept unsealed, facsimile and/or electronic proposals.

All information requested must be submitted. Failure to submit all information requested may result in the Town Engineer requiring prompt submission of missing information and/or giving a lower evaluation of the proposal or may result in the rejection of the proposal.

6.4.1 The return of the Request for Proposal cover sheet signed and filled out as required by a representative of the Offeror authorized to bind the firm into a contract.

6.4.2 All addenda acknowledgements, if any, signed and filled out as required. Any addenda to this solicitation can be easily accessed on the Town of Occoquan website – www.occoquanva.gov.

Offerors are responsible for checking the website frequently. Failure to acknowledge all addenda may result in the rejection of your proposal submission.

6.4.3 Provide a Cover Letter/Executive Summary providing a brief company description and history.

6.4.4 Description of Services to Be Provided and Project Approach: Describe the firm's understanding of the Scope of Services or the area(s) of expertise proposed to be provided and how the firm proposes to manage anticipated contract(s), depth and variety of staff disciplines available, and familiarity with Federal, State and Local codes, laws and regulations governing the work.

6.4.5 Qualifications of the Firm and Project Team: Describe the qualifications and experience of the firm. If subcontractors and special consultants will be used, they should be identified and their qualifications included in the proposal response.

6.4.6 Provide a listing of the firm's last five (5) projects that contain work similar, or related, to that called for in the Scope of Services. The project/jurisdiction name, brief project description, location of the office responsible for the project, number of plans reviewed, type of plans reviewed, inspections performed, average time to complete plan reviews, longest time to complete plan review, time to respond to inspection request, and any other information deemed appropriate to an analysis of the firm's proposal by the Town. .

6.4.7 List professional staff to be assigned to the contract including resumes of key personnel and subcontractors. Describe the qualifications and experience of the proposed project team members.

6.4.8 Response Capability: Give an overview of current workload identifying specific projects, priority to be assigned to the Town projects and staffing available relative to the firm’s ability to respond to the request for services. As an example, “Our firm can accomplish requested inspections within 24 hours, ___% of the time, with those not accomplished with 24 hours to be completed within ___ hours of the request.”

6.4.9 Additional Data: This section should include any additional information the offeror believes to be essential to a thorough evaluation of its proposal.

6.4.10 References: The Offeror shall include a minimum of three (3) references where similar work was performed. Include the dates when work was provided, the business name, address, and name and telephone number of the contract administrator. The Town shall have the option of checking discovered references in addition to references provided by the Offeror. The Town must be able to contact references without notification to the Offeror.

6.4.11 Cost Estimates: **Cost estimates shall not be included in the proposal submittal.** Offeror’s selected for an interview will be requested by the Town to submit cost estimates.

7.0 **TIME FRAME/SCHEDULE OF EVENTS**

Solicitation Issue Date:	November 19, 2014
Questions Due:	December 15, 2014 – 12:00 PM
Proposals Due:	January 15, 2015 – 3:00 PM
Interviews/Oral Presentations	February 2015
Anticipated Contract Award:	March 2015

8.0 **EVALUATION AND AWARD CRITERIA:** **Evaluation Criteria:** Proposals will be evaluated by a Town committee using the following criteria as related to the Scope of Services:

Evaluation Criteria	Assigned Weight
1. Experience/Qualifications/Ability to Perform	35%
2. Past performance, scheduling performance, and general overall responsiveness in reviewing, approving, and inspecting a diverse mix of building plans and construction sites	30%
3. References	15%
4. Interview	20%

The Offerors who appear most capable of providing the services requested that can best satisfy Town’s needs, based on the scoring rubric described above (1) through (3), will be selected as finalists for further evaluation. There is no specified number of finalists that may be selected. Upon the completion of interviews/oral presentations by selected finalists, the evaluation committee will score proposals on the previously assigned scores for criteria (1) – (3) and an initial scoring of (4).

9.0 **Award of Contract** (Procurement of professional services): the Town shall engage in individual discussions with one or more offerors deemed fully qualified, responsible and suitable on the basis of the evaluation criteria. Repetitive informal interviews shall be permissible. At the discussion stage, the Town may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. At the conclusion of discussion, on the basis of evaluation factors stated above and all information developed in the selection process to this point, the Town shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the Town determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The Town may award contracts to more than one offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. The Town will not sign any Offeror contract.

The Town may cancel the RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia).

