

INTRODUCED: November 14, 2016

AN ORDINANCE No. 2016-275

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Standard Project Administration Agreement between the City of Richmond and the Virginia Department of Transportation for the purpose of installing sidewalk and landscaping on West Broad Street from Hamilton Street to Laurel Street.

Patron – Mayor Jones

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 12 2016 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to execute a Standard Project Administration Agreement between the City of Richmond and the Virginia Department of Transportation for the purpose of installing sidewalk and landscaping on West Broad Street from Hamilton Street to Laurel Street. The Standard Project Administration Agreement shall be approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

§ 2. This ordinance shall be in force and effect upon adoption.

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: DEC 12 2016 REJECTED: _____ STRICKEN: _____



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST

OCT 20 2016
4-5798
Chief Administration Office
City of Richmond

O&R REQUEST

DATE: October 14, 2016

EDITION: 1

TO: The Honorable Members of City Council

RECEIVED

THROUGH: The Honorable Dwight C. Jones, Mayor [Signature]

OCT 26 2016

THROUGH: Selena Cuffee-Glenn; Chief Administrative Officer [Signature]

OFFICE OF CITY ATTORNE

THROUGH: John Buturla, Interim Deputy Chief Administrative Officer [Signature]

THROUGH: Dr. Emmanuel Adediran; Director of Public Works [Signature]

THROUGH: M.S. Khara, P.E.; City Engineer [Signature]

FROM: Lamont Benjamin, P.E.; Capital Projects Administrator [Signature]

RE: TO AUTHORIZE THE CHIEF ADMINISTRATIVE OFFICER OR DESIGNEE TO EXECUTE A STANDARD CITY/STATE AGREEMENT FOR THE "BROAD STREET STREETScape" PROJECT

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer or designee, for and on behalf of the City of Richmond, to execute a standard City/State project administration agreement for Broad Street Streetscape project, 0250-127-967 UPC 109306.

REASON: The Virginia Department of Transportation requests that the City of Richmond enter into an agreement for the development and administration of the approved Broad Street Streetscape project.

RECOMMENDATION: The Department of Public works recommends approval.

BACKGROUND: The 2014 Virginia General Assembly approved HB 2, a state-wide prioritization process for project selection. HB 2 amends the Code of Virginia by adding 1.1 of Chapter 1 of Title 33.1 a section number 33.1-23.5:5 relating to allocations within highway construction districts by the Commonwealth Transportation Board (CTB). HB 2 provides for the development of a prioritization process for projects funded by the CTB. Such prioritization shall weigh factors such as congestion mitigation, economic development, accessibility, safety and environ-

mental quality and be applied within each highway construction district. The Broad Street Streetscape project was selected as a HB 2 project.

The proposed project would install streetscape on Broad Street from Laurel Street to Hamilton Street. This streetscape project will complement the BRT project on US 250 and benefit all users (the BRT vehicle, pedestrians and other vehicles). This project addresses key design components that the BRT project could not address due to limited funding from Laurel Street to Hamilton Street. The BRT project is a regional collaboration between Greater Richmond Transit Company (GRTC), the Virginia Department of Rail and Public Transportation (DRPT), the City of Richmond, Henrico County and the U.S. Department of Transportation.

The "Broad Street Streetscape" was selected as a HB 2 project in June 2016. A total of \$6,020,287 was allocated to the Six Year Improvement Program from FY17 – FY20. (FY17-\$1,085,372; FY18-\$915,480; FY19-\$1,003,631; and FY20-\$3,015,804).

FISCAL IMPACT / COST: None. No City funds required. All funding for the Broad Street Streetscape project is provided by Virginia Department of Transportation (VDOT) per HB 2 and is 100% reimbursable.

FISCAL IMPLICATIONS: By not adopting this ordinance the City will not be awarded \$6,020,287 for this project.

BUDGET AMENDMENT NECESSARY: No. A separate O&R will be submitted to accept the state funds and to appropriate those funds to the project.

REVENUE TO CITY: \$6,020,287 in HB 2 funding.

DESIRED EFFECTIVE DATE: Upon Adoption.

REQUESTED INTRODUCTION DATE: November 14, 2016.

CITY COUNCIL PUBLIC HEARING DATE: December 12, 2016.

REQUESTED AGENDA: Consent Agenda.

RECOMMENDED COUNCIL COMMITTEE: Land Use, Housing and Transportation. November 22, 2016.

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None.

AFFECTED AGENCIES: Department of Public Works; Department of Public Utilities; Finance; Budget and Strategic Planning; Law Department; Planning and Community Development; Economic and Community Development. Copies also sent to City Mayor (Honorable Dwight C. Jones); Chief Administrative Officer (Selena Cuffee-Glen) Assistant to Chief Administrative Officer (Terri Garrett and City Attorney (2 copies)

RELATIONSHIP TO EXISTING ORD. OR RES.: None.

REQUIRED CHANGES TO WORK PROGRAM(S): Routine maintenance costs are expected in the future years after construction is completed.

ATTACHMENTS: Sample Resolution
Standard Project Administration Agreement

STAFF: M. S. Khara P.E. City Engineer 646-5413
Lamont Benjamin, Capital Projects Administrator 646-6339
Michael B. Sawyer, City Transportation Engineer 646-3435

STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects

Project Number	UPC	Local Government
0250-127-967	109306	City of Richmond

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the City of Richmond, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the Locality. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-348 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all

federal, state, and local laws and regulations. If the locality expends over \$750,000 annually in federal funding, such certification shall include a copy of the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

- 9 This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.
10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

Appendix A

Date: 7/1/2016

Project Number: 0250-127-987 UPC: 109306 CFDA # N/A Locality: City of Richmond

Project Location ZIP+4: 23219-1904 Locality DUNS# 003133840 Locality Address (incl ZIP+4): 900 East Broad Street 6th Floor Richmond, Virginia 23219-1904

Project Narrative:

Scope: INSTALL STREETScape TO INCLUDE SIDEWALK AND LANDSCAPING

From: HAMILTON STREET

To: LAUREL STREET

Locality Project Manager Contact Info: Lamont.Briarmin@Richmondgov.com 804-648-6339

Department Project Coordinator Contact Info: Kerry.Battan@VDOT.virginia.gov 804-524-6263

Project Estimate				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$800,000	\$0	\$5,385,287	\$6,185,287
Estimated VDOT Project Expenses	\$10,000		\$25,000	\$35,000
Estimated Total Project Costs	\$810,000		\$5,410,287	\$6,020,287

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement -
Preliminary Engineering	\$810,000	Smart Scale (HB2)	0%	\$0	\$810,000	\$800,000
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$810,000			\$0	\$810,000	
Right of Way & Utilities			0%	\$0	\$0	\$0
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total RW	\$0			\$0	\$0	
Construction	\$5,410,287	Smart Scale (HB2)	0%	\$0	\$5,410,287	\$5,382,287
			0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$5,410,287			\$0	\$5,410,287	
Total Estimated Cost	\$6,020,287			\$0	\$6,020,287	\$5,992,287

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$6,027,287
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$5,992,287

Project Financing						
Smart Scale (HB2) DGP						Aggregate Allocations
\$6,020,287						\$6,020,287

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 02/28/2017.
- This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$6,027,287 (if applicable)
- Project estimates, schedule and commitment to funding are subject to the requirements established in the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process, Code of Virginia, and VDOT's Instructional and Informational Memorandums.
- This project shall be initiated and at least a portion of the programmed funds expended within one year of the budgeted year of allocation or funding may be subject to reprogramming to other projects selected through the prioritization process. In the event the Project is not advanced to the next phase of construction when requested by the Commonwealth Transportation Board, the locality or metropolitan planning organization may be required, pursuant to § 33.2-214 of the Code of Virginia, to reimburse the Department for all state and federal funds expended on the project.
- This project has been selected through the Smart Scale (HB2) application and selection process and will remain in the SYTP as a funding priority unless certain conditions set forth in the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process arise. Pursuant to the Commonwealth Transportation Board Policy and Guidelines for Implementation of a Project Prioritization Process and HB2 Implementation Policy Guide, Section 5.3, this project will be re-scored and/or the funding decision re-evaluated if any of the following conditions apply: a change in the scope, an estimate increase prior to contract advertisement or award, or a significant reduction in the locally/regionally leveraged funds. Applications may not be submitted in a subsequent annual HB2 prioritization cycle to account for a cost increase on a previously prioritized project.

Authorized Locality Official and Date

Typed or printed name of person signing

Authorized VDOT Official and Date

Typed or printed name of person signing

RESOLUTION # _____

A RESOLUTION FOR THE *BOARD/COUNCIL* OF THE *COUNTY/CITY/TOWN* OF _____, VIRGINIA

AS AN ENDORSEMENT OF _____ *project name* _____ PROJECT

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the *County/City/Town* of _____.

NOW, THEREFORE, BE IT RESOLVED, that the *County/City/ Town* of _____ requests the Commonwealth Transportation Board to establish a project for the construction of _____ *project name* _____ project.

BE IT FURTHER RESOLVED THAT: The *County/City/Town* of _____ hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The *County/City/Town* of _____ hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

NOTE: The following section is applicable only to municipalities that maintain their roads, and to Arlington and Henrico counties – Do not include for all other localities:

BE IT FURTHER RESOLVED THAT: The *County/City/Town* of _____ will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the *County/City/Town* of _____ subsequently elects to cancel the project, the *County/City/Town* of _____ hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The *County/City/Town* of _____ also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The *Board/Council* of the *County/City/Town* of _____ hereby grants authority for the *County/City/Town Administrator/Manager* to apply for

funds and execute project administration agreements, as well as other documents necessary for approved projects.

Adopted: date

Attest: _____

Clerk

Board/Council Chair

In my capacity as the duly appointed Clerk of the *County/City/Town* of _____, I hereby certify that Resolution # _____ which is hereto attached, was adopted at a duly called and constituted meeting of the *County/City/Town* of _____ held at location to include address _____ on date . Said meeting was called to order by _____ at time with the following members present who remained in attendance throughout and constituted a quorum: *(list members present)*

The *Board/Council* of the *County/City/Town* of _____, voted unanimously to adopt attached Resolution # _____.

Given under my hand this _____ day of month/year .

Clerk

NOTE: The following section is applicable when a scanned or photocopy version is made and submitted. Do not include if an original is submitted:

STATE OF VIRGINIA
COUNTY/CITY/TOWN OF _____

Attested Photocopy:

On this _____ day of month/year , I Clerk's name , attest that the preceding document is a true, exact. Complete and unaltered photocopy made by me of Resolution # _____.

Clerk

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF RICHMOND, VIRGINIA:

APPROVED AS TO FORM



Assistant City Attorney

Typed or printed name of signatory

Date

Title

Signature of Witness

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF
TRANSPORTATION:**

Chief of Policy

Date

Commonwealth of Virginia
Department of Transportation

Signature of Witness

Date

Attachments

Appendix A (UPC 109306)