

INTRODUCED: November 8, 2021

AN ORDINANCE No. 2021-306

To authorize the Chief Administrative Officer to accept \$90,335.00 from the Virginia Department of Transportation and to appropriate the increase to the Fiscal Year 2021-2022 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Public Works' Shared Mobility Special Fund by \$90,335.00 for the purpose of funding the City's Park-N-Ride Bus Purchase project.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: DEC 13 2021 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$90,335.00 from the Virginia Department of Transportation for the purpose of funding the City's Park-N-Ride Bus Purchase project.

§ 2. That the funds received from the Virginia Department of Transportation are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, by increasing estimated revenues by \$90,335.00, increasing the amount

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    DEC 13 2021    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

appropriated for expenditures by \$90,335.00, and allotting to the Department of Public Works' Shared Mobility Special Fund the sum of \$90,335.00 for the purpose of funding the City's Park-N-Ride Bus Purchase project.

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

A TRUE COPY:  
TESTE:  
*Amelia D. Reed*  
City Clerk




# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**O&R REQUEST**


**DATE:** August 13, 2021 **EDITION:** 1


**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor 

**THROUGH:** J.E. Lincoln Saunders, Acting Chief Administrative Officer 

**THROUGH:** Sheila White, Director of Finance 

**THROUGH:** Jason May, Interim Director, Budget & Strategic Planning 

**THROUGH:** Robert Steidel, DCAO, Operations 

**FROM:** Bobby Vincent Jr., Director of Public Works 

**SUBJECT:** TO AUTHORIZE THE CHIEF ADMINISTRATIVE OFFICER TO ACCEPT FUNDS IN THE AMOUNT OF \$90,335 FROM THE DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION AND TO APPROPRIATE THE GRANT FUNDS RECEIVED TO THE FISCAL YEAR 2021-2022 SPECIAL FUND BUDGET BY INCREASING ESTIMATED REVENUES AND THE AMOUNT APPROPRIATED TO THE DEPARTMENT OF PUBLIC WORKS SHARED MOBILITY SPECIAL FUND BY \$90,335 FOR THE PURPOSE OF PURCHASING A SHARED MOBILITY 15 PASSENGER BUS.

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To amend the FY2022 Special Fund budget, Ordinance 2021-041 and to authorize the Acting Chief Administrative Officer to execute a standard City State project administration agreement accepting funds in the amount of \$90,335 for the Shared Mobility Park-N-Ride Bus Purchase, on behalf of the City of Richmond.

**REASON:** Virginia Department of Transportation annually considers applications for Congestion Mitigation Air Quality (CMAQ) projects through the Richmond Regional Transportation Planning Organization (RRTPO). The RRTPO selected this project based on a competitive statewide application process and is included in the VDOT Six-Year Improvement Program. These funds are 100% reimbursable and no City match is required.

**RECOMMENDATION:** Approval is recommended by the City Administration.

**BACKGROUND:** Travel demand into downtown Richmond has increased in the last 5 years. The Shared Mobility Passenger Bus will be used to implement a Park-N-Ride pilot project is intended to develop a solution to reduce the number of single occupancy vehicles driving into the core of downtown. This program is intended to assist downtown goers with parking relief and an alternative multimodal transportation option, when coming into the downtown area. A pilot program will be developed for patrons that reside on the outskirts of the City on major arterials, to be bused to areas in the the City where they will feed GRTC Pulse or choose to take RVA Bikeshare to their final destinations. This project will provide a means for encouraging modal shifts, by providing patrons with an alternative to driving into the core of downtown when going to work. The pilot will also seek staging areas around the City to assist Citizens with the last mile, as well as provide this Office with a valueble resource to use well into the future. The CMAQ grant is for the purchase of a 15 passenger bus, that will be used to connect target populations to jobs in the Richmond region.

The Environmental Protection Agency (EPA) estimates that carbon dioxide (CO<sub>2</sub>) emissions from a single gallon of gasoline are 19.5 pounds, or approximately 2 cubic feet. The typical passenger vehicle emits over 4.7 metric tons of CO<sub>2</sub> annually. In addition to carbon dioxide nitrogen oxide, vehicles release other emissions including particulate matter (PM<sub>10</sub>), sulfur dioxides, nitrogen oxide, and reactive organic gases. Connecting with GRTC Pulse or RVA Bikeshare will help Richmond to meet national air quality standards by reducing overall vehicle emissions and the pollutants that create smog.

**FISCAL IMPACT TO CITY/COST:** None.

**FISCAL IMPLICATIONS:** Not accepting these funds will result in increased congestion in the downtown area due to upcoming highway, bridge and street projects.

**BUDGET AMENDMENT NECESSARY:** Yes

**REVENUE TO THE CITY:** \$90,335 federal reimbursable funds

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** October 11, 2021

**CITY COUNCIL PUBLIC HEARING:** November 8, 2021

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Land Use, Housing and Transportation Standing Committee (LUHT) October 19, 2021

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A

**AFFECTED AGENCIES:** Department of Public Works

**RELATIONSHIP TO EXISTING ORD. OR RES.:** None.

**REQUIRED CHANGES TO WORK PROGRAM(S):** Routine maintenance costs are budgeted with the Office of Equitable Transit and Mobility.

**ATTACHMENTS:** VDOT Standard Project Agreement and Appendix A for [UPC 115222]

**STAFF:** Dironna Moore Clarke, DPW (646-3074)

**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**Federal-aid Projects**

Project Number	UPC	Local Government
9999-127-076	115222	City of Richmond

THIS AGREEMENT, is hereby made and executed the date of the last signature set forth below, 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. The DEPARTMENT and the LOCALITY are collectively referred to as the "Parties".

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 33.2-214 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; and as a sub-recipient of federal funds, adopt and operate under the DEPARTMENT's FHWA-approved Disadvantaged Business Enterprise (DBE) Program Plan in accordance with 49 CFR Part 26.
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 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, received 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.

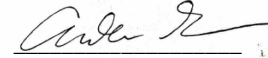
THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

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

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed by their duly authorized signatures below, acknowledging and agreeing that any digital signature affixed hereto shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

**CITY OF RICHMOND, VIRGINIA:**

Approved as to Form:



Andrew A. Gore  
Assistant City Attorney

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LOCALITY Digital Signature

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:**

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Chief of Policy  
Commonwealth of Virginia  
Department of Transportation

Digital Signature

**Attachments**

Appendix A (UPC 115222)

**Appendix A**

**Date:** 7/2/2021

Project Number: 9999-127-076      UPC: 115222      CFDA # 20.205      Locality: City of Richmond

Project Location ZIP+4: 23219-1907	Locality DUNS # 003133840	Locality Address (incl ZIP+4): 900 East Broad Street Richmond, VA 23219-1907
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**Project Narrative**

Work Description: Park-N-Ride Bus Purchase - This program is intended to assist people coming from North of Richmond with parking relief and alternative multimodal transportation options. The patrons will be bused to a major arterial, where they will feed the GRTC Pulse or choose to take RVA Bikeshare to their final destinations.

From: Various

To: Various

Locality Project Manager Contact Info: Dironna Clarke 804-646-3074      [Dironna.Clarke@richmondgov.com](mailto:Dironna.Clarke@richmondgov.com)

Department Project Coordinator Contact Info: Linnette Vasquez (804) 609-5328      [linnette.vasquez@vdot.virginia.gov](mailto:linnette.vasquez@vdot.virginia.gov)

**Project Estimates**

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$90,335	\$90,335
Estimated VDOT Project Expenses	\$0	\$0	\$0	\$0
Estimated Total Project Costs	\$0	\$0	\$90,335	\$90,335

**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 - Est. VDOT Expenses)
Preliminary Engineering						
<b>Total PE</b>						\$0
Right of Way & Utilities						
<b>Total RW</b>						\$0
Construction	\$90,335	CMAQ	0%	\$0	\$90,335	
<b>Total CN</b>	\$90,335			\$0	\$90,335	\$90,335
<b>Total Estimated Cost</b>	\$90,335			\$0	\$90,335	\$90,335

**Total Maximum Reimbursement by VDOT to Locality (Less Local Share)**

\$90,335

**Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)**

\$90,335

**Project Financing**

CMAQ	CMAQ Match				Aggregate Allocations
\$72,268	\$18,067				\$90,335

**Program and Project Specific Funding Requirements**

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 9/23/2022.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$90,335.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This Project is funded with federal-aid Congestion Mitigation and Air Quality Program (CMAQ) funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Authorized Locality Official

Date

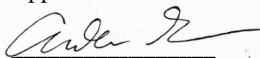
Authorized VDOT Official

Date

Typed or printed name of person signing

Typed or printed name of person signing

Approved as to Form:



Andrew A. Gore  
Assistant City Attorney

Revised: February 1, 2019