

INTRODUCED: June 22, 2026

AN ORDINANCE No. 2026-159

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$36,000.00 from the Church Hill Association of RVA and to amend the Fiscal Year 2026-2027 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities entitled “Libby Hill Park House Special Fund,” and appropriating the increase to the Department of Parks, Recreation and Community Facilities’ “Libby Hill Park House Special Fund” by \$36,000.00 for the purpose of restoring the Libby Hill Park House.

Patron – Mayor Avula

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUL 27 2026 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, is hereby authorized to accept funds in the amount of \$36,000.00 from the Church Hill Association of RVA for the purpose of restoring the Libby Hill Park House.

§ 2. That Article I, Section 2 of the Ordinance No. 2026-063, adopted May 11, 2026, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2026, and ending

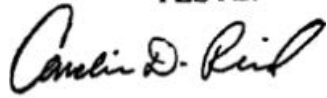
AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JUL 27 2026 REJECTED: _____ STRICKEN: _____

June 30, 2027, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Parks, Recreation and Community Facilities entitled “Libby Hill Park House Special Fund” for the purpose of restoring the Libby Hill Park House.

§ 3. That the funds received from the Church Hill Association of RVA are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2026, and ending June 30, 2027, by increasing estimated revenues by \$36,000.00, increasing the amount appropriated for expenditures by \$36,000.00, and allotting to the Department of Parks, Recreation and Community Facilities’ “Libby Hill Park House Special Fund” the sum of \$36,000.00 for the purpose of restoring the Libby Hill Park House.

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

A TRUE COPY:
TESTE:

City Clerk

O&R REQUEST

DATE: June 2, 2026

TO: The Honorable Members of City Council

THROUGH: The Honorable Dr. Danny Avula, Mayor

THROUGH: Odie Donald, II, Chief Administrative Officer

THROUGH: Tanikia Jackson, DCAO for Finance and Administration

THROUGH: Letitia Shelton, Director of Finance

THROUGH: Meghan Brown, Director of Budget and Strategic Planning

THROUGH: Amy Popovich, DCAO for Human Services

FROM: Christopher Frelke, Director of Parks, Recreation and Community Facilities

RE: To accept funds in the amount of \$36,000.00 from the Church Hill Association of RVA for the purpose of restoring the Libby Hill Park House.

ORD. OR RES. No.

PURPOSE: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$36,000.00 from the Church Hill Association of RVA and to amend the Fiscal Year 2026-2027 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities entitled “Libby Hill Park House Special Fund,” and appropriating the increase to the Department of Parks, Recreation and Community Facilities’ “Libby Hill Park House Special Fund” by \$36,000.00 for the purpose of restoring the Libby Hill Park House.

BACKGROUND: The Church Hill Association of RVA (“CHA”) and the City of Richmond share the goal of restoring the Libby Hill Park House and preserving it for future generations. The structure is an iconic building in Libby Hill Park and part of the fabric of St. John’s Old and Historic District of the Church Hill area. CHA is committed to being a partner in the restoration of the Libby Hill Park House by donating \$36,000.00 in funding pursuant to a Memorandum of Agreement. The Department of Parks, Recreation and Community Facilities is thrilled to have CHA donate funds to assist in this restoration effort.

COMMUNITY ENGAGEMENT: After introduction, the proposed ordinance will be referred to Finance and Economic Development Standing Committee meeting for discussion, where the public is encouraged to attend to provide comments. After the committee’s recommendation to the City Council, Council will hold a public hearing regarding the proposed ordinance.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: Mayoral Action Plan: Thriving Neighborhoods, A Thriving and Sustainable Built Environment

FISCAL IMPACT: CHA's donation is \$36,000.00. PRCF is committing \$50,000.00 in match funding for restoration of the Libby Hill Park House.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: June 22, 2026

CITY COUNCIL PUBLIC HEARING DATE: July 27, 2026

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development Standing Committee

AFFECTED AGENCIES: PRCF, Budget, Finance

RELATIONSHIP TO EXISTING ORD. OR RES.: Ordinance No. 2025-057

ATTACHMENTS: Memorandum of Agreement between CHA and the City of Richmond

STAFF: Nissa Richardson, Deputy Director, Capital Projects, PRCF – (804) 646-5619
Heywood Harrison, Capital Projects Manager, Sr., PRCF – (804) 646-5608
Daniel Hazlett, Senior Management Analyst, PRCF - (804) 646-7506

**MEMORANDUM OF AGREEMENT
BETWEEN
CHURCH HILL ASSOCIATION OF RVA
AND
CITY OF RICHMOND**

This MEMORANDUM OF AGREEMENT (the “Agreement”) is made and entered into on the date of last signature below by and between the City of Richmond, a municipal corporation and political subdivision of the Commonwealth of Virginia (the “City”), acting for this purpose through the Department of Parks, Recreation and Community Facilities (“DPRCF”), and Church Hill Association of RVA, a 501.c.3 non-profit organization and nonstock corporation (the “CHA”), collectively the “Parties.”

STATEMENT OF PURPOSE

WHEREAS, the Libby Hill Park House (“LHPH”), an iconic building in Libby Hill Park, located at 2801 E Franklin St, 2807 E Franklin St, Richmond, VA 23220, Parcel ID E0000536006, and part of the fabric of St. John’s Old and Historic District of the Church Hill area, is in disrepair and need of restoration;

WHEREAS, LHPH is owned by the City;

WHEREAS, the City has allocated Fifty Thousand and 0/100 U.S. dollars (\$50,000.00) for restoration of the LHPH,

WHEREAS, CHA is a 501(c) charitable organization and wishes to voluntarily donate to the City the amount of Thirty-Six Thousand and 0/100 U.S. dollars (\$36,000.00) for the sole purpose of restoring the LHPH (the “Donation”);

WHEREAS, CHA’s Donation is conditioned upon the City’s commitment to apply the Donation solely to the restoration of the LHPH in accordance with terms set forth herein;

WHEREAS, the City desires to accept CHA’s Donation;

WHEREAS, the City’s Chief Administrative Officer, for and on behalf of the City, is authorized to accept the Donation and execute this Agreement pursuant to Ordinance No. _____, adopted by the City Council for the City of Richmond, Virginia on _____, 2026; and

WHEREAS, the Parties desire to enter into this Agreement concerning the restoration of the LHPH with the goal of preserving the LHPH for future generations.

AGREEMENT

NOW, THEREFORE, in exchange of the mutual covenants below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and agreed, the City and CHA, intending to be legally bound, agree as follows:

I. PURPOSE

The purpose of this Agreement is to outline the responsibilities, terms, and conditions of the Parties in relation to CHA's Donation for restoration of the LPHH.

II. DURATION

This Agreement will remain in effect until the December 31, 2027. The City will use reasonable efforts to complete restoration of the LPHH by December 31, 2027. The Parties agree that this Agreement may be amended to extend completion of the restoration of the LPHH beyond December 31, 2027, pursuant to Section VI ("Modifications") of the Agreement. Any extension of this Agreement will be subject to the terms stated in Section IV ("Conditions").

III. INCORPORATED DOCUMENT

This agreement incorporates, by reference, the following document:

- A. Attachment A: construction documents prepared by LoCh Design, dated January 21, 2026 and named "Phase C: Libby Hill Parkhouse Restoration - Bid Documents"

IV. CONDITIONS

A. CHA'S OBLIGATIONS. CHA agrees to:

1. Transfer its Donation to the City within thirty (30) days after (i) execution of this Agreement and (ii) establishment of the accounting string for the "Libby Hill Park House Special Fund" by the City's Department of Finance;
2. Assign a primary contact for CHA;
3. Fund and provide a "Plaque of Recognition" for installation on the LPHH after restoration of the LPHH is complete and subject to the City's approval of the plaque;
4. Plan with the City to hold a ceremony celebrating completion of the restoration of the LPHH;
5. Review and comment on paint colors, shop drawings, and other submittals identified in Attachment A, after initial review by the City and provided that final decision-making authority remains with the City and applicable regulatory bodies; and
6. Allow the City to alter the scope of work contained within Attachment A if done in consultation with CHA.

B. CITY'S OBLIGATIONS. The City agrees to:

1. Restore the LPHH in accordance with Attachment A or in accordance with any alterations to the scope of work contained within Attachment A as agreed upon by the Parties;

2. Establish the “Libby Hill Park House Special Fund” to be used solely for restoration of the LHPH;
3. Provide CHA a monthly status report on the restoration of the LHPH which will include all expenditures from the “Libby Hill Park House Special Fund” for that month;
4. Provide additional records related to expenditures from the “Libby Hill Park House Special Fund” upon request and reasonable notice from CHA;
5. Assign a project manager for the restoration of the LHPH from the Capital Improvement Program of the Department of Parks, Recreation, and Community Facilities;
6. Obtain all required building permits and any required approvals from the Commission for Architectural Review for restoration of the LHPH;
7. Contract with a general contractor, pursuant to the City’s applicable public procurement procedures, to complete the restoration of the LHPH in accordance with Attachment A or in accordance with any alterations to the scope of work contained within Attachment A as agreed upon by the Parties;
8. Monitor the general contractor to determine if restoration of the LHPH is being done in accordance with Attachment A or in accordance with any alterations to the scope of work contained within Attachment A as agreed upon by the Parties;
9. Consult with the CHA regarding changes to the general contractor or key City personnel assigned to the project;
10. Install an approved “Plaque of Recognition” provided by CHA on the outside north wall of the LHPH;
11. Plan with CHA a ceremony celebrating completion of the restoration of the LHPH;
12. Promptly inform CHA of any significant problems, delays, or adverse conditions that will materially impair the ability of the City to complete the restoration of the LHPH by December 31, 2027; and
13. Promptly inform CHA if the City determines that the restoration of the LHPH cannot proceed due to funding shortfalls, contractor issues, regulatory barriers, or other material impediments and consult with CHA regarding next steps, including suspension, modification, or termination of this Agreement.

V. NON-LIABILITY FOR DONATION

CHA provides its Donation under this Agreement solely as a charitable contribution in support of the restoration of the LHPH. CHA shall not be responsible for, and shall have no liability for, the design, construction, means, methods, sequencing, safety, performance, or completion of the restoration of the LHPH, or for the acts or omissions of the City, its officers, employees, contractors, subcontractors, consultants, or agents.

Attachment A was prepared on a pro bono basis and is provided for the City’s use without warranty, express or implied. Neither CHA nor the design professional who drafted Attachment A shall be liable for any claims, damages, errors, omissions, or conditions arising from the use or misuse of Attachment A.

Nothing in this Agreement shall be construed to create any duty, responsibility, or liability on the part of CHA for damages, losses, claims, or expenses of any kind arising out of or related to the restoration of the LHPH.

VI. MODIFICATIONS

Any modifications to this Agreement shall be in writing and are not effective until signed by the duly authorized representatives of the Parties.

VII. ENTIRETY OF THE AGREEMENT

This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, representations, agreements, and assignments, whether written or oral, with respect to the subject matter of this Agreement.

VIII. TERMINATION AND DONATION CLOSEOUT

A. TERMINATION PRIOR TO CONTRACTING WITH GENERAL CONTRACTOR

Either party may terminate this Agreement for any reason prior to the City entering into a contract with a general contractor for restoration of the LHPH. If a party requests termination pursuant to this subsection (A), it must provide thirty (30) days' written notice to the other party in accordance with Section XV ("Notices") of this Agreement. If the Agreement is terminated pursuant to this subsection (A), the City agrees to return any unexpended amounts of the Donation to CHA within forty-five (45) days of termination and to provide CHA with a final accounting of all expenditures from the "Libby Hill Park House Special Fund."

B. TERMINATION AFTER CONTRACTING WITH GENERAL CONTRACTOR

Once the City has entered into a contract with a general contractor for restoration of the LHPH, termination by the City may occur only if restoration is unable to proceed due to funding shortfalls, contractor issues, regulatory barriers, or other material impediments. If the City requests termination pursuant to this subsection (B), it must provide thirty (30) days' written notice to CHA in accordance with Section XV ("Notices") of this Agreement. If this Agreement is terminated pursuant to this subsection (B), the City agrees to return any unexpended amounts of the Donation to CHA within forty-five (45) days of termination and to provide CHA with a final accounting of all expenditures from the "Libby Hill Park House Special Fund."

C. DONATION CLOSEOUT

The CHA Donation will be closed out either on the expiration or termination of this Agreement.

IX. NO THIRD-PARTY BENEFICIARIES

Notwithstanding any other provision of this Agreement, CHA and the City hereby agree (i) no individual or entity shall be considered, deemed, or otherwise recognized to be a third-party beneficiary of this Agreement, (ii) the provisions of the Agreement are not intended to be for the benefit of any individual or entity other than CHA or the City, (iii) no individual or entity shall obtain any right to make any claim against CHA or the City under the provisions of the Agreement, and (iv) no provision of this Agreement shall be construed or interpreted to confer third-party beneficiary status on any individual or entity, including, but not limited to, individuals, contractors, subcontractors, vendors, sub-vendors, assignees, licensors, and sub-licensors, regardless of whether such individual or entity is named in this Agreement.

X. PROHIBITION ON ASSIGNMENT

Neither party may assign its rights or obligations under this Agreement without the written consent of the other party.

XI. SEVERABILITY

If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.

XII. CAPTIONS

The caption headings contained herein are used solely for convenience and shall not be deemed to limit or define the provisions of this Agreement.

XIII. GOVERNING LAW

All issues and questions concerning the construction, enforcement, interpretation, and validity of this Agreement, or the rights and obligations of CHA and the City in connection with this Agreement, shall be governed by, and construed and interpreted in accordance with, the laws of the Commonwealth of Virginia, without giving effect to any choice of laws or conflict of laws rules or provisions, that would cause the application of the laws of any jurisdiction other than those of the Commonwealth of Virginia.

XIV. FORUM AND VENUE

Any and all disputes, claims, and causes of action arising out of or in connection with this Agreement, or any performances made hereunder, shall be brought, and any judicial proceedings shall take place, only in the Circuit Court for the City of Richmond, Virginia.

XV. NOTICES

Any notice to be given under this Agreement shall be in writing and delivered by hand, electronic mail, or by regular mail. Notices shall be sent to the following designated representatives, or such other persons as designated in writing:

To CHA: Church Hill Association of RVA
Attn: Barbara Cotter, CHA of RVA Representative
PO Box 8031
Richmond, VA 23223
cotterbm27@gmail.com

To the City: City of Richmond
c/o Department of Parks, Recreation and Community Facilities
Attn: Christopher Frelke, Director
2401 Leigh Street
Richmond, Virginia 23220
Christopher.Frelke@rva.gov

With a copy to: City of Richmond
c/o Department of Parks, Recreation and Community Facilities
Heywood Harrison, Senior Capital Projects Manager
2401 Leigh Street
Richmond, Virginia 23220
Heywood.Harrison@rva.gov

XVI. ELECTRONIC SIGNATURES

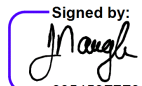
By signing this Agreement, the Parties acknowledge and certify CHA's agreement to the acceptance and use of electronic signatures for the purposes of this Agreement and any amendments or modifications thereto. CHA agrees that electronic signatures shall be treated the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

SIGNATURES ON THE FOLLOWING PAGE

IN WITNESS THEREOF, the Parties hereto on the latest day and year written below have executed this Agreement.

CHURCH HILL ASSOCIATION OF RVA

By:

Signed by:


5/12/2026

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Jake Naugle

Date

President, Church Hill Association of RVA

CITY OF RICHMOND

By:

Odie Donald

Date

Chief Administrative Officer

City of Richmond

APPROVED AS TO TERMS:

DocuSigned by:



5/13/2026

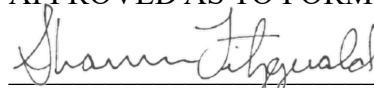
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Christopher Frelke

Date

Director Parks, Recreation and Community
Facilities, City of Richmond

APPROVED AS TO FORM:



5/6/2026

Shannan M. Fitzgerald

Date

Assistant City Attorney, City of Richmond

Attachment A

PHASE C: LIBBY HILL PARKHOUSE
RESTORATION - BID DOCUMENTS



*Prepared by The Church Hill Association of RVA in
collaboration with The City of Richmond, VA*

January 21, 2026



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Project Summary, Phase Definitions and Owner Furnished Materials

PROJECT SUMMARY

The Church Hill Association of RVA in collaboration with the City of Richmond is funding a minor restoration of the Libby Hill Park House in an effort to prevent it from falling into disrepair.

The scope of work has been broken into several different phases.

The City of Richmond is currently seeking bids for **Phase C** as defined in this document. Phase A1, A2 and B have been completed.

Phases D, and E are currently undefined and are not included in the scope of work.

ABBREVIATIONS

- CHA - Church Hill Association of RVA
- GC - General Contractor
- COR - City of Richmond
- HRF - Historic Richmond Foundation

PHASE DEFINITIONS (see drawings for additional information)

Phase A1 – Roof repair and painting *(Completed and funded by the COR)*

Phase A2 – Chimney work and painting *(Completed - funded by Suzanne Lee of the CHA)*

Phase B – Structural repairs to gazebo porch framing; repair of gazebo posts; removal and replacement of gazebo decking using TimberTech tongue and groove porch decking. 3.1” x 1” x 16’. Wirebrushed finish; New decking to be using recommended fasteners -- #8 x 2½” stainless steel trim screws; replacement of skirt board with new composite material and PVC cove trim. All new wood posts, skirt board and PVC trim elements to be primed on all sides (including cut ends) prior to finish painting. Primer must be compatible with selected materials. *(Completed and funded by the COR.)*

Phase C – See the attached documents for the full scope of work. Work includes, but is not limited to, the removal and replacement of the existing windows and related exterior trim; the removal and replacement of existing siding and corner boards; the installation of new felt paper on existing sheathing where feasible; and the repair of any rotted or damaged framing encountered during the work. The GC is to measure, order, pay for and install new windows. The GC will coordinate the order of siding material and trim elements with the City of Richmond who will pay for the materials. The replacement of the windows may impact the interior window trim which should be repaired or replaced if impacted. The work includes minor masonry repointing and exterior surface preparation for painting

(including caulking). All new materials should be primed on all sides prior to installation. Siding and trim fasteners are to be selected based on best practices or manufacturer’s installation directions. In addition, work includes the design and installation of new exterior electrical outlets as noted in the plans, the replacement of the existing light fixture located on the south elevation with photo-sensor security lighting, and either the replacement of the bulbs in existing gazebo fixtures (if operational) or capping the electrical supplyand removing the fixtures for later replacement. Work includes removing existing caulk/sealant and re-caulking where the building abuts sidewalks, exterior stairs, and retaining walls, in locations where a joint has opened up and is allowing water infiltration. **The GC is to include the following:**
ADD ALTERNATE #1: Prep and paint the main level interior of the structure including walls, trim and ceiling as well as the exterior of the structure including brick base, existing wood columns, new siding, trim elements, doors, windows, soffits, eaves, and railings. Scrape and prep existing elements including but not limited to main level interior ceiling, columns, railings, soffits, eaves, turret ceiling, doors and frames. Do not include prepping or painting of (2) wood louvers at lower level.
ADD ALTERNATE #2: Replace existing wood louvers with new to match existing. See specifications on page 14. Work includes disposal of existing louvers and priming and painting of the new louvers. *(To be bid to a General Contractor, funded by the COR, the CHA, and HRF.)*

Phase D – Lower-level “room” improvements (scope TBD). Limited work may include mechanical ventilation (design by others – visual impact to be prioritized), providing interior lighting, cleaning mold off surfaces, scraping and repainting interior masonry walls, removal of empty/unused conduit and piping, and ceiling replacement with material less susceptible to moisture. Note: This area may contain lead paint or other environmental hazards requiring further investigation. The COR has suggested possible conversion to restrooms, which would necessitate significant upgrades including ADA access—potentially cost-prohibitive. *(Delivery method and payment to be determined)*

Phase E – Interior improvements of main level and exterior lighting upgrades (scope to be defined by others). Potential improvements: increasing ventilation in the main level while prioritizing visual impact, painting, enhanced storage, fireplace hearth restoration, lighting, etc. *(Delivery method and payment to be determined).*

MATERIALS FOR PHASE C PROVIDED BY THE CITY OF RICHMOND

The General Contractor shall be responsible for determining the required quantities and for coordinating the ordering of materials with the City of Richmond. The City of Richmond will furnish and pay for the following materials:

- BB siding in Accoya wood (from Siewers Lumber)
- Composite trim materials
- Scaffolding, including erection and removal
- The cost of these materials shall not be included in the Contractor’s bid.



View from north east corner



South Elevation



Interior image



Detail of insect damage



East Elevation



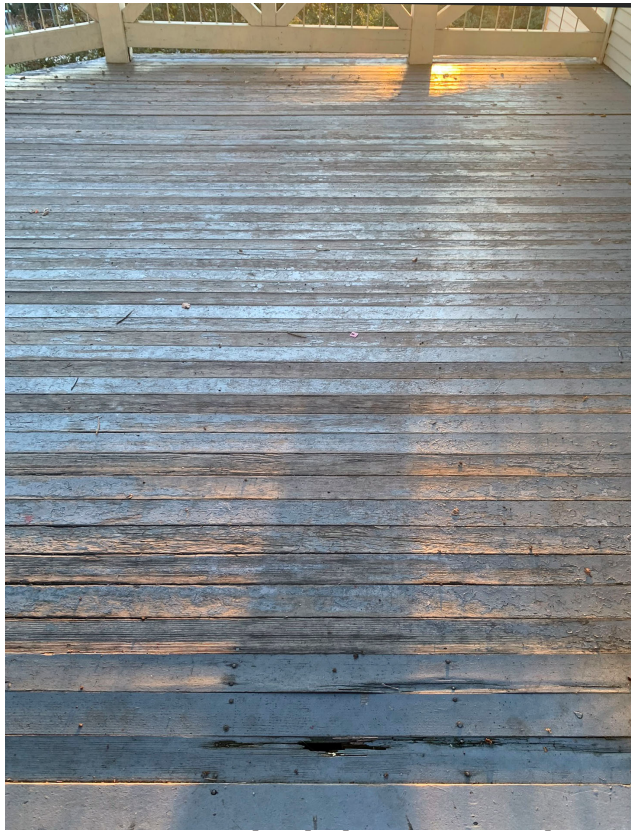
West Elevation



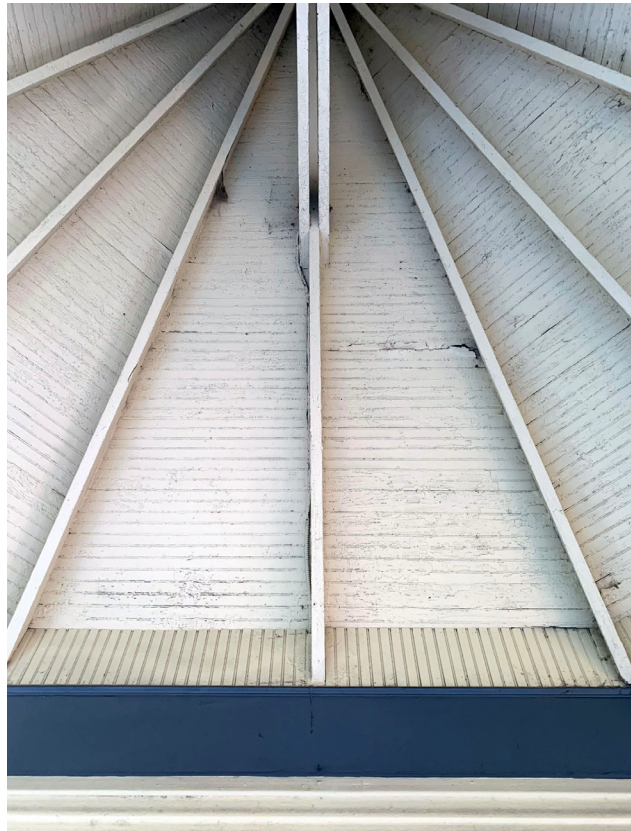
Interior image showing water damage



Interior image showing water damage



Damage to gazebo decking prior to Phase B



Peeling paint gazebo roof decking



Damage to exterior siding



Damage to post and decking prior to Phase B



Example of damage to exterior siding



Example of damage to exterior louver



Interior detail showing window damage



exterior detail of damage (image taken before window sash fell out)

The Parkhouse Structure - Description on Existing Conditions prior to Phase A and B repairs

The Parkhouse is a two-story structure, constructed of brick masonry and wood framing. The lower level is at grade on the south, east, and west sides, but entirely below grade on the north due to the steep slope. The building consists of two sections: an irregular hexagonal section and a rectilinear section. The hexagonal section, originally a bandstand, dates from the late 19th century. The rectilinear section, added in the early 20th century, was the Park Keeper’s house. Both sections are enclosed on the lower level, while the upper level’s hexagonal section serves as a roofed gazebo, and the rectilinear section remains enclosed.

The lower-level rectilinear section is divided into two halves, each with metal exterior doors. These spaces once housed public restrooms In the accessible room, the plumbing fixtures have been removed and they are assumed to be removed in the other as well, however access to the space was not available. The walls are solid brick masonry, the floor is a concrete slab, and the ceiling is wood tongue and groove boards. There are no light fixtures, and broken electrical conduit remains. The wood ceiling is buckling, mold is visible on the walls, and the paint (likely lead-based) is peeling. Both rooms have large openings with deteriorated wood-louvered vents that allow some air circulation. Chicken wire covers the vents to prevent small animals from entering. The room is unconditioned, and the ceiling boards and mold suggest poor ventilation. The exterior masonry is mostly in good condition, with a crack above the western vent. Note that except as specifically noted, interior lower-level remediation is not included in Phase C.

The lower-level hexagonal section retains the original bandstand’s hexagonal shape. It has a metal door on the south side, brick masonry walls, and a concrete slab floor. There is no ceiling, and the exposed pressure-treated lumber supporting the gazebo porch floor appears to be in good condition. The space has no waterproof roof, and the threshold at the door presents a minor drainage issue in that any rainwater that enters has no clear exit. Overall, the walls, door, and floor framing are in fairly good condition. There are no light fixtures, and the space is unconditioned but does not show ventilation issues like the other lower level area. The exterior masonry of this section requires some repointing in limited areas.

The second-floor rectilinear room has wood-framed walls with an interior painted wood bead board finish, wood flooring, exposed painted roof framing, and exposed painted wood roof decking. There are four windows (two on the south and two on the north) and a metal door on the east. A wood-burning stove sits on a small, unsecured hearth and is centrally located towards the west side. A small masonry chimney, finished with wood, is located on the west wall. The space, including flooring, walls, and trim, is in decent condition. Lighting includes a central schoolhouse pendant and two light tracks running in the north-south direction. There is some roof framing and decking deterioration, possibly due to a leak or high humidity. The space is unconditioned and lacks ventilation; further research is needed to determine the most cost-effective way to control humidity in summer. The space needs to be scraped,

prepped and painted.

The exterior wood siding on the south side is in very poor condition; the other sides are slightly better. Full replacement of the siding is recommended. The windows, including exterior trims, exterior sill, and flashings, need full replacement. Equipment that may have been part of an alarm system is located on the front (north) side of the building and has been determined by the COR to no longer be operational. The light fixture on the rear (south) side of the building is not in working order and should be tested to determine whether it is operational.

The decking on the hexagonal gazebo, band board, and cove require replacement. All of the six wood posts show deterioration and rot at the base, with one post on the south side damaged at mid-height. The railings need scraping, prepping, and repainting, with new sealant applied to the rod penetrations forming the guardrails. Note that Phase B, completed by the City of Richmond, provided new decking on the gazebo.

The rectilinear section’s roof is painted metal standing seam with a decorative finial, while the hexagonal section’s roof is flat panel seamed metal with a finial. A large cricket joins the two roofs. Both sections have built-in gutters and adequately sized downspouts. The roof has been recently inspected, repaired and repainted.

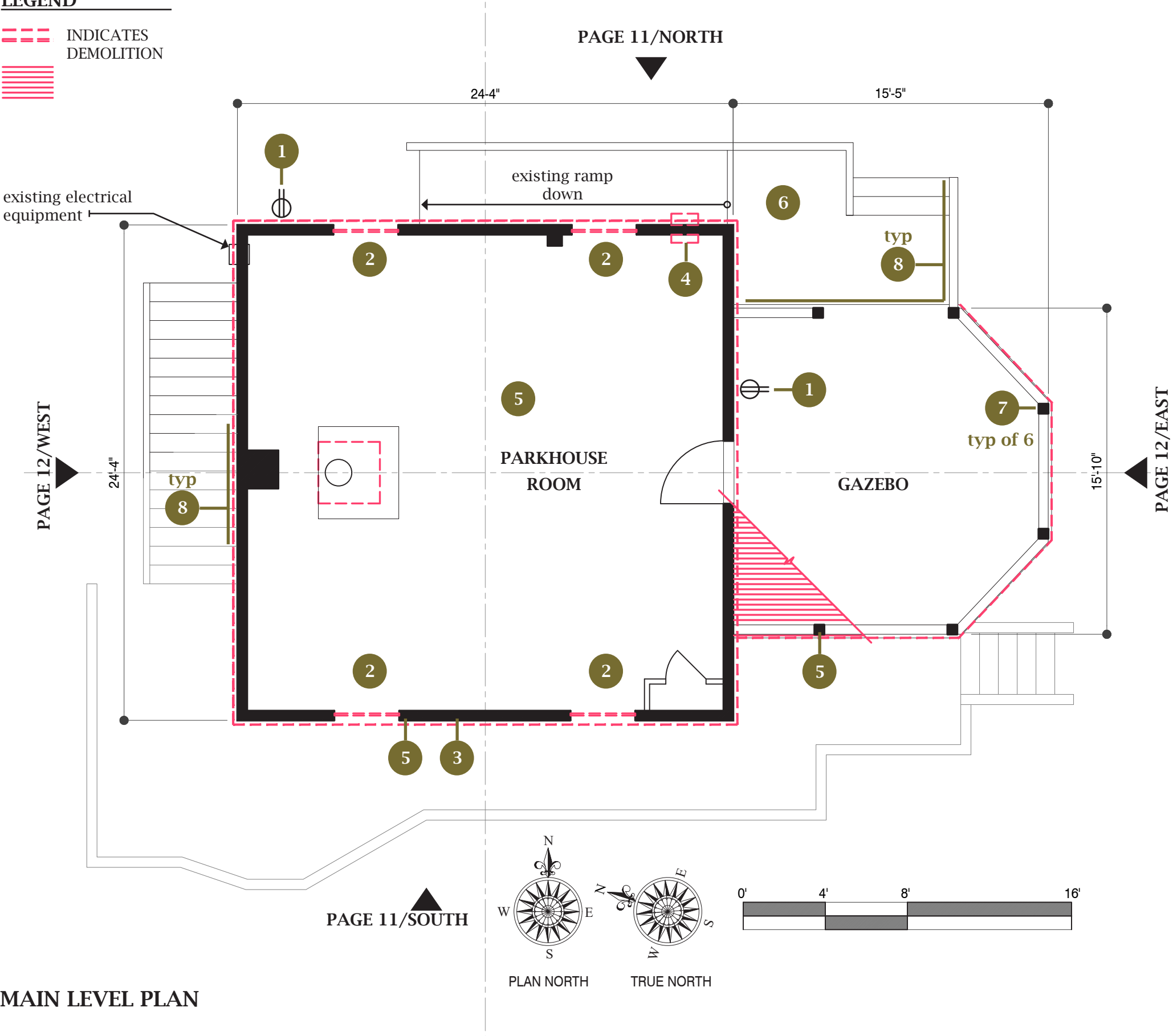
The site includes a concrete sidewalk, ramp and stairs; masonry low walls; masonry paving; a stone faced retaining wall; and metal guard and handrails. Large joints that have opened up between the concrete walks, ramp and stairs and the adjacent masonry structure/low walls should be sealed to prevent further deterioration. The metal handrails need to be scraped, prepped and repainted. Minor repointing of the brick paving is needed in limited areas.

This describes the condition of the structure as of July, 2024. The following drawings document the repair work to be completed in Phase C.

The architectural drawings provided herein have been prepared on a voluntary, pro bono basis, without compensation or obligation. These drawings are intended for conceptual purposes only and should not be relied upon as final construction documents. While every effort has been made to ensure the accuracy and quality of the design, the provider of these drawings assumes no responsibility or liability for any errors, omissions, or defects in the design or for any damages or losses that may result from their use. It is the responsibility of the City of Richmond to review, verify, and ensure that the drawings meet all applicable building codes, regulations, and standards. The City of Richmond is strongly advised to evaluate the drawings and oversee the construction process. The provider shall not be liable for any claims, costs, damages, or liabilities, including but not limited to delays, construction issues, or legal actions, that may arise from the use or interpretation of these drawings. By accepting and using these drawings, the recipient agrees to release, indemnify, and hold harmless the provider from any and all claims, damages, and liabilities of any kind, whether arising from the use of the drawings or from actions taken in reliance upon them.

LEGEND

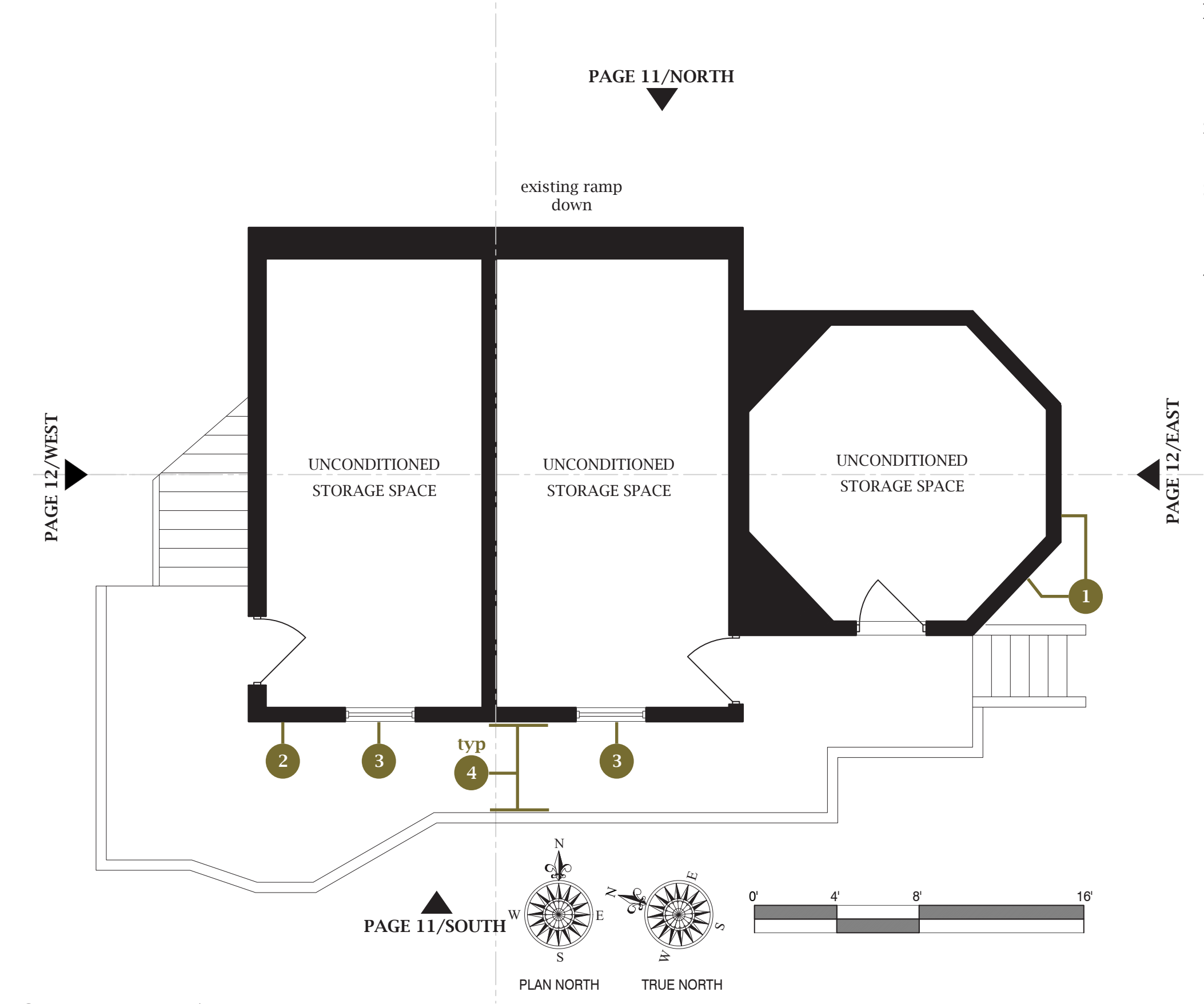
- INDICATES DEMOLITION
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MAIN LEVEL PLAN

NOTES

- Design/build. Provide new exterior grade electrical outlet with locking cover. Prior to installation, coordinate location with Owner.
- Remove existing windows. If existing interior window trim, including sill and apron are removed, salvage and prepare for reinstallation. Verify the existing opening size for new window. Protect existing openings from weather infiltration until new windows are installed. Install new windows, flashings, exterior trim and sill extension. Interior repairs to trim impacted by window replacement shall be included in the Base Bid. See details on page 13.
- Remove existing siding, weather barrier and corner boards (if damaged) from area indicated. Inspect existing sheathing for rot and/or damage and notify the Owner if additional work is required. Install new weather barrier, trims, siding, and corner boards. All new siding and trim material to be primed on all sides. All new trim and siding materials to be caulked as recommended by best practices.
- Remove and dispose of existing equipment and all associated parts.
- ADD ALTERNATE #1:** Prep and painting. See description on page 3.
- Coordinate with the CHA the location and size of plaque to be installed by others. Inquire with the CHA whether plaque requires any surface preparation.
- Existing post/supports were modified by the COR. The post appear to be resting on the new PVC deck boards. The connection to the deck boards and/or existing structure appears inadequate. The GC is to investigate the condition and provide a recommendation to increase the structural stability of the connection. The CHA and the COR need to approve the recommendation before proceeding. The post should be directly secured by means of a steel connection to the framed structure below.
- Carefully inspect concrete sidewalk and joints between the building, including the site walls, and the adjacent walkway. Where a joint has opened up or sealant has failed, remove existing sealant/caulk and reseal/recaulk to prevent water from entering.



NOTES

1. Repoint limited area of masonry wall construction. Prep for repainting.
2. **ADD ALTERNATE #1:** Prep and painting. See description on page 3.
3. **ADD ALTERNATE #2:** Replace existing wood louvers with new to match existing. See description on page 3 and specifications on page 14.
4. Carefully inspect concrete sidewalk and joints between the building, including the site walls, and the adjacent walkway. Where a joint has opened up. or sealant has failed, remove existing sealant/caulk and reseal/recaulk to prevent water from entering.

LOWER LEVEL PLAN

NOTES

No roof work.

PAGE 11/NORTH



PAGE 12/WEST



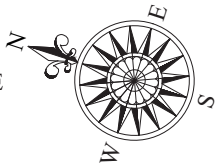
PAGE 12/EAST



PAGE 11/SOUTH



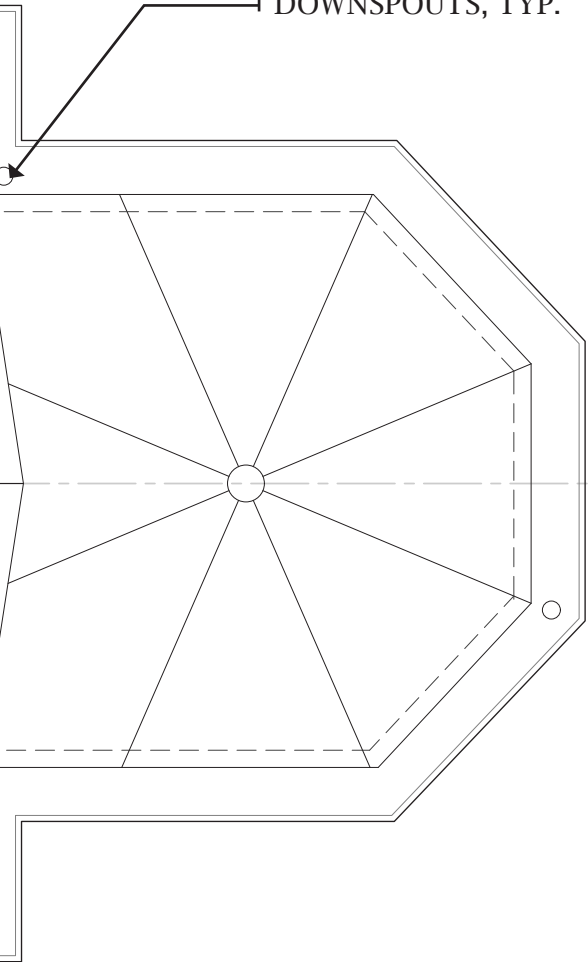
PLAN NORTH



TRUE NORTH



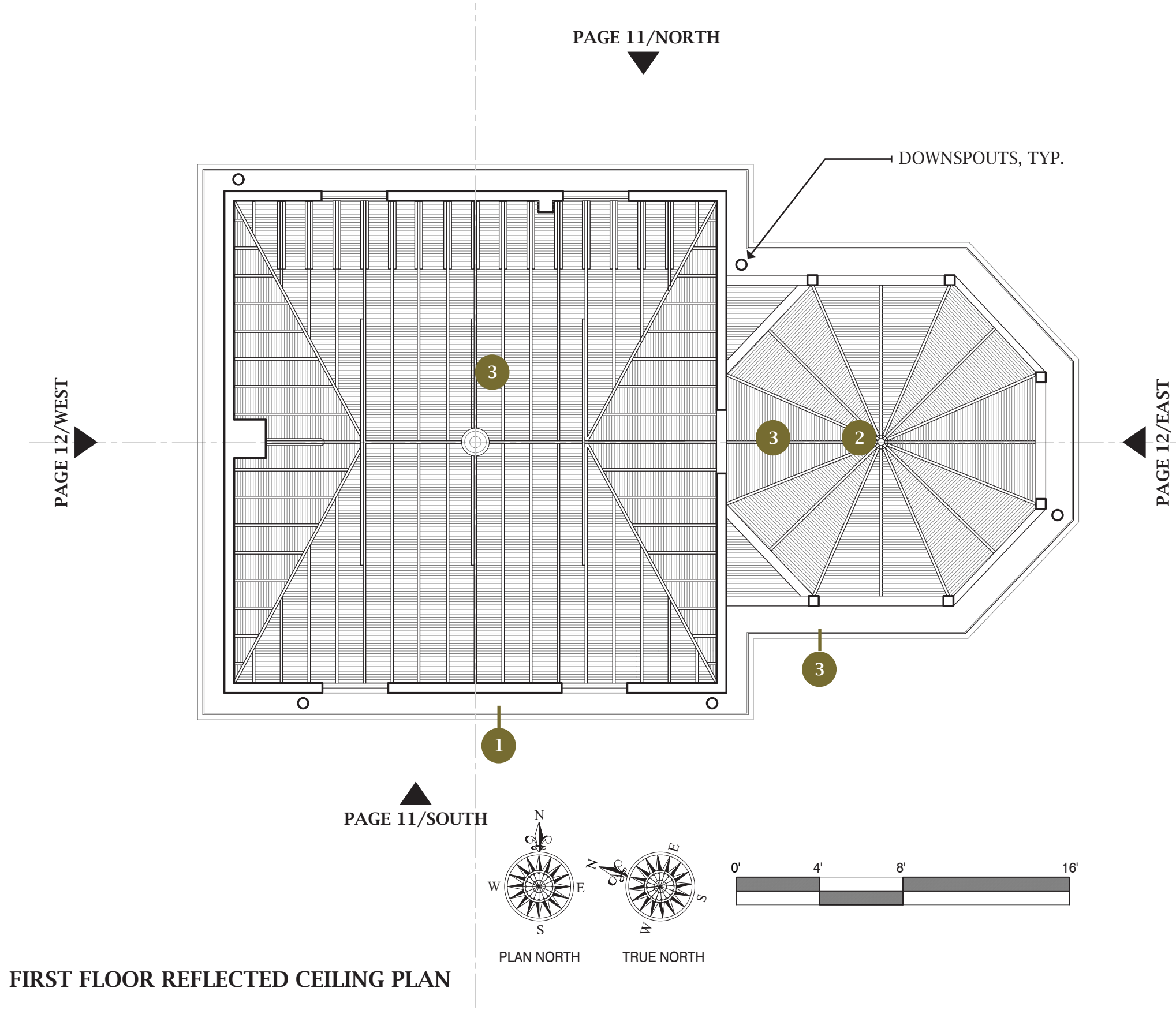
DOWNSPOUTS, TYP.



ROOF PLAN

NOTES

- 1. Examine all areas of soffit for damaged/rotted materials. Replace damaged materials in kind -- match existing material, profile, and thickness unless otherwise approved. Prime all sides before installation.
- 2. Verify whether existing light fixture is operational. If so, replace the existing burnt bulbs with low wattage bulbs and include a supply of bulbs to be stored in the parkhouse. If not, remove the fixture and cap the electrical conduits running to the fixture. Final determination to be coordinated with Owner.
- 3. **ADD ALTERNATE #1:** Prep and painting. See description on page 3.



NOTES

1.

See plan notes for additional information.
2.

Siding Replacement: 26 rows of BB siding (each board provides 5” and appears as 2 boards). Price of BB siding is per linear foot. Each elevation requires approximately 24.5’ x 26 rows = 637 linear feet. 637 x 4 = 2,548 linear feet. Note: Linear feet calculations have been rounded up and do not take into account openings. The actual linear foot take off should be determined and ordered by Contractor doing the work. Quantities shown are for reference only. All new siding to be primed on all sides, including cut ends, and sealed. Sealant to be provided per specifications at all trim, joint, and material transitions.
3.

See BB siding detail on the page 12.
4.

Examine corner board and quarterround detail at each corner. IF damaged or rotted, replace. See detail D on page 13.
5.

ADD ALTERNATE #1: Prep and painting. See description on page 3.
6.

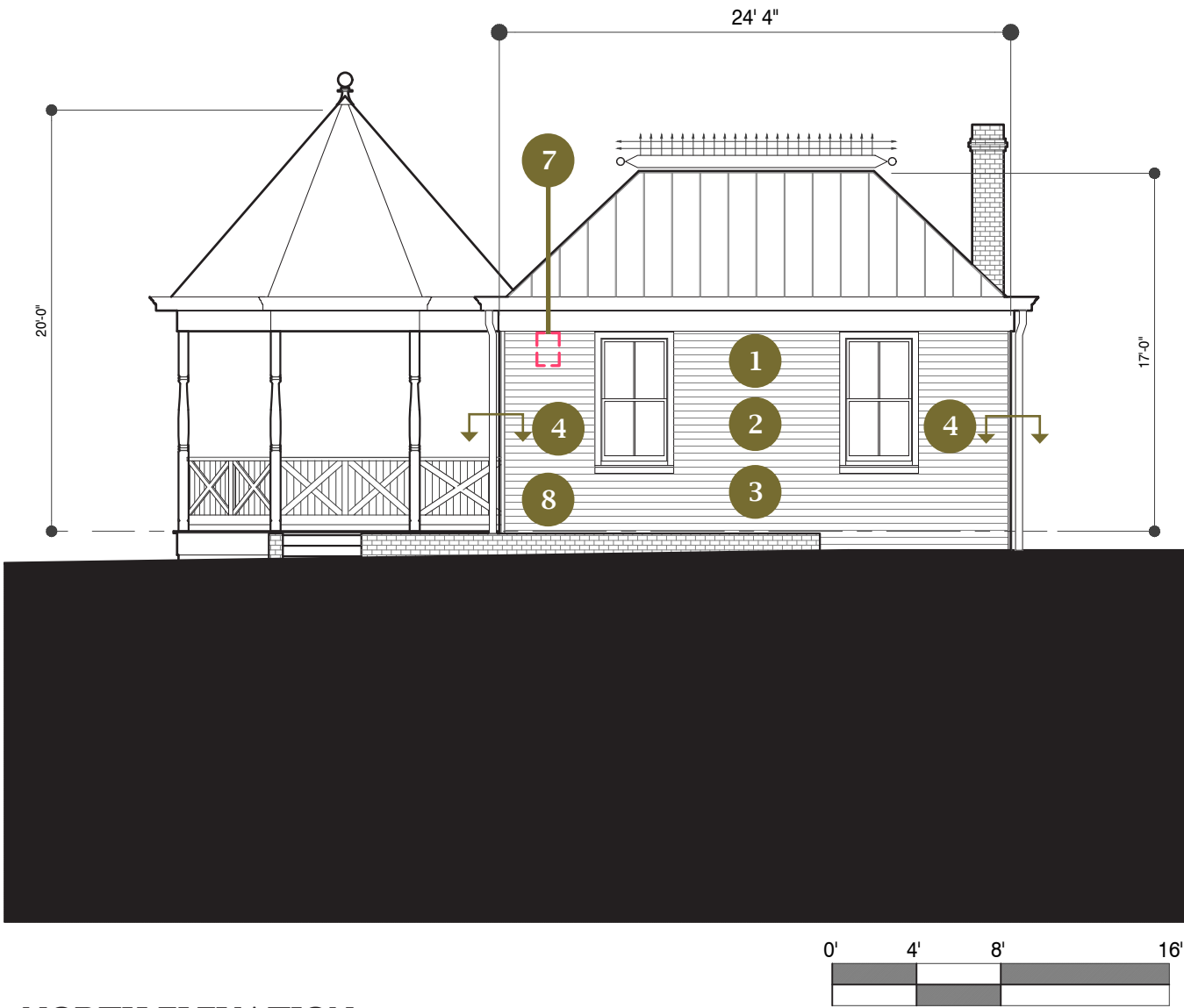
Verify whether the existing light fixture and photocell are operational. Replace existing bulbs if broken or burned out. If the fixture or photocell is not operational, provide replacement. Replacement fixture to be selected by Owner with Community Representative approval. Include a fixture allowance of \$250.00.
7.

Remove unused equipment on interior and exterior. Repair and damage caused by removal.
8.

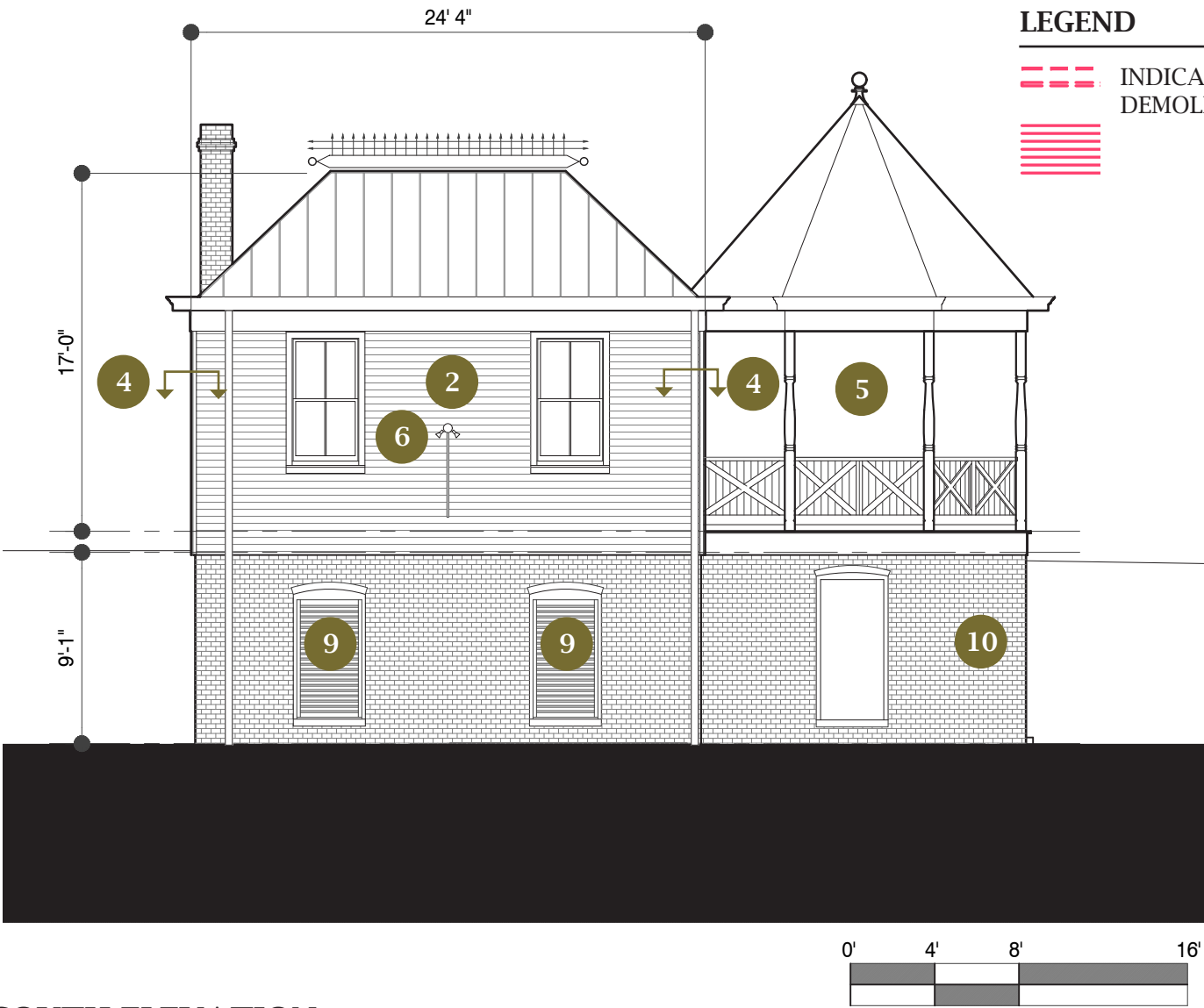
Coordinate with CHA and HRF the location and size of plaque to be installed by others. Inquire with CHA and HRF whether plaque requires any surface preparation.
9.

ADD ALTERNATE #2: Replace existing wood louvers with new to match existing. See description on page 3 and specifications on page 14.
10.

Repoint limited area of masonry wall construction. Prep for repainting.



NORTH ELEVATION



SOUTH ELEVATION

LEGEND

- INDICATES DEMOLITION
-

NOTES

1.

See plan notes for additional information.
2.

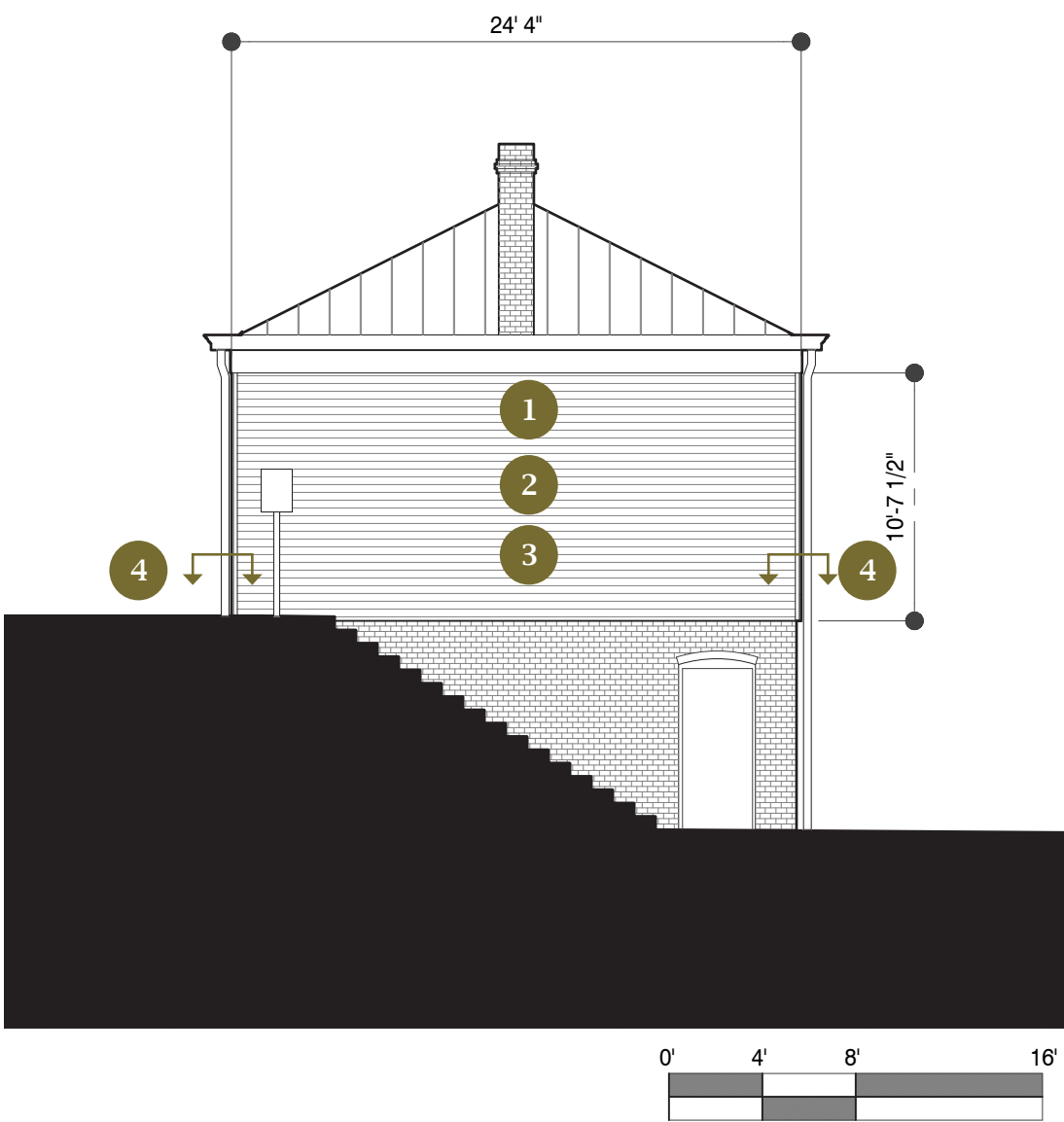
Siding Replacement: 26 rows of BB siding (each board provides 5” and appears as 2 boards). Price of BB siding is per linear foot. Each elevation requires approximately 24.5’ x 26 rows = 637 linear feet. 637 x 4 = 2,548 linear feet. Note: Linear feet calculations have been rounded up and do not take into account openings. The actual linear foot take off should be determined and ordered by Contractor doing the work. Quantities shown are for reference only. All new siding to be primed on all sides, including cut ends, and sealed. Sealant to be provided per specifications at all trim, joint, and material transitions.
3.

See BB siding detail on the page 12.
4.

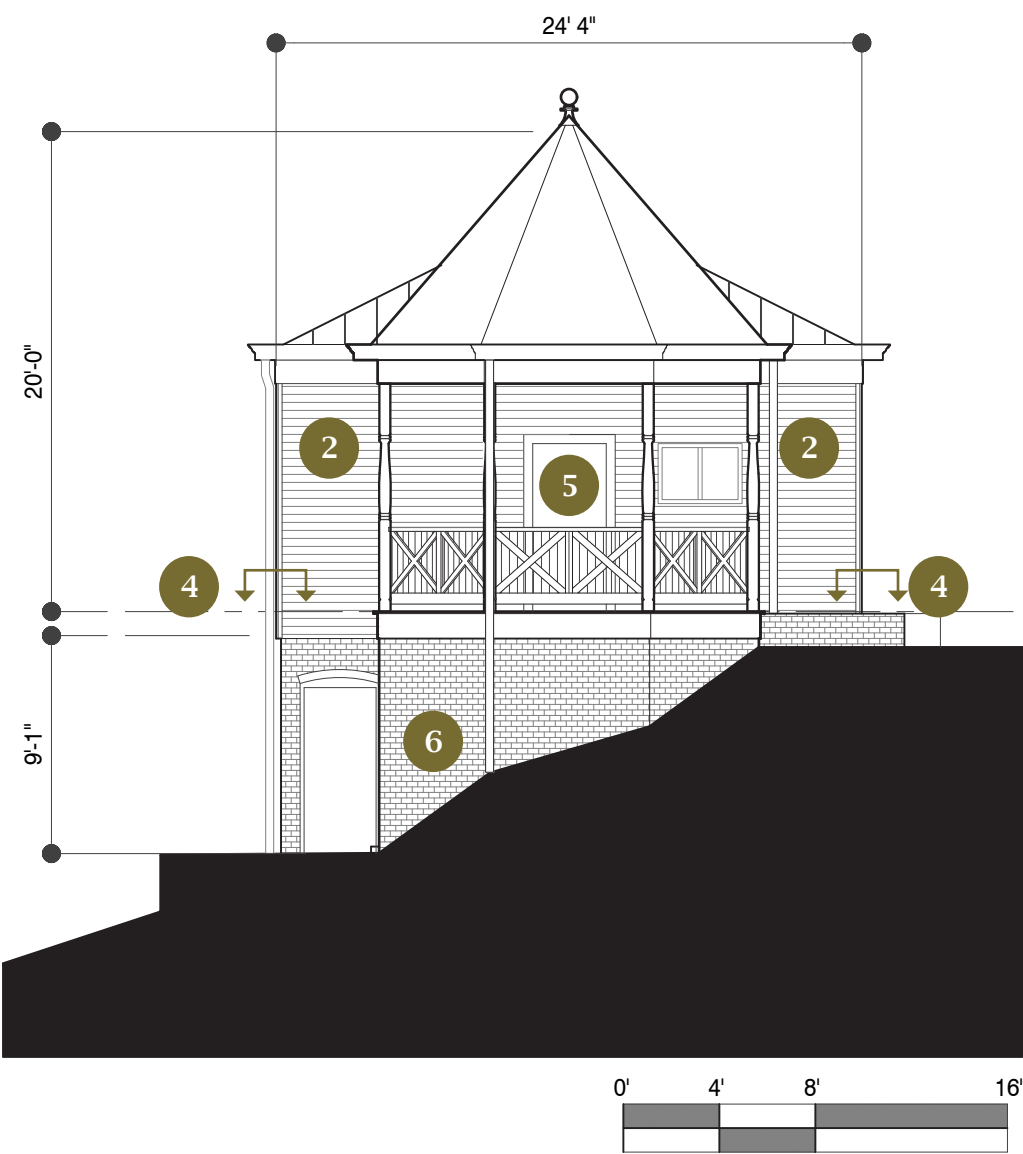
Examine corner board and quarterround detail at each corner. IF damaged or rotted, replace. See detail D on page 13.
5.

ADD ALTERNATE #1: Prep and painting. See description on page 3.
6.

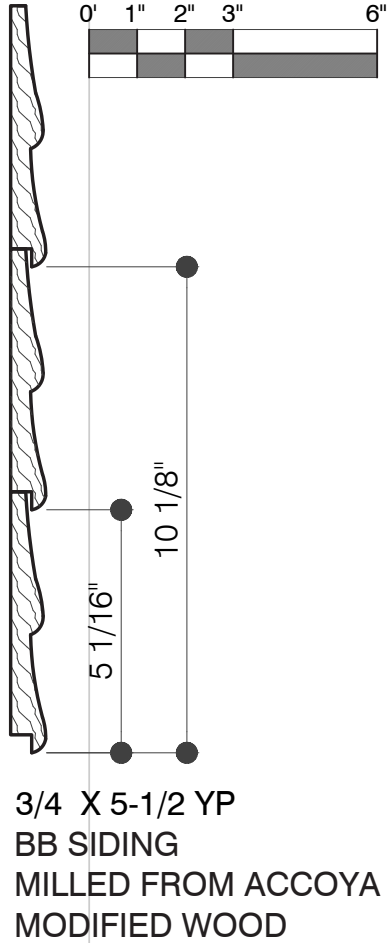
Repoint limited area of masonry wall construction. Prep for repainting.



WEST ELEVATION

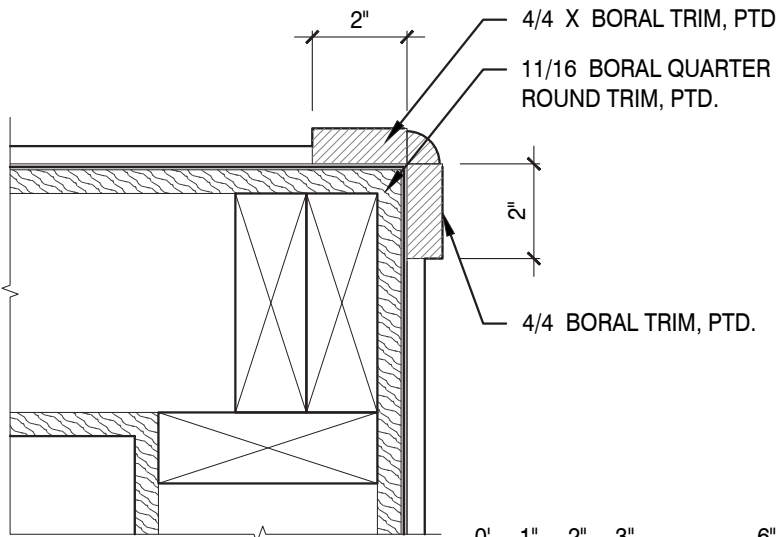


EAST ELEVATION

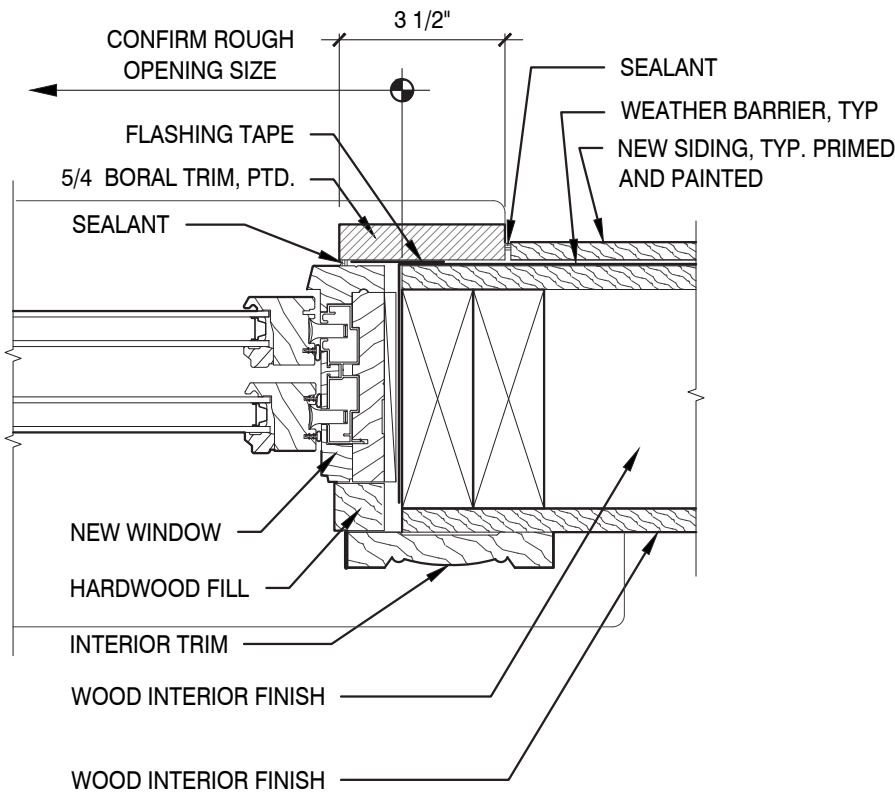


Base bid include priming of all sides and sealant. Final finish coats should be included in ADD ALTERNATE #1.

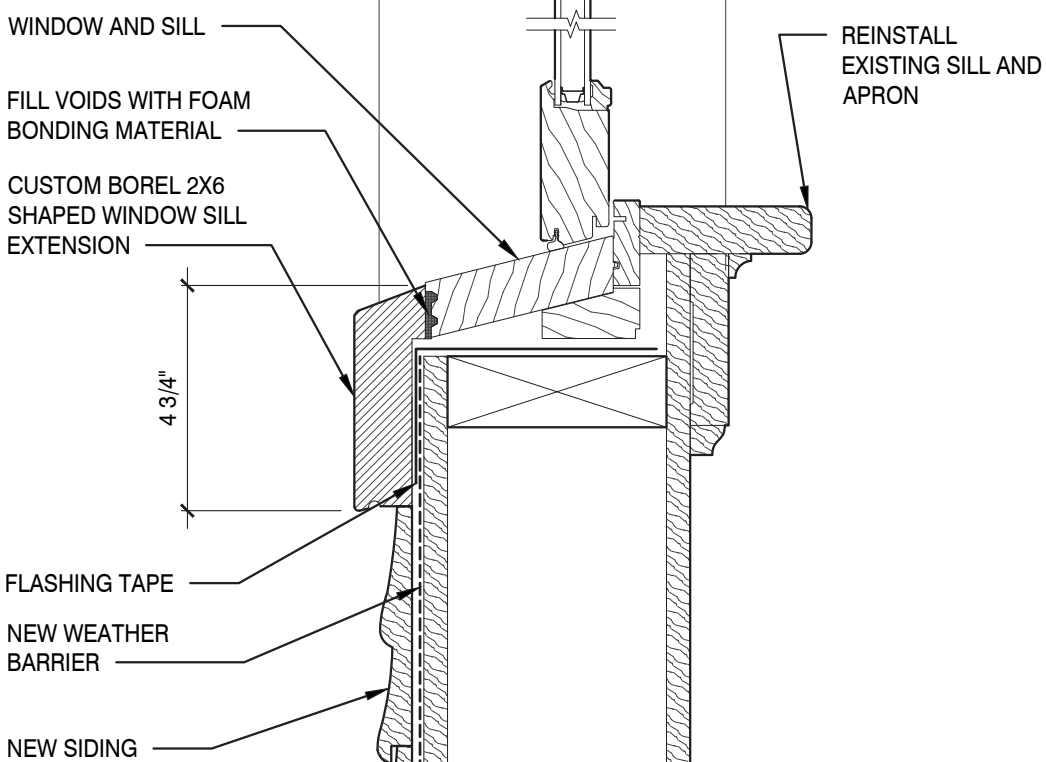
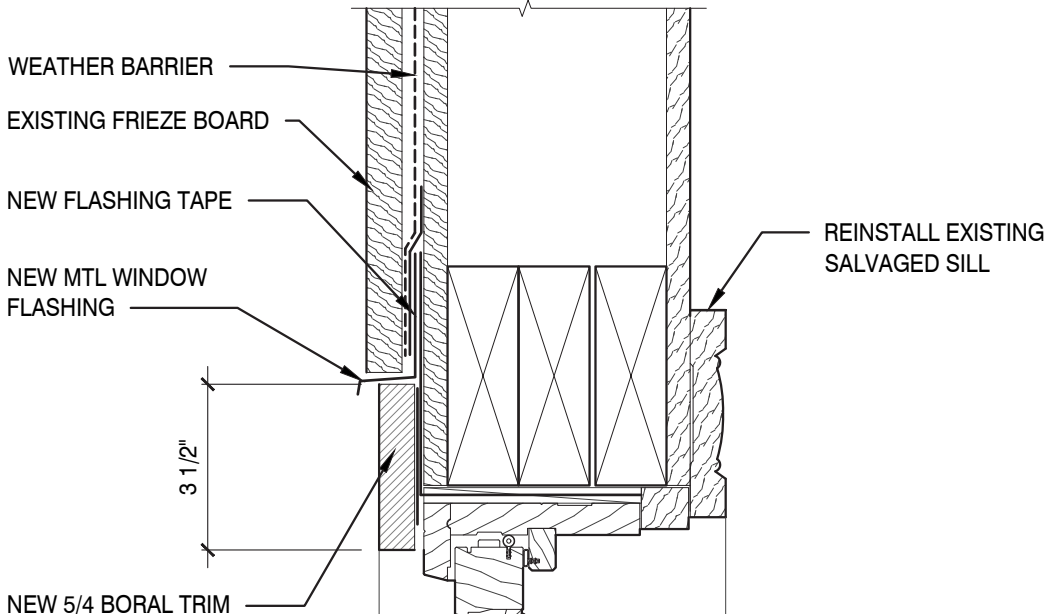
SIDING DETAIL



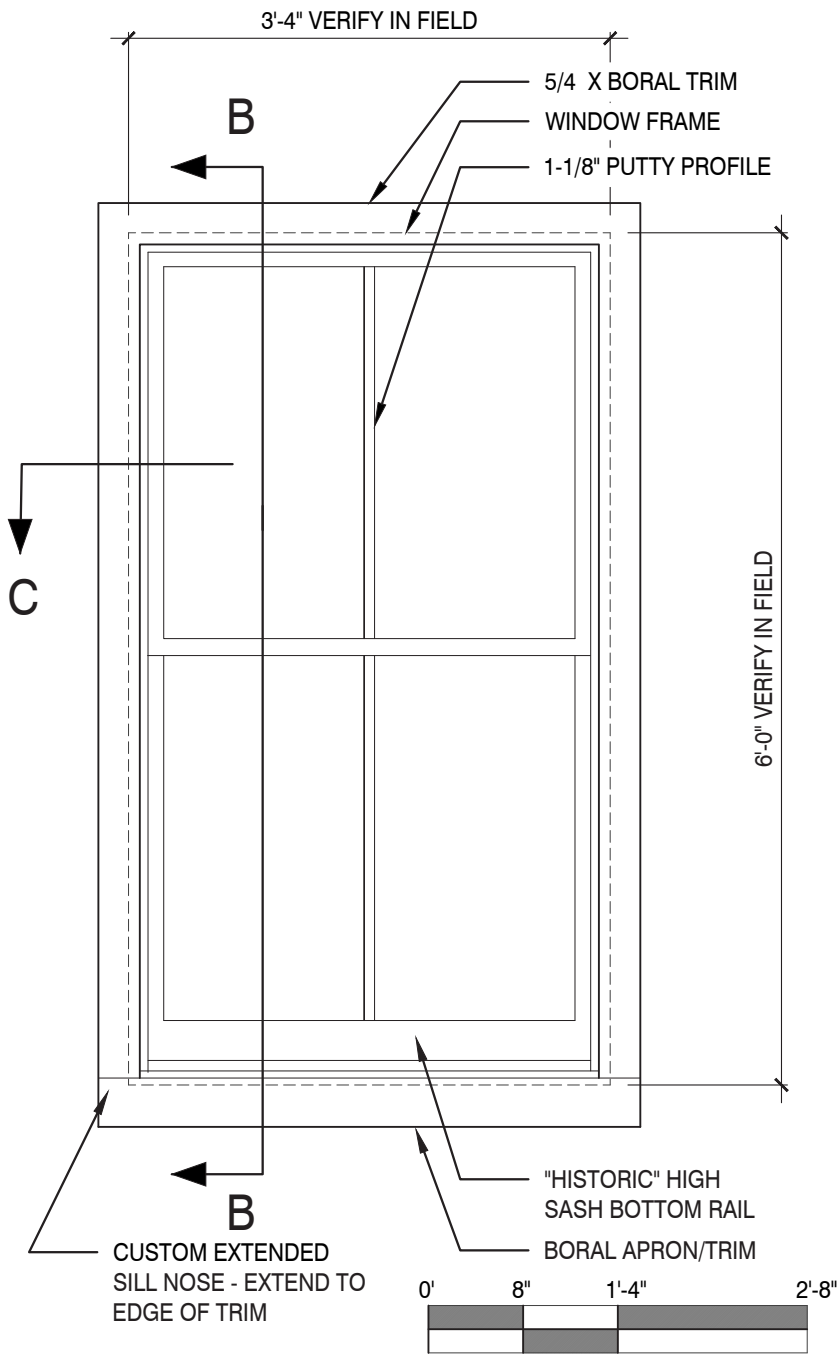
D CORNER BOARD DETAIL
SCALE: 3" = 1'-0"



C WINDOW ELEVATION
SCALE: 3" = 1'-0"



B WINDOW ELEVATION
SCALE: 3" = 1'-0"



A WINDOW ELEVATION
SCALE: 3/4" = 1'-0"

ALL WORK SHOWN ON THIS SHEET IS PART OF
PHASE C

SPECIFICATIONS AND NOTES

SIDING

PRODUCT: Custom Product - Siewers BB S1-1B siding milled out of Accoya wood.
Submit product data and sample for approval.
Install in accordance with manufacturer’s instructions and best practices.
Siding to be installed in longest lengths possible. Siding shall have all butt and scarf joints caulked with a quality, exterior rated, flexible caulk prior to paint application. All non-trim/fascia abutments shall be caulked and sealed with the same exterior grade caulk.
Ends exposed due to post-manufacturing field cuts shall be sealed with a premium, 100% acrylic primer, to ensure that no fiber is left exposed to the elements.
All sides must be primed before installation. Finish painting is part of ADD ALTERNATE #1.
Use only corrosion resistant fasteners. Acceptable are stainless steel or hot-dipped galvanized nails.
Joints shall fall over framing lumber and shall be double nailed. Do not nail any less than 1/2 inch (13 mm) from any edge and fasten at a minimum of every 24 inches (610 mm) on center.
Drive nails perpendicular to the framing lumber and the wood trim product; drive nails flush with the product’s surface. Nails shall penetrate at least 1-1/4 inches (32 mm) into the structural framing.

WEATHER BARRIER

PRODUCT: Use #15 asphalt felt (Type 1) or an approved alternative, ensuring it’s free from holes and breaks.
Overlap: Lapped joints are crucial for effective water shedding. Vertical joints should have a minimum 6-inch overlap, and horizontal joints should have a minimum 2-inch overlap.
Submit product data for approval.

EXTERIOR TRIM ELEMENTS

PRODUCTS: for various trims including window, door, corner board, quarter round, cove, window trim extension, and skirt board trim: Boral TruExterior Trim of various dimensions as detailed on drawings.
Submit product data and sample for approval.
Install with smooth side to exterior.
Follow all manufacturer’s recommendations for storing, working, installing and finishing.

SEALANT/CAULK

Provide sealants as required for each application. The General Contractor shall determine the appropriate type of sealant for each condition and location. Sealants shall be products of a recognized manufacturer of quality materials suitable for the intended use.
Submit product data and color samples for each sealant type and location for review and approval prior to installation.

WINDOWS

PRODUCT: Jeldwen Siteline wood double hung Auralast Pine
Submit shop drawings and product data for approval.
Custom size to be verified in field
Primed exterior, primed interior
No exterior trim, no sill nosing - see drawings
Standard double hung with concealed jamb liner
Antique brass hardware (to be confirmed)
Insulated Clear Annealed Glass, Protective Film, Black Spacer, Traditional Glz Bd, Primed Wood SDL, 1-1/8” Putty SDL w/Perm Wood Trad’l. Bead Int BAR
Light Bronze Shadow Bar, Colonial All Lite(s) 2 Wide 1 High Top, 2 Wide 1 High Btm
No Screen

PAINT AND PRIMER

PRODUCTS: Sherwin Williams as recommended by area representative.
Sherwin Williams Area Representative: Matthew A Smith , 6562 W. Broad St., Richmond, VA 23230
804-774-1967 (c) , matthew.a.smith@sherwin.com
Submit: Product data for each material and finish.
Mock Up: Provide 3’x3’ mock-up of paint color selections for approval prior to ordering finish paint.
Conditions: interior wood (painted existing), exterior wood (painted existing and new), exterior composite trim (new), exterior masonry (painted existing with minimal repointing), exterior metal (painted existing)
Colors: To be selected by Owner and CHAofRVA representatives.
Follow manufacturer’s recommendations for application and the number of coats.

HISTORIC WOOD LOUVER REPLACEMENT (ADD ALTERNATE #2)

Provide labor, materials, fabrication, and installation to replicate and replace existing exterior wood louvers.
New louvers shall match existing sizes, proportions, profiles, blade spacing, frame configuration, joinery, detailing, and overall appearance, with all dimensions verified in the field prior to fabrication.
Louvers shall be custom fabricated from Accoya® acetylated wood lumber or an approved naturally rot-resistant wood species suitable for exterior exposure, using kiln-dried, clear, straight-grained material.
All details, joints, and connections shall replicate existing construction methods; no modifications to geometry or detailing are permitted without written approval.
Louvers shall be primed and painted with product suitable for exterior use and compatible with selected wood species.
Remove existing louvers carefully to protect adjacent historic materials; install new louvers plumb, level, and securely fastened to existing openings.
Submit shop drawings and material samples for review and approval prior to fabrication.

GENERAL CONDITIONS

- All work shall be performed in accordance with the 2021 Virginia Uniform Statewide Construction Code (VUSBC), effective July 1, 2024.
 - New construction - part 1 of VUSBC - “The Virginia Construction Code”.
 - Renovation/alteration - part 11 of the VUSBC - “ Virginia Existing Building Code”.
 - The 2017 ICC A117.1 Accessible and Usable Buildings and Facilities.
- The contractor shall carry all insurance required by owner. The contractor shall file certificates of insurance acceptable to the owner prior to the commencement of the work.
- The contractor shall pay for and secure permits, fees, licenses and inspections necessary for the proper execution and completion of the work.
- The contractor shall secure the construction area and restrict access to authorized personnel only.
- Contractor shall keep driveways, walkways, exits and entrances of building clear and available to owner.
- Unless instructed otherwise by the owner’s agent, the removal and disposal of demolition and/or construction material shall be the responsibility of the general contractor. The contractor shall keep the construction site free and clear of all debris throughout the course of the project. Upon completion of the work, the entire construction area is to be thoroughly cleaned.
- Smoking is not permitted within the building or within 25 feet of the entrance, operable windows, or air intake.
- Dimensional information and plan layout was obtained during limited field observations and from available existing drawings. Actual conditions may differ from that which is indicated. If the contractor uncovers existing conditions that differ from that which is indicated on plan, the contractor shall notify the architect of the discrepancy in order that the condition may be resolved. Should any contradiction, ambiguity, error, or inconsistency appear in or between any of the contract documents, notify Owner and request interpretation before proceeding with work in question.
- Existing conditions:
 - Prior to beginning work, examine site and portions thereof which will affect work and compare with drawings to verify conditions under which work is to be performed.
 - Notify Owner of any discrepancies in existing conditions prior to beginning construction. Work in problem areas shall not proceed until approved by the Owner. Proceeding with work shall constitute acceptance of project conditions.
- Cutting and patching: execute work where possible by methods that minimize cutting or patching.
- The contractor shall install and/or construct all products and materials in accordance with the manufacturer’s instruction and industry standards.
- All materials, products, manufacturer’s specification shall be as indicated in the documents. No substitution without prior written approval of the architect will be accepted.
- All work shall be guaranteed by the contractor for a minimum period of one year after substantial completion of the work. This guarantee shall cover all work of the general contractor and sub-contractors. Any defects identified during the guarantee period shall be repaired as required, at no additional cost to the owner.
- All new exposed electrical conduit shall be primed and painted the color of the surface of which it is on.
- All subsurfaces shall be properly prepared before application of finishes. Contractor shall assume responsibility for substrate conditions where finishes are applied.
- Hazardous materials: in the event the contractor encounters on the site material reasonably believed to be asbestos, polychlorinated biphenyl (pcb), or other toxic material, which has not been rendered harmless, the contractor shall immediately stop work in the area affected, seal off the perimeter, and report the condition to the owner and architect in writing. No new building material shall contain asbestos, polychlorinated biphenyl (pcb) or other toxic material as defined by state and federal regulatory agencies.
- Contractor shall follow all laws and restrictions regarding lead paint and lead paint abatement.

COORDINATION OF WORK

- Coordinate the work of all trades.
- Lack of specific details shall not be an excuse for improper installation of any material, device, or system. Where details are not provided, the GC shall refer to the printed manufacturer’s recommendations for installation guidelines.
- Verify location of utilities and existing conditions. Notify Owner of conditions differing from those indicated on the drawings.
- Verify dimensions on drawings with dimension at the project site. Construction drawings should not be scaled.

SUBMITTALS

- The contractor shall submit to the owner a construction schedule. Each major construction task, including start and finish dates, shall be included. Critical items, lead times and events are to be indicated.
- Where required elsewhere in these documents, or directed by Owner, the contractor shall submit shop drawings, product data, and samples of all materials and goods to be incorporated in the work. Submittals shall be reviewed and approved prior to fabrication or installation.