



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

July 22, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Tonya O'Connell, Finance Director

SUBJECT: Enhancement Grant Tom Hunt Store Relocation

In 2005, the City applied for and received on behalf of the Poquoson Museum a Federal Enhancement Grant through the Virginia Department of Transportation (VDOT) to move the donated Tom Hunt Store to the Museum Property. The grant required a local match equal to 20% of the approved allocation. The Poquoson Museum in 2005 agreed to and subsequently raised funds through raffles and events to reimburse the City the local match piece.

Since the approval there have been many set backs on the project to include the original consultant abandoning the project, unanticipated mitigation requirements by the Secretary of the Interior Standards for Rehabilitation, numerous personnel changes at the VDOT and the extraordinary requirements mandated by the federal government and VDOT necessary to issue an invitation for bid (IFB) for the historical property. After the City finalized the IFB, the IFB had over two hundred pages of required information for potential bidders.

In May of 2019, the City finally received approval from VDOT to advertise the IFB to relocate the Tom Hunt Store. On May 12, 2019, the advertisement for the IFB was placed in the Daily Press seeking bids from qualified vendors to relocate to the store. The scope of work included in the IFB was to relocate the store from its existing location to its new location at the Poquoson Museum site. The successful bidder separate from the relocation of the store will have to provide stability to the store prior to its move, replace the existing roof and provide for a new foundation. The IFB closed on June 12, 2019 and the City received two bids. The lowest bidder, F&W Builders, Inc., submitted a bid of \$179,888.

To date the project has incurred a total cost of \$75,402 in expenditures. It is projected that the cost to relocate the store based on the VDOT information is \$215,469 which includes the bid of \$179,888, contingencies of \$8,994, engineering services if required \$21,587 and VDOT oversight cost of \$5,000. The project has \$122,008 allocated from the federal grant and \$30,502 required from local match. The Poquoson Museum has earmarked in a certificate of deposit \$30,000 for the relocation of the store. As a result of this information the City has requested from VDOT additional funding to move forward with the relocation of the store.

The request from the City to VDOT is to provide the additional 80% support of the projected cost to complete the relocation of the store. The total projection needed is \$62,959. The Poquoson Museum will need assistance from the City which is estimated at \$13,094. This is the difference in the amount held in deposit and the cost to complete.

VDOT after receiving our commitment to pay the local match piece has tentatively agreed to the additional funding. An approval letter has been requested by VDOT from the federal government which is slated to be received the week of July 22nd. Due to the requirement of the grant, the City needs to take action to enter into a contract to relocate the store based on the grant period by September 1, 2019 in order to secure the funds committed to the project.

In order to enter into contract, the City must appropriate the grant funds and the additional local match that is required for the City to execute a contract. It is recommended that the local match that the City will be responsible for be taken from General Fund Fund Balance at such time it is required. If the City elects not to enter into a contract to relocate the store the federal funds received will be required to be paid to VDOT.

Attached, please find the ordinance appropriating the additional funding and resolution authorizing the City Manager to enter into the contract with F&W Builders, Inc. to relocate the Tom Hunt Store contingent on receiving the additional funds from VDOT. Additionally, we have included the commitment letter from the Poquoson Museum as it relates to the local match amount of \$30,000.

ORDINANCE NO. _____

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATION
FOR FISCAL YEAR 2020 – GRANT FUND**

WHEREAS, the City received approval of funds from Virginia Department of Transportation on the Federal Enhancement Grant EN04-147-122, C501-TEA-5A03 (945) for the Tom Hunt Store Relocation and Ordinance No. 1477 approved on December 9, 2013 appropriated the funding,

WHEREAS, the City has received additional funds from the grant to secure the funds needed to complete the project which is to relocate the Tom Hunt Store,

WHEREAS, the City will receive local match from the Poquoson Museum,

WHEREAS, the City will utilize General Fund Fund Balance to cover the local match not covered by the Poquoson Museum,

WHEREAS, the City has additional needs to be appropriated.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Poquoson, Virginia:

Section 1: That an additional \$93,461 in revenues in the Grant Fund be and the same hereby are appropriated within the Fiscal Year 2019 Budget as follows:

GRANT FUND

Revenues:

State Revenue-VDOT	\$50,367
Poquoson Museum	30,000
General Fund Unrestricted Fund Balance	<u>13,094</u>

TOTAL **\$93,461**

Expenditures:

Tom Hunt Relocation	<u>\$93,461</u>
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TOTAL **\$93,461**

Section 2: That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

ADOPTED: _____

TESTE: _____

City Clerk

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ENTER INTO
CONTRACTS WITH F&W BUILDERS, INC.**

Whereas, the City has accepted a grant from Virginia Department of Transportation on the Federal Enhancement Grant EN04-147-122, C501-TEA-5A03 (945); and

WHEREAS, the City issued an Invitation for Bid's (IFB) for the relocation of the Tom Hunt's Store; and

WHEREAS, the City has reviewed the results of the bids and has determined that F&W Builders, Inc. meets the needs of the City,

WHEREAS, the Virginia Department of Transportation Civil Rights has concurred with awarding to the low bidder, F&W Builders, Inc, as they have met the Disadvantaged Business Enterprise goal,

WHEREAS, the requirement of the grant dictates that the City has to be entered into contract to relocate the Tom Hunt's Store prior to September 1, 2019; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the City Manager is hereby authorized to do all things necessary to enter into a contract with F&W Builders, Inc contingent upon receiving the notification of approval of additional funds through the Federal Enhancement Grant EN04-147-122, C501-TEA-5A03 (945).

Section 2: That the City Manager is hereby authorized to approve change orders associated with the relocation of the Tom Hunt's Store based on the award provided by the Virginia Department of Transportation which includes contingencies.

Section 3: That this resolution shall become effective immediately upon adoption.

ADOPTED: _____

TESTE: _____

City Clerk



POQUOSON MUSEUM

968 Poquoson Avenue, Poquoson, VA 23662
Mailing address: P.O. Box 2163, Poquoson, VA 23662

A 501 C -3 Museum

Mr. Randy Wheeler
Poquoson City Manager

July 13, 2019

Dear Mr. Wheeler:

The Finance Director, Mrs. O'Connell, has provided the Poquoson Museum with the latest bid figures for the moving of Tom Hunt's Store. The low bid came in at \$178,888. This is far and above the grant funding left for the move. Our current grant balance is \$122,000. Mrs. O'Connell has been in contact with VDOT and they have stated they will provide the difference in our grant balance and the low bid price. VDOT will require the Museum to provide a \$30,000 cash match to cover this extra funding.

The Poquoson Museum Board is fully committed to go through with this project. However, there are certain factors that come into play if we are required to provide the \$30,000 cash match. This will put a severe strain on the Museum's ability to provide maintenance and programs for the community. This will also deplete part of our savings and put additional strain on our ability to function. The Museum Board would ask you and the City Council to look at options that could assist us with this process. We are aware of the streetscape funding of \$37,000, which will be up for discussion at the next council meeting. We are asking the council to consider using this fund for the cash match part for the Tom Hunt's Store move project. With this help, if considered favorably, we can achieve the Tom Hunt's Store move and insure the financial viability of the Museum.

The Poquoson Museum Board wants to thank Mrs. O'Connell for seeking out enough funding from VDOT to cover the cost of the contract. Without her tireless efforts, we would not be able to proceed with the current project.

Sincerely,

Paul A. Whitlow,
Museum President