

Clerk Report July 2026 for August 4, 2026 meeting

- Working on Stripe integration with the Treasurer
- Mailed a replacement golf cart tag
- Worked with a travel writer who reached out regarding Clifton day, connected them with the right people at the CBA
- Worked on making the ARB guidelines editable so that we can start updating those (30 years since last update)
- Completed coordination regarding potential ARB submissions
- Worked with the Treasurer to develop place to store her documents etc. in an archive when she departs
- Worked with committee leads to post notice for their upcoming meetings
- Updated the website to include a note regarding political signs
- FOIA requests - 2 in progress at the time of this report. Anticipate both being completed prior to the Council meeting.
- Coordinating Fire programs grant documentation with Mayor Screen
- Worked with communications committee to identify small changes to the website that will hopefully make a big impact, made those changes
- Worked with Mayor Screen regarding a letter of approval for a noise ordinance waiver due to required sewer work

TREASURER MONTHLY REPORT

July 2026

COUNCIL MEETING – August 12, 2026

Other Payments – Previously approved by Council or of note

- Clearpoint \$4,000 additional due for FY24
- VRSA Insurance P-2026-2027-VRSA-0490-1 \$7,905
- Laura Jane Cohen, return of Pink House security deposit from 2017 \$2,200
- UNITS, 12/8/2025-6/8/2026, storage of haunted trail items \$1,224.37
- Flag Disposal, 3rd quarter 2026 \$1,800.00
- Green Valley Landscaping, INV#60162, June mowing 5 times, \$1,225.00

Requests for Approval of Payment

- Green Valley Landscaping, INV#60233, July mowing 4 times and work in the Triangle \$1,480.00
- Resource Recovery, INV#2026-07, July Subscription and event, \$1,020.00
- Harrison & Johnston, INV#98284, Pink House legal work, \$1,410.00
- DEQ, return of unused Styrofoam program grant funds, \$2,561.07

Of NOTE:

- FY25 final information to the pre-audit accountants
- Spoke with Mark Schwartz and Chuck Kozlik from McConnell Jones LLP
- Helped with the interviews of Treasurer search
- Kerrie and I met to discuss Stripe and how it can work for electronic payments for various items – planning, ARB, meals tax, BPOL, golf cart tags, etc... Still figuring it out

Town Of Clifton, Virginia - FY2027 Budget (July 1, 2026-June 30, 2027)

		Jul-26	ly 2026-July 202	FY2027
OPERATING REVENUES:				
Taxes & Permits Revenues:				
	ARB Permits			750.00
	BPOL	392.39	392.39	45,000.00
	BZA Fees			
	VA Communications Sales Tax	300.17	300.17	3,500.00
	Cigarette Tax	23.52	23.52	
	VA Car Rental Distribution			
	Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	182.21	182.21	2,750.00
	Motor Vehicle Registration			7,000.00
	Railroad Tax	398.21	398.21	0.00
	Sales Tax	2,511.81	2,511.81	20,000.00
	Meals Tax - NEW	25,085.59	25,085.59	350,000.00
	Use Permits			600.00
	Utility Consumption Tax	93.51	93.51	1,200.00
TOTAL TAXES & PERMITS:		28,987.41	28,987.41	430,800.00
Town Facilities Rentals:				
	Community Hall			2,000.00
	Property Rental-Park/Square/Gazebo	125.00	125.00	300.00
TOTAL FACILITIES RENTALS:		125.00	125.00	2,300.00
Grants:				
	Fire Program State Grant- FCFD			15,000.00
	Litter Control Grant - Non-competitive			0.00
	Litter Control Grant - Competitive			10,000.00
TOTAL GRANTS:		0.00	0.00	25,000.00
Town Events:				
	Celebrate Clifton Gala			0.00
	Environmental Event			0.00
	Haunted Trail Event			60,000.00
	Homes Tour			5,000.00
TOTAL EVENTS:		0.00	0.00	65,000.00
Other Revenue:				

	Interest Income		4,869.20	4,869.20	45,000.00
	Other incon rolling stock from COVA		2.04	2.04	
TOTAL OTHER REVENUE:			4,871.24	4,871.24	45,000.00
TOTAL OPERATING REVENUES:			33,983.65	33,983.65	568,100.00
OPERATING EXPENSES:					
Payroll Expenses:					
	Town Clerk Salary		3,625.00	3,625.00	43,500.00
	Town Treasurer Salary		3,333.34	3,333.34	40,000.00
	Dir of Economic Development, Comms & Marketing - NI		4,888.00	4,888.00	58,656.00
	Additional support staff				6,750.00
	Payroll Taxes		1,256.22	1,256.22	13,600.00
	Employee Incentives				6,200.00
TOTAL PAYROLL EXPENSES:			13,102.56	13,102.56	168,706.00
CONTRACTUAL EXPENSES:					
Town Government:					
	ARB				5,000.00
	Board of Zoning Appeals				10,000.00
	Planning Commission				
	<i>update to town plan - every 5 years</i>				38,000.00
	<i>Revisions to the Town Code</i>				15,000.00
	<i>General Admin/Education</i>				3,000.00
	Dues & Subscriptions:				
	<i>Conference Attendance</i>				3,000.00
	<i>Other Dues & Subscriptions & Training</i>				250.00
	<i>VA Municipal League</i>		515.00	515.00	500.00
	VRSA Insurance		7,905.00	7,905.00	8,000.00
	Legal Advertising				2,000.00
	Mayoral Reimbursement <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>				1,000.00
	Citizen Recognition Fund <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>				500.00
	Bank Fees				
	Miscellaneous Contractual Expenses <i>(TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)</i>				2,500.00
	Professional Fees:				

		Accounting - Year Audit Review	4,000.00	4,000.00	30,000.00
		Legal Fees			25,000.00
		Web Site/Server Annual Maintenance with Domain Subscriptions			3,000.00
TOTAL TOWN GOVERNMENT:			12,420.00	12,420.00	146,750.00
Town Facilities:					
	Utilities - verizon + electric		255.01	255.01	2,500.00
	Caboose				1,000.00
	Railroad Siding Rent				2,500.00
	Town Meeting Hall:				
		Cleaning			6,000.00
		Electric	303.78	303.78	7,000.00
		Supplies			500.00
		General Maintenance - including floors			40,000.00
		Mgt Fee (25% of Community Hall Rentals)			2,000.00
	Parks and Public Spaces				
		Maintenance	225.00	225.00	12,000.00
		Invasive species prevention and conservation management			10,000.00
	Pink House: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)				
		Maintenance & Repairs			5,000.00
		utilities & internet	262.23	262.23	5,000.00
	MISC Emergency Repairs (TOWN COUNCIL OR MAYORAL APPROVAL REQUIRED FOR OVER \$1000)				7,500.00
TOTAL TOWN FACILITIES			1,046.02	1,046.02	101,000.00
Town Services:					
	Recurring landscaping services		1,480.00	1,480.00	25,000.00
	Trash Collections		1,800.00	1,800.00	20,000.00
	Non-recurring services (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)				
		Landscape/Ground Maintenance - Playground, Ayre Square, 8 acre Park & Triangle Maintenance, Harris Park, Flood Plain			6,000.00
		Playground Equipment Maintenance			500.00
TOTAL TOWN SERVICES:			3,280.00	3,280.00	51,500.00
Grants:					
		Art Guild			4,000.00

		Litter Control Grant - Expense	474.00	474.00	14,000.00
		Fire Program State Grant Expense - passthrough to FCFD			15,000.00
TOTAL GRANTS			474.00	474.00	33,000.00
Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)					
		Celebrate Clifton Gala			0.00
		Christmas Tree Lighting			1,300.00
		Environmental Events (clean up, Camp Fire, TBD)			1,300.00
		Haunted Trail Event	1,224.37	1,224.37	20,000.00
		Historic Events			0.00
		Homes Tour			3,000.00
TOTAL EVENTS			1,224.37	1,224.37	25,600.00
Committees: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)					
		Communication Committee			500.00
		Committee on the Environment			1,150.00
		<i>Wildlife preservation - Mark K equipment</i>			
		<i>Bluebird Trail - NEW</i>			
		Historic Preservation Committee			0.00
		Finance			0.00
		Parking and Traffic Committee			5,000.00
TOTAL COMMITTEES			0.00	0.00	6,650.00
Commodities:					
		Computer Supplies - Hardware & Software	203.84	203.84	3,000.00
		Copies			100.00
		License Plates			75.00
		Miscellaneous Commodities - storage	174.91	174.91	750.00
		Office Supplies			500.00
		Office Equipment			3,000.00
		Postage & Delivery			500.00
		Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)			500.00
TOTAL COMMODITIES:			378.75	378.75	8,425.00
TOTAL EXPENSES:			31,925.70	31,925.70	541,631.00
NET INCOME (LOSS):			2,057.95	2,057.95	26,469.00

		CAPITAL IMPROVEMENTS/GRANT INCOME - FY26			
REVENUES:					
	FEDERAL GRANTS				
	MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20				1,600,000.00
	TOTAL VDOT TA - MAIN ST IMPROVEMENTS				
TOTAL REVENUES:		0	0		1,600,000.00
COSTS:					
	Special Projects - Streetscape				
	Streetscape 2A - Preliminary Engineering				
	Streetscape 2A - Right of Way				
	VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)				
	Processing Easements				
	Streetscape 2A - Contruction				2,000,000.00
TOTAL SPECIAL PROJECTS COMMITTEE:		-	-		2,000,000.00
NET REVENUES/(COST)					-400,000.00
		CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY26			
COSTS:					
	Town-Funded Projects				
	Harris Park Improvements				200,000.00
	Public Parking Improvements				15,000.00
	Caboose Renovation				10,000.00
	Pink House Renovations				250,000.00
TOTAL CAPITAL PROJECTS from Allocation		0	0		475,000.00
TOTAL CAPTIAL COSTS		-	-		2,475,000.00
TOTAL CAPITAL NET REVENUES/(COST)		-	-		-875,000.00
	Funds used from saving				848,531.00
TOTAL FY2027 ANTICIPATED NET INCOME (LOSS)		2,057.95	2,057.95		0.00

Town of Clifton
Account Balances
FY27

				7/31/2026				
ASSETS							<u>Notes</u>	
	Current Assets							
		Checking/Savings						
		United Bank - Haunted Trail Account	4,447.32					
		United Bank - Events Acct	7,179.05					
		United Bank - Checking	233,014.88	Min Bal \$2,500	"Chairman's Club"			
		Untied Bank - Security Deposit	919.32					
		United Bank - Money Market Savings	244,183.60	Min Bal \$15,000				
		Investments-LGIP	1,386,924.49					
		Total Checking/Savings	1,876,668.66					

PLANNING COMMISSION REPORT for July 28, 2026

Present: Paula Sampson, Jay Davis, Kathy Kalinowski, Michelle Stein, Kerrie Gogoel (Town Clerk), Laura Jane Cohen (Administrator)

Absent: Adam Trost Susan Yantis, Terry Winkowski

- 1. The Planning Commission did not review any applications at this meeting.**
- 2. The Planning Commission reviewed the revised Maps provided by NVRC for inclusion in the Town Plan and determined to accept the revised maps (except for a few minor changes), and except for the Chesapeake Bay Preservation Area Map which is on hold pending DEQ input.**
- 3. The Planning Commission put on hold the review of the DEQ requested changes to Chapter 11 of the Code pending DEQ's complete response to the Chair's email concerning what changes need to be made in a very small jurisdiction.**
- 4. The Planning Commission continued work on the revisions to the use permit application and additional suggestions to the Instructions to the Use Permit.**

COMMUNICATIONS COMMITTEE MONTHLY UPDATE AUGUST 2026

The Communications Committee met on July 27, 2026.

Amanda Hencken was named the new chair of the committee.

The ommittee had not met in over a year so it was decided that quarterly meetings should be scheduled going forward.

The main focus of the meeting was making improvements to the town website and making it more user friendly for businesses, residents, and visitors.

It was also agreed that the town should develop a communications policy. The committee will begin working on suggestions for a policy and will present to the town council. The town should also utilize VML to get ideas about communication policies and strategies. A discussion was also had regarding the use of social media and how it should be part of a more formal communication strategy.

The TC newsletter is a big hit and everyone is especially enjoying Darrell's articles!

Parks & Maintenance Committee Monthly Update – August 2026

- Continue to evaluate moving the town to a comprehensive grounds maintenance contract
- Town Administrator obtained a quote from Apex Electric to service the town office space; replace current fluorescent ballasts with LEDs, re-wire the panel; Town Administrator performed and provided quote analysis, to be further discussed at 8/4 council meeting

ENVIRONMENTAL COMMITTEE MONTHLY UPDATE August 2026

1. KEY AND ONGOING ACTIVITIES/RECOMMENDATIONS

- A. **Activity 1:** Follow up phone calls were made to the Environmental Quality Resources (EQR) to start planning the next phase of treatments for invasive plants in the floodplain park.
- B. **Activity 2:** The native plants landscaping drawings were shared with the town council via email.
- C. **Activity 3:** The litter grant application was completed and submitted to the VA DEQ on July 31, 2026. The unspent EPS funds (part of the grant that dealt with styrofoam products) from GY2026 must be returned via check to the VA DEQ and that information was sent to the treasurer.

2. ACCOMPLISHMENTS

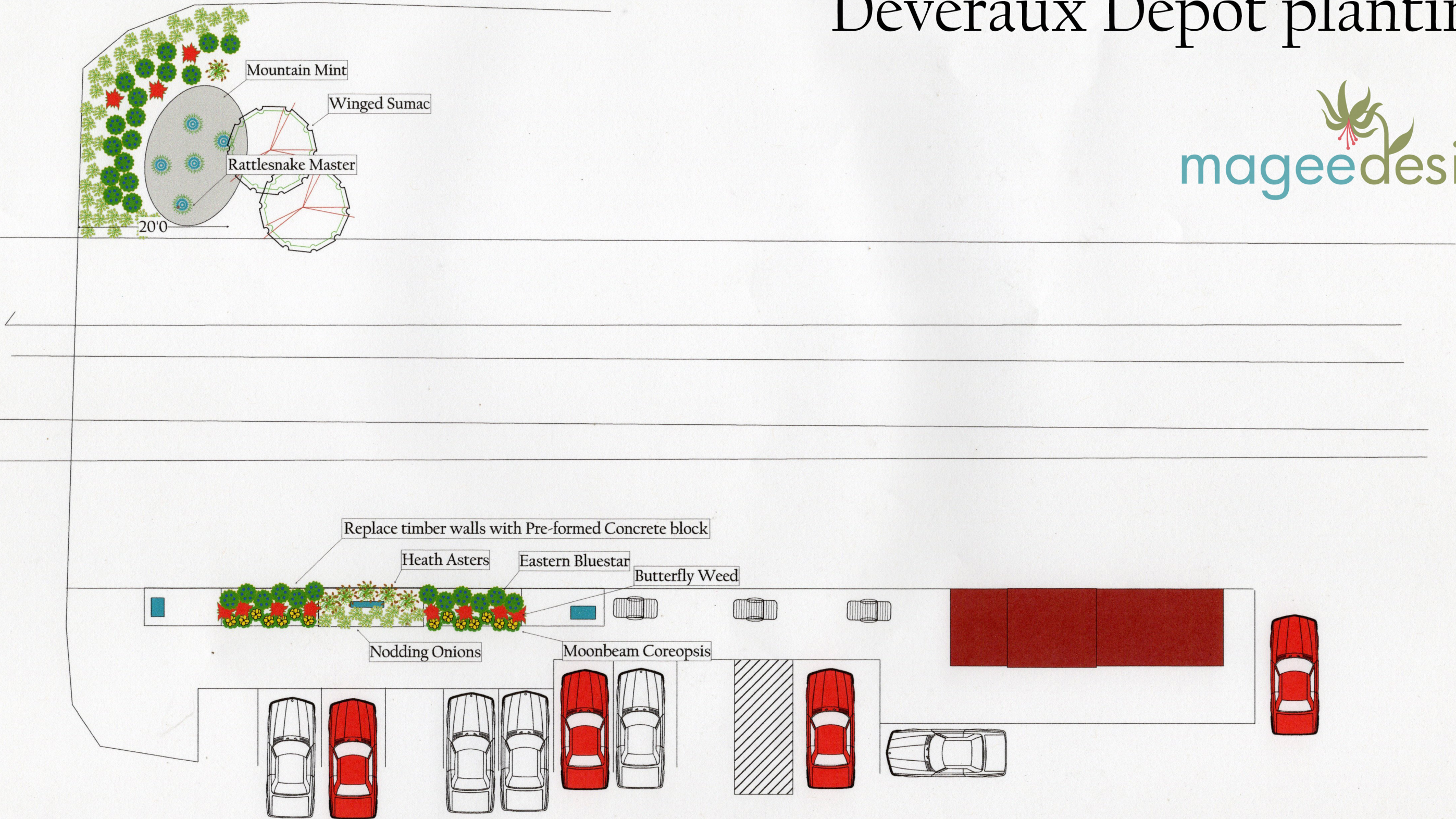
- A. **Accomplishment 1.** Submission of litter grant application.

3. CHALLENGES/ISSUES

- A. Regarding the ongoing invasive plants treatment in floodplain park, many of the stakeholders have been on vacation/out of town so it has not been possible to meet to discuss and decide on treatment schedule for the next FY.
- B. It was difficult as a new TC member to sort through and understand the litter grant application process. Going forward the application documents need to be shared with the entire town council. Communication needs to be improved with how the grant money is allocated, especially to the new incoming treasurer.

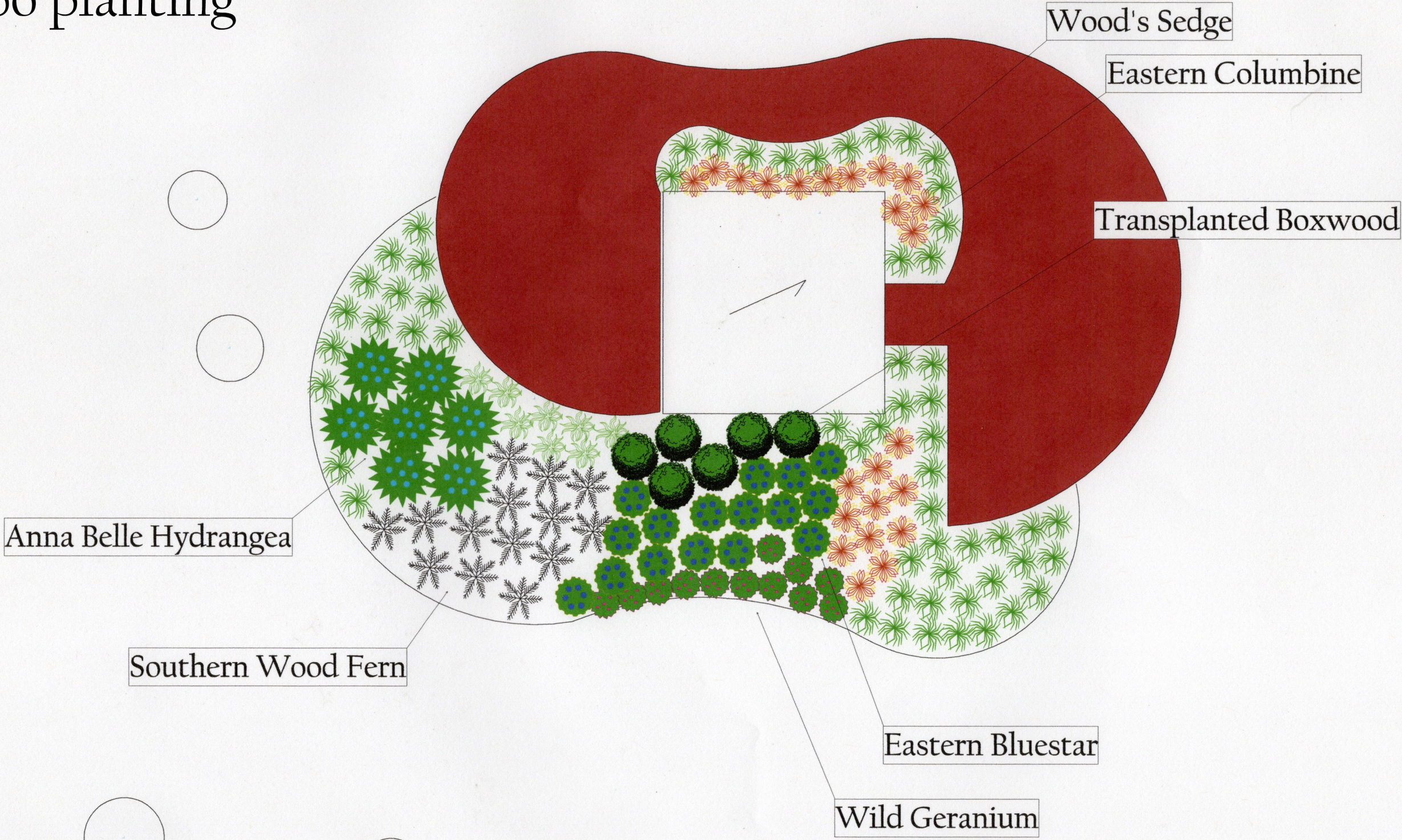
Town of Clifton, VA

Deveraux Depot plantings



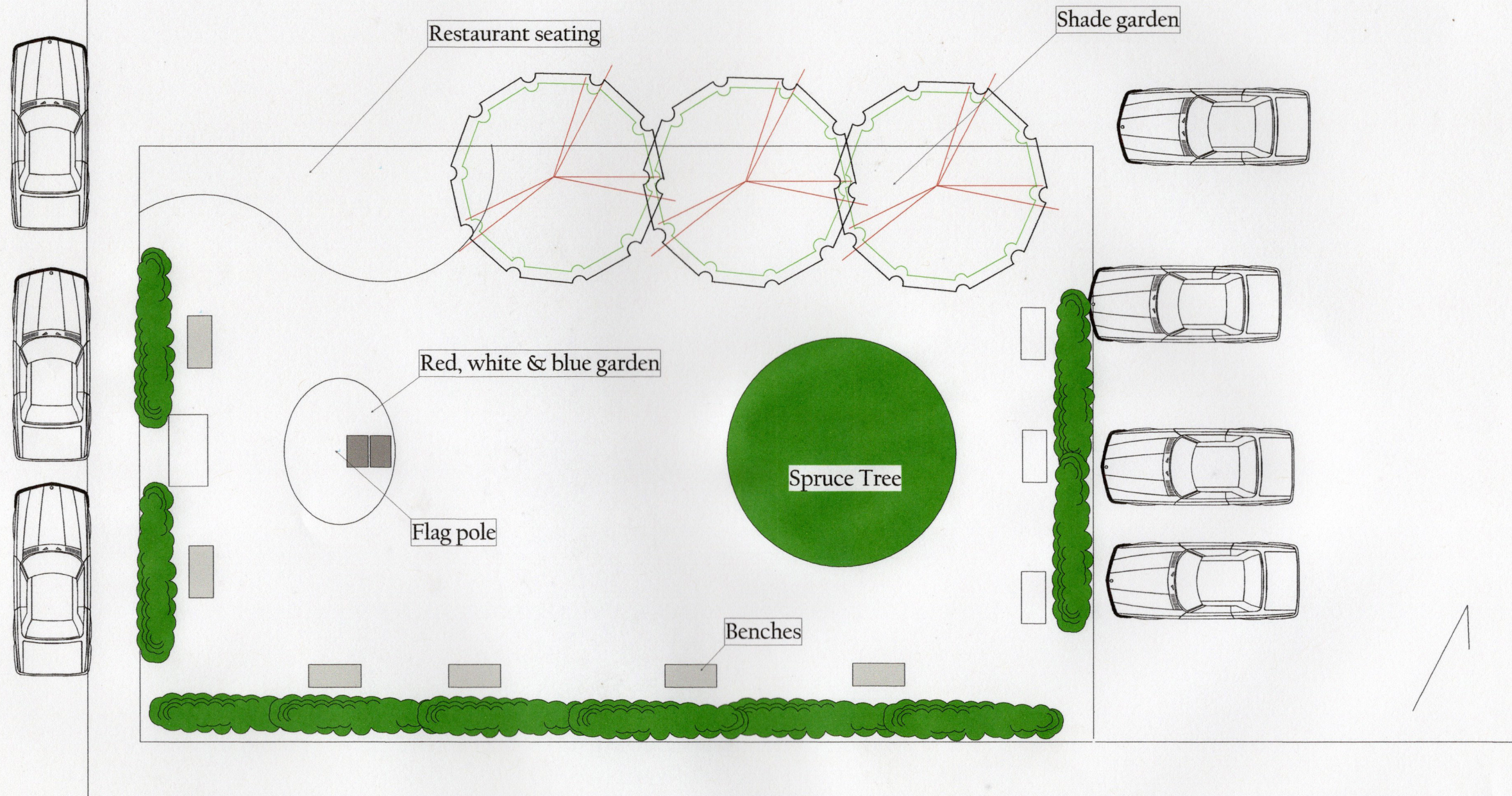
Town of Clifton, VA

Gazebo planting



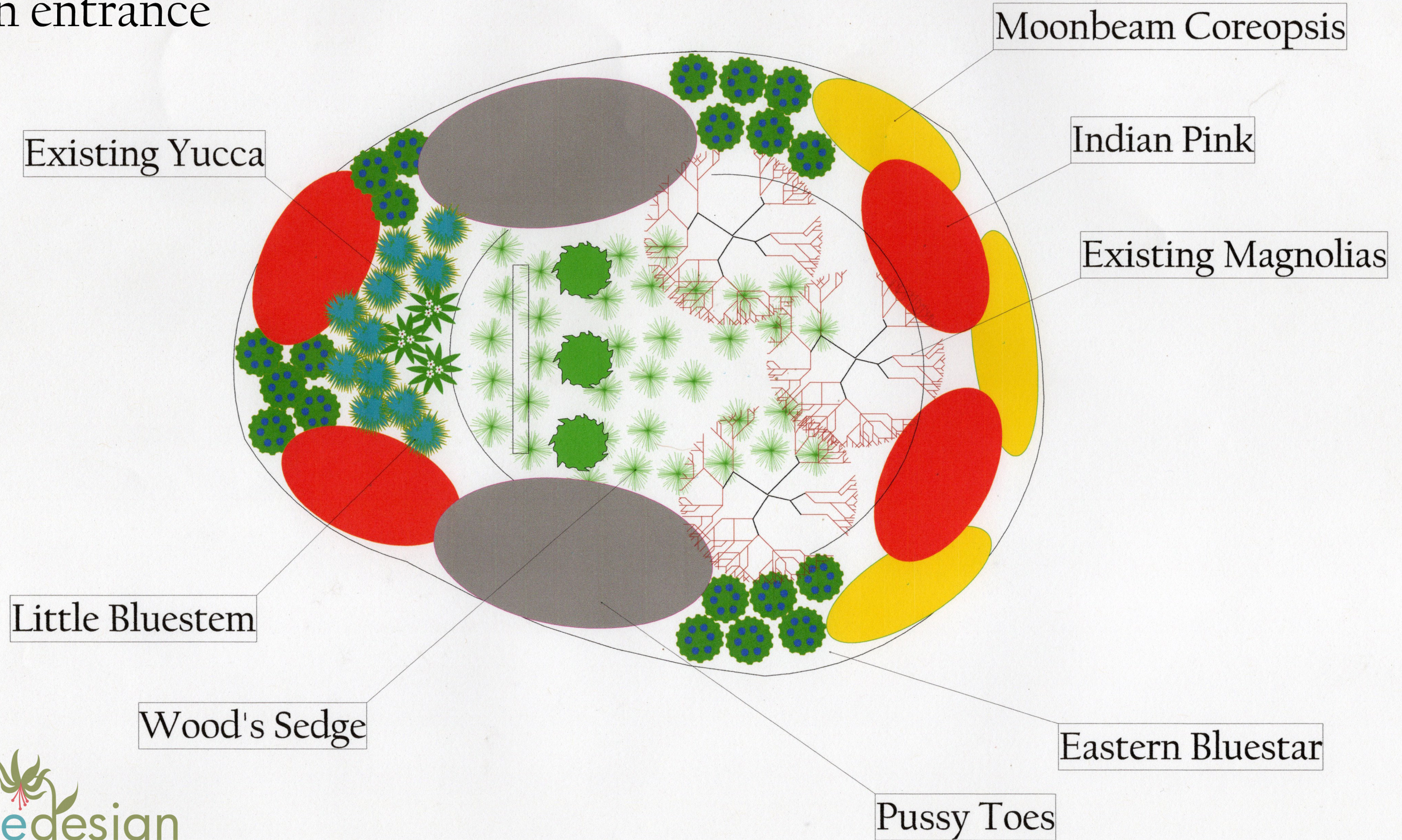
Town of Clifton, VA

Town square



Town of Clifton, VA

Town entrance



Draft: Proclamation for Find the Good Day

[City/Town/County/State] Proclamation

Find the Good Day

Whereas, The Junior League is dedicated to promoting volunteerism, empowering women, and enhancing communities through effective leadership and action; and

Whereas, Find the Good Day, observed on September 17, 2026, encourages individuals to recognize and celebrate the positive aspects of their communities and to take action to uplift others; and

Whereas, on this day, we acknowledge the importance of kindness, compassion, and community service in fostering positive change and building stronger, more resilient communities; and

Whereas, The Junior League continues to play a pivotal role in advocating for significant community initiatives and empowering individuals to make a lasting impact;

Now, **therefore**, I, [Mayor/Governor/County Executive], do hereby proclaim September 17, 2026, as Find the Good Day in [City/Town/County/State], and encourage all citizens to participate in acts of kindness, volunteerism, and community service.

In witness thereof, I have hereunto set my hand and caused the seal of [City/Town/County/State] to be affixed this [Day] of [Month], [Year].

[Signature]

[Name]

[Title]

[City/Town/County/State]

Design-Build Procedures for the Town of Clifton, Virginia

In accordance with the provisions of § 2.2-4382 of the Code of Virginia (1950), as amended, the Town Council of the Town of Clifton, Virginia, by Resolution, hereby adopts the following procedures for procurement via design-build contracts, as that term is defined in Va. Code § 2.2-4379. These procedures shall be effective as of the date of adoption.

Under authority of Va. Code § 2.2-4382, the Town of Clifton, Virginia (the “Town”) may contract to procure projects on a fixed price or a not-to-exceed price design-build basis in accordance with these procedures and the requirements of Va. Code § 2.2-4382.

The design-build procurement method may be utilized on projects, provided that (i) the project is a complex project and (ii) the procurement method for the project is approved by the Town. The written approval of the Town Council shall be maintained in the procurement file

The Town shall determine, for a specific construction project, in writing, that: (i) a design-build contract is more advantageous than a competitive sealed bid construction contract; (ii) there is a benefit to the Town by using a design-build contract; and (iii) competitive sealed bidding is not practical or fiscally advantageous.

Once the Town has determined that a design-build contract is appropriate, the Town shall use a two-step competitive negotiation process consistent with these procedures and with the standards established by the Division of Engineering and Buildings of the Department of General Services for state agencies when procuring a project by design-build. The basis of the award of the contract shall be in accordance with §2.2-4302.2 of the Code of Virginia. Guidance on methods for award can be found in Virginia’s Construction and Professional Services Manual (2012 Edition, as amended) Section 7.30.1.

The Town shall first issue a Request for Qualifications, and public notice of the same shall be posted on the Town’s website at least 30 days prior to the date set for receipt of qualification proposals. Prior design-build experience or previous experience with the Division of Engineering and Buildings of the Department of General Services shall not be considered as a prerequisite or factor considered for prequalification of a contract. However, in the selection of a contractor, the Town may consider the experience of each contractor on comparable design-build projects.

Upon the issuance of the Request for Qualifications, the Town Council shall appoint an Evaluation Committee (the “Committee”) which shall consist of [number of members, description of members] and a licensed architect or engineer who is employed by the Town to advise the Town regarding the use of design-build procurement methods for the project and to assist the Town with the preparation of the Request for Proposal and the evaluation of such proposals as a result.

After reviewing the responses to the Request for Qualifications, the Town shall issue a Request for Proposals to be responded to only by those Offerors found qualified by the Committee

based on their responses to the Request for Qualifications. Qualified Offerors shall respond to the Request for Proposals with both Technical Proposals and Cost Proposals.

The Committee shall evaluate the Technical Proposals based on the criteria contained in the Request for Proposals. It shall inform each design-build offeror of any adjustments necessary to make its Technical Proposal fully comply with the requirements of the Request for Proposals. In addition, the Town may require that Offerors make design adjustments necessary to incorporate project improvements or to provide additional detailed information identified by the Committee during design development. Based on the adjustments made to the Technical Proposals, the Offeror may amend its Cost Proposal.

In addition, an Offeror may submit cost modifications to its original sealed Cost Proposal which are not based upon revisions to the Technical Proposals. The Committee shall evaluate (and rank if technical rankings are to be considered as a criteria for award) the Technical Proposals. Should the Town determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. Otherwise, the Town shall open the Cost Proposals and apply the criteria for award as specified in the Request for Proposals.

The Committee shall make its recommendation for the selection of a design builder to the Town based on its evaluations of the Technical and Cost Proposals and all amendments thereto. The Committee must consider cost during its evaluation of the Proposals and in making its recommendation for selection. Price is a critical basis for award of the design-build contract, but does not have to be the sole or primary determining factor.

The award of a contract is subject to the appropriation of funds by the Town Council. Should the Town decide to award a contract, the contract shall be awarded by the Town to the Offeror who is fully qualified and has been determined by the Committee to have provided the best value in response to the Request for Proposal.

The Town shall notify all Offerors who submitted proposals which Offeror was selected for the project. Upon request, documentation of the process used for the final selection shall be made available to the unsuccessful Offerors.

Town Council Determination Pursuant to Va. Code § 2.2-4382

August 12, 2026

Whereas, the Mayor and Town Council of Clifton, Virginia support the renovation of the Town's historic property located at 7137 Main Street for Town use, it is necessary to engage qualified professionals to design and construct the proposed improvements. The financial viability of the project is made possible by a grant offered to the Town, which requires definitive action to award the work and negotiate final costs before November 2026. Without the grant, the project is unlikely to proceed at this time and the property would be subject to continued serious deterioration. In addition to the general and comprehensive need for renovation, the work includes remediation of stormwater infiltration that has undermined foundations and caused dangerous deterioration of structural framing members. The Town is unable to use the subject building in its current condition. Because the property contributes to the Historic Overlay District, as designated by the National Trust for Historic Preservation, and is prominently situated on Main Street, the design and execution of the historic renovation elements require careful and sensitive consideration.

Although the Virginia State Code identifies Design-Bid-Build as the preferred procurement method for localities, this approach is neither practicable nor financially advantageous to the Town for the project in question. The project's historic sensitivities, stormwater remediation complexities, its current condition and the time constraints associated with the grant create additional risk exposure for the Town under a Design-Bid-Build procurement approach. It is unlikely that the Town could procure design services, complete bid-level drawings, and secure competitive contractor bids before November 2026, resulting in a likely forfeit of the grant offer. Moreover, a Design-Bid-Build procurement would likely result in increased construction costs because the designer would design primarily to programmatic recommendations, and these may lead to increased detail, require stricter design assumptions, and fail to capitalize on cost efficiencies brought forward by a Design-Build firm working toward an Owner-driven target budget. By using the alternative Design-Build procurement method permitted by Virginia State Code section 2.2-4382, the Town can expect a faster procurement process and an earlier start to construction, which will assist with cost control by minimizing the effects of industry inflation. This approach will also help ensure the use of a well-qualified firm with demonstrable experience in historic work of the relevant period and construction type, while also providing a cost-efficient solution to the water infiltration issue and sensitive historic elements.

For the reasons stated, and in consultation with the engineer/architect employed to advise the Town in making this determination, the Town of Clifton has determined that the

design-bid-build project delivery method is not practicable or fiscally advantageous and that the Design-Build alternative procurement method fiscally advantageous, practical, and the best approach for the referenced project. Further, the Council has determined that, pursuant to the reasons stated above, the project is considered a “complex project” as it includes multi-faceted program, accelerated schedule and/or historic designation that makes the design-bid-build project delivery method not practical.

By affirmative vote, the Town Council hereby determines to proceed in accordance with the pertinent requirements of Virginia State Code article 2.2-4382 with a Design-Build procurement for renovation services at 7137 Main St.

DRAFT

REQUEST FOR QUALIFICATIONS

Town of Clifton, Virginia

Design-Build Renovation Services for Historic Structure at 7137 Main Street

Issue Date: August 14, 2026

Mandatory Meeting and Site Walk: Thursday August 20, 2026, at 3:00PM

Deadline to submit questions: August 28, 2026, by 4:00PM

Town Responses to questions: September 2, 2026

RFQ Responses Due: **Monday September 14, 2026, not later than 3:00PM**

Anticipated RFP release date: Thursday, September 17, 2026

Technical and cost proposals due: **Wednesday October 7, 2026, not later than 3:00pm**

Anticipated award date: **October 15, 2026**

Town Rep / Contact*: Dwayne Nitz; dnitz@cliftonva.gov

* The Town's sole point of contact for matters related to this RFQu shall be Dwayne Nitz. Mr. Nitz is the only individual authorized to discuss this RFQu with any interested parties, including Offerors. All communication between Offerors and Mr. Nitz about the Project or this RFQu shall be in writing as required by applicable provisions of this RFQu.

1. INTRODUCTION AND PROJECT OVERVIEW

The Town of Clifton, located in Fairfax County, Virginia (the “Town”) is an incorporated town listed in the National Registry of Historic Places. Among the Town’s public properties is 7137 Main Street, which includes two buildings and a gravel parking area just north of the railroad tracks that run east-west through the Town. The Town of Clifton intends to renovate the primary structure, a two-story wood-framed building that fronts Main Street, for Town use (the “Project”). Note, the project is contingent on the availability of appropriations which have not yet been secured (see Appendix A Determination Statement for additional context).

About the Project

The Project envisions a renovation that maintains the residential character of the building, including a functional kitchen using residential appliances and cabinetry, the addition of a Main Floor two-piece restroom, a reconfigured layout of utility service equipment, and a rebuilt stairway coordinated with the proposed raised Main Floor. Upstairs, the existing rooms are to largely remain per their existing layouts, for use as offices, with minor exceptions, such as a re-shaping of the stairway wall lines. The upstairs bathroom is to remain as a residential restroom, potentially re-using existing fixtures while replacing all floor and wall finishes. All doors and windows will be replaced.

The building faces Main Street and faces west and is located just to the north of the active Norfolk Southern railroad tracks that cross through the Town.

The building is 2-stories, wood-framed, with a combination of wood and Masonite siding. The existing metal roof is considered near end of life and must be replaced with a new standing seam metal roof. Existing windows are single-pane and not efficient. All windows should be replaced with energy- efficient double-glazed units that comply with ARB requirements.

The existing building is comprised of a primary room, kitchen, exterior utility room, under stair closet at the Main Floor. The second floor includes three rooms and a full restroom.

Water service is provided by an existing well. Sanitary sewer is connected to the Town’s Pump and Haul system with a connection under the street. Electric service is by NOVEC.

A single-story secondary building is not included in the project and sits behind the project structure connected by a walkway.

To the north of the building is a gravel parking lot that abuts the adjacent Masonic Lodge. Most of the gravel parkway between the two buildings is on Town property.

Procurement Procedure

§ 2.2-4382 of the Code of Virginia authorizes the Town to enter into a contract for construction on a fixed price or not-to-exceed price design-build basis, provided that the Town complies with the requirements as found in said Code section and follows the procedures which it has implemented for design-build procurement processes and which are consistent with the procedures adopted by the Secretary of Administration for utilizing construction management or design-build contracts.

Pursuant to Code and the Town's Construction Management and Design-Build procurement procedures, the Town will use a two-step competitive negotiation process to select a Design Builder for this Project. This RFQu represents the first step in the selection process. Only the short-listed Offerors will receive the RFP and be invited to submit proposals.

The second step of the selection process will entail the submission of Technical Proposals and Sealed Price Proposals from each short-listed Offeror. While the RFP will contain specific requirements for the Technical and Sealed Price Proposals, as well as specific selection criteria, the Town anticipates that: (a) Technical Proposals will include, among other things, the Offeror's design/conceptual plans and a Project schedule; and (b) Sealed Price Proposals will include, among other things, the fixed price for the design and construction of the Project.

Consistent with the process above, the intent and purpose of this Request for Qualifications (RFQu) is for the Town to solicit Statements of Qualifications (SOQs) from entities ("Offerors") interested in serving as the Design-Builder for the Project. The RFQu is issued to gather information that will enable the Town to: (a) identify Offerors best qualified to successfully execute the design and construction of the Project; and (b) determine which Offerors will be invited to submit proposals in response to the Town's forthcoming Request for Proposal (RFP). The Town has issued a *Determination Statement* for employing the Design-Build method for this Project, which is attached as Exhibit A.

Offerors' SOQs will be reviewed, rated, and scored by an Evaluation Team based on the evaluation criteria set forth in this RFQu. The Evaluation Team will be appointed by the Town Council to rate and score the SOQs. In addition to the appointed Evaluation Team, the Town may use any appropriate technical resources to provide assistance in evaluating the submittals.

Offerors and SOQs must meet all requirements of this RFQu. Failure to meet a requirement may render an SOQ non-responsive and/or non-responsible and the Offeror will be excluded from further consideration. Evaluation Team will assess how well each Offeror meets or exceeds the evaluation criteria, and scoring will reflect their judgment. The Evaluation Team will then rank Offerors, and the ranking system will be used to select no more than three (3) of the top-ranked design-build teams for the “shortlist.” Only the shortlisted Offerors will be issued the RFP.

The specific scope of work to be undertaken by the Design-Builder under the design-build contract for this Project will be identified in the RFP. Offerors must be able to provide all professional architectural, engineering, and consulting services required for the design and construction of the Project and associated site development, and infrastructure.

The Design-Build firm will be required to work within the parameters of the Town of Clifton’s Architectural Review Board Guidelines, which are included for reference, including obtaining approval by the ARB for all exterior improvements. The Design-Build firm will be required to obtain all necessary permits for the project, including a Fairfax County Building Permit and, if needed, a County Use Permit prior to occupancy.

2. STATEMENT OF QUALIFICATIONS

Offerors must be able to:

- Design and deliver a high-quality 40+ yr renovation of the historic structure for use as a small Town meeting space, Town offices, and occasional small event space;
- Use materials and design details appropriate for the renovation of a vernacular structure built between 1860-1920;
- Comply with requirements of the Town of Clifton ARB Guidelines and secure design and materials approval from that body;
- Provide Design-Development drawings for review and permit-level drawings for submission to Fairfax County and secure the requisite permits from Fairfax County;
- Begin construction no later than Spring 2027 for target completion and delivery in Fall 2027.

A. Minimum Qualifications

- i. Authorization to conduct business in the Commonwealth of Virginia. Offeror must provide evidence of a certificate of registration with the Virginia Corporation Commission authorizing Offeror to conduct business within the Commonwealth of Virginia. Offeror’s SCC registration, unless Offeror is exempt, must be in effect on the date of RFQu submission.

- ii. Class A Licensure. Offerors must provide a copy of Offeror's Virginia Class A Contractor's license issued by the Virginia Department of Professional and Occupational Regulation. Offeror must have an active valid Virginia Class A Contractor's License on the date of their SOQ submission.
- iii. An identified project team member acting as Principal Designer in Charge must be licensed to practice architecture in Virginia. Offerors must provide a copy of current license as issued by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) under the Department of Professional and Occupational Regulation (DPOR).
- iv. Debarment status. Offeror must certify that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.
- v. Completion of three (3) projects of similar size, type, and complexity completed within the last ten (10) years. For each project, the Offeror must provide: Project name, owner, location, scope, budget, services provided, key team members, and owner reference (name, role, email or phone).
- vi. Demonstrated history of working on projects requiring supervision and compliance with bodies such as and similar to the Town of Clifton Architectural Review Board.
- vii. Insurance. The selected firm shall provide and maintain liability coverage that meet, or exceed, the following throughout the project:
 - Professional Liability - \$1M per claim; \$2M aggregate
 - Commercial General Liability - \$2M aggregate; \$1M per occurrence
 - Automobile Liability - \$1M
 - Workers' Compensation for State of Virginia - \$100,000 per incident;
 - \$500,000 disease (aggregate); \$100,000 disease (per person)
 - Excess Liability - \$1M

B. Project Specific Evaluation Criteria

A complete and responsive Qualification Package must include the following:

i. Cover Letter

One page maximum, signed by an officer authorized to bind the firm.

ii. Firm Qualifications

- Firm overview, office location(s), and VA licensure.

- Statement of relevant experience with historic renovations of two-story wood framed buildings in the vernacular style from the era of 1860-1920.
- Identify previous experience (if applicable) working within Historic Overlay Districts and within strict guidance of Architectural Review Board bodies and their standards.
- Litigation, suspension, or debarment history (if any).

iii. **Project Team**

- Identify project personnel including, at minimum, principal designer in charge, Project Manager, and Superintendent. Please identify if one individual will fill multiple positions.
- Provide resumes for the three positions listed above.
- Identify any consulting engineers for structural and MEP disciplines if required for permit submission drawings
- Confirm that project personnel will remain on the Project.
- Each Offeror shall require its proposed team members to identify any potential conflicts of interest relative to this procurement. If a potential conflict of interest is identified, the Offeror shall submit the pertinent information to the Town's point of contact along with any proposed action, if any, to remedy the conflict.

iv. **Relevant Project Experience**

Provide three (3) projects of similar size, type, and complexity completed within the last ten (10) years. For each: project name, owner, location, scope, budget, services provided, key team members, and owner reference (name, role, email or phone).

v. **Project Approach**

Provide a brief narrative outlining the following:

- Approach to the specific design challenges of the Project, including water infiltration issue, utility service entrance reconfiguration, and accessible design.
- Quality control plan.
- Schedule approach with a high-level timeline showing major milestones, dependencies, and approval.
- Approach to cost management.
- Approach to permitting and AHJ coordination in Town of Clifton and Fairfax County.

3. **EVALUATION CRITERIA**

Proposals will be evaluated by the Evaluation Team based upon the following factors.

Criterion	Weight
Relevant Experience (historic, similar scope)	30%
Project Team Qualifications and Depth	20%
Project Approach and Understanding of Challenges	20%
References and Past Performance	20%

4. **SUBMISSION INSTRUCTIONS**

Responses shall be submitted **no later than 9/8/26, 3:00 PM ET** via the link below to the Town of Clifton Dropbox established for this procurement.

Include Dropbox link here:

Late responses will not be accepted.

Do not include pricing information with your SOQ. Pricing shall be provided in Proposals submitted by shortlisted Offerors in response to the RFP issued for this solicitation.

5. **MANDATORY MEETING AND SITE WALK; QUESTIONS**

A mandatory meeting and site walk will be held on **Friday 8/21/26 at 2:00PM** at 7137 Main St. Clifton, VA in the single-story building at the rear of the property. Following the initial meeting, there will be a walk of the subject building. Attendees shall RSVP to Dwayne Nitz at dnitz@cliftonva.gov no later than 8/18/26 and shall bring photo identification. Only firms that attend the bid walk will be eligible to submit SOQs.

Following the Mandatory Site Walk, applicants may submit questions to the Town. All questions shall be submitted in writing to Dwayne Nitz at dnitz@cliftonva.gov not later than 8/28/26 at 4:00pm. No requests for additional information, clarification or any other

communication should be directed to any other individual. No oral requests for information will be accepted.

Responses to questions will be issued on 9/2/26 via written addendum to all firms that attended the scheduled site walk.

6. GENERAL TERMS AND CONDITIONS

This RFQ does not commit the Town of Clifton to award a contract, to pay any costs incurred in proposal preparation, or to procure any services.

The award of a contract under this procurement is subject to appropriations by the Town. Termination of this procurement or any resulting contract due to a lack of appropriated funds incurs no penalty, extra cost, or legal liability for the Town.

The Town reserves the right to cancel this RFQ or subsequent RFP, reject SOQs or waive informalities.

All costs incurred in preparing and submitting SOQs or proposals are the Offeror's responsibility, and the Town will not compensate Offerors for SOQ or proposal preparation costs, regardless of whether this procurement is awarded, canceled or modified. All of such costs shall be borne solely by each Offeror and its team members.

All response materials become the property of The Town of Clifton.

7. EXHIBITS

- Exhibit A – Determination Statement
- Exhibit B – Photographs
- Exhibit C – Town of Clifton ARB Guidelines (current)