

Town of Clifton, Virginia
P.O. Box 309
Clifton, VA 20124

January 8, 2024

TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II
VDOT Project: CLFT-029-101, P102, R201, C502
(UPC 109949)

PROJECT UPDATE

Over the last few weeks, the Town has received approval from the VDOT Central Office to proceed with the Project with certain stipulations (see attached). The scheduled meeting with Terry Short from VDOT Central Office was postponed by recommendation of the VDOT NOVA District to allow the meeting to occur once the new Town Council had officially taken office. We have conducted meetings with Mayor Elect Tom Peterson, Council Members Elect Mary Hess, and Jay Davis, to provide them with information and documents regarding the Streetscape Project and to answer any questions they may have to be sure they are properly informed on the Project. We also met with the other members of the Town Council who chose to meet with us to discuss the Project.

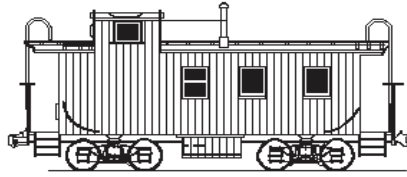
The Streetscape Project has been subject to many delays over the last 3 years for many reasons, but based on our recent discussions mentioned above, it seems there is positive momentum to allow the project to move forward. As has been discussed over the last 8 months, the critical path forward is to approve the J2 Engineers Agreement for engineering services.

We hereby are committed to do the following in an effort to minimize the potential risk in costs increases to the Project while also obtaining possible sources of additional funding for the Project if needed. Please see attached for specifics of each of the tasks below.

1. Meet with Terry Short at the VDOT Central Office to clarify all stipulations they may require.
2. Have J2 Engineers finish revising the construction phase portion of their agreement.
3. Meet with NOVEC, Verizon, and COX to confirm all utility costs and have those costs be fixed for the project.
4. Conclude meetings with Fairfax County which are efforts to possibly obtain funding from the County for the project.

The goal is to have these items completed over the next 4 weeks and to present the findings to the Town Council at the February meeting and to present the J2 Agreement for approval which allows the Project to move forward.

Susan Yantis & Geri Yantis
Streetscape Committee



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VDOT REQUIREMENTS FOR THE PROJECT MOVING FORWARD

Quarterly reports will be due to VDOT district office at the end of each of the following months: March, June, September, December. These reports will then be submitted to the CO from the NOVA district.

- Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024
- Advertise Project for Construction Date to be completed by the end of June 2025
- Progress Reports to be done Quarterly.
- Update Agreement to reflect new costs.
- Resolution from the town that covers the town's match and speaks to covering costs above and beyond the award amount.
- Town's part time staff to attend locality qualification program within 6 months.

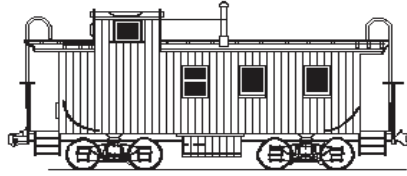
The 1st quarterly report is due Monday April 1, the following is required:

- Consultant agreement executed.
- Updated estimate/schedule
- VDOT to update the revised appendix A and provide to the town for signature.
- Town signs the revised Appendix A
- Resolution from the town that covers the town's match and speaks to covering cost above and beyond the award amount.
- Plan revisions underway.

The 2nd quarterly report due Monday July 1 the following is required:

- Town staff complete LAP qualification program
- TBD and is based on action items identified on the schedule submitted in the 1st quarter.

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ADDITIONAL INFORMATION REGARDING TASKS TO BE COMPLETED

1. *Meet with Terry Short at the VDOT Central Office to clarify all stipulations they may require.*

We will be joined by Mayor Elect Tom Peterson for this meeting. This meeting will mainly be a “Good Will” gesture, which will hopefully put the Town in the best light possible and pay dividends in the future on this Project or any other future projects. Clarification will also be sought on the requirement of “resolution from the Town that speaks to covering costs above and beyond the award amount”. We want to understand the intent of this and affirm the Town has the ability to apply for additional federal funding if needed.

2. *Have J2 Engineers finish revising the construction phase portion of their agreement.*

We provided to the Town Council the revised J2 Engineers Agreement which includes services up to the construction phase. The construction phase portion of the agreement is a significant cost to the project and needs to be updated as well. Thus, we will have this revised, with focus on the subconsultant CEI. Their proposal needs to be corrected since the construction time frame noted in their proposal was 2023. It also allowed for a construction time frame of 9 months. We will have discussions on the appropriate time frame to be allotted. Since CEI is also providing Utility Coordination Services, we will have discussions on revising this proposal as well to ensure the scope of work is accurate and to be sure the Town is receiving their “best” price since they are providing the construction coordination services as well.

3. *Meet with NOVEC, Verizon, and COX to confirm all utility costs and have those costs be fixed for the project.*

We reached out to Jim Chesley after the last Town Council meeting to discuss reaffirming NOVEC’s previous commitment to the Town for them being responsible for the costs of relocating their utilities per the written commitment received in November of 2022 (see attached). Unfortunately, they are pulling back from this commitment. Kevin Whyte (Director System Engineering), who provided the commitment on behalf of NOVEC is no longer with NOVEC. He was the decision maker at the time regarding the utility relocation for the Streetscape Project. Pat Toulme (Vice President and Corporate

Council), and Bob Bisson (Vice President) who also is no longer with NOVEC, were also NOVEC representatives Jim Chesley had discussions with regarding NOVEC's commitment to being responsible for the costs of relocating their utilities. Obviously, this is a significant cost to the project and needs to be resolved. The ongoing discussions are favorable, and NOVEC is willing to be responsible for some of the cost of relocating their utilities, but the conclusion of these discussions may result with some costs becoming a part of the Project. This will be finalized over the next few weeks.

We will also reach out to Verizon and Cox to reaffirm their utility costs and ask for their costs to be valid for a time period that will fall into the time frame of the actual work so we know there will not be any future increases in their work. We will also make every effort to initiate discussions with Verizon for their potential to absorb some of their costs for relocating their utilities.

If any adjustment to the design of the utilities needs to be considered to adjust costs to keep them within the current budget, then this will be explored as well.

4. *Conclude meetings with Fairfax County which are efforts to possibly obtain funding from the County for the project.*

Mayor Elect Tom Peterson initiated our discussions with Supervisor Herrity and his staff for the initial reason to understand the possibility of Fairfax County administering the Project. Since the last town council meeting, we met with them again and they confirmed the current federal funding would not be transferrable to the county as we were told by VDOT. We then turned the focus to the possibility of obtaining funds from the County for the Streetscape Project. They informed us there may be a source of funds and they would look in it further. We will continue these discussions in an effort to have additional funding for the project if needed.

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Streetscape Committee