

**REQUEST FOR QUALIFICATIONS
GENERAL ENGINEERING AND ENGINEERING/DESIGN SERVICES
MIDDLESEX COUNTY AND SCHOOL BOARD**

I. PURPOSE OF REQUEST

The Middlesex County Board of Supervisors and School Board are soliciting expressions of interest and qualifications from engineers/architects desiring to perform consulting and engineering services for the County on an as needed basis. The County recently received a Vibrant Communities Initiative Grant awarded from the Department of Housing and Community Development (DHCD) (Attachment E). Specifically and initially, the County and School System are seeking firms experienced in the site evaluation, planning, revitalization, renovation, bid preparation and design of County buildings, grounds landscaping, and related components to work in conjunction with this Grant. In addition, the County and School Board are seeking evaluation services to determine the feasibility of renovating an existing High School and the design of same, or the feasibility, site evaluation, design and construction of a new High School closer to the County's other facilities.

A selection committee will evaluate and qualify proposals from individuals, firms and/or teams of firms for professional engineering services as defined below. An offeror(s) successfully qualified shall then be selected to perform all engineering and architectural aspects of successful implementation of the County and School Components of our recent grant award and an offeror(s) successfully qualified shall be selected to perform aspects of evaluation and potential design of either renovation of existing High School or site evaluation and design of New High School. Both projects components may be awarded to same or separate offeror(s).

II. TIME

Proposal Due 4pm December 28, 2018

Upon evaluation and qualification of the proposals, a selection committee comprised of County and School officials will evaluate offerors and negotiate a contract in conformance with state and federal requirements for evaluation, planning and design work to begin in January 2019.

III. INSTRUCTIONS TO PROPOSERS

- A. A pre-submittal information meeting will be held at 2pm on Monday December 17, 2018 at the Middlesex Historic Courthouse located at 877 General Puller Hwy, Saluda, Va. 23149 as an effort to inform interested engineers of the initial projects referenced in this RFQ. Attendance is **not** mandatory, however, interested engineers/architects are encouraged to attend.
- B. All proposals must be in a sealed envelope and clearly marked in the lower left- hand corner: "RFQ – Professional Engineering and Design Services—Cooks Corner and HS Renovation". All proposals must be received in the offices of the COUNTY by Friday, December 28, 2018 at 4 pm. Seven (7) copies of the RFQ must be presented, in addition to a reproducible PDF or similar data copy on a flash drive or similar device. No faxed, e-mailed or telephone proposals will be accepted in lieu of paper

copy. Late proposals shall be returned unopened.

- C. Proposals may be either mailed or hand delivered. The mailing address is: Middlesex County Administrator's Office, P. O. Box 428, Saluda, VA 23149. The street address for hand delivery is: Middlesex County Administrator's Office, 877 General Puller Highway, Saluda, VA 23149.
- D. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content. Use of recycled paper for responses and any printed or photocopied material created pursuant to a contract with the County is desirable whenever practicable. Use of both sides of the paper for any submittal to the County is desirable whenever practicable.

All proposals must be complete and include the following information signed and notarized as appropriate:

1. Statement of Qualifications (Attachment A)
2. Non-Collusion Affidavit Certificate' (Attachment B)
3. Authorization (Attachment C)
4. Contractual Terms and Conditions (Attachment D)

IV. SELECTION CRITERIA.

The County and Schools are seeking proposals to qualify for general engineering design and architectural services to implement the site evaluation, planning, revitalization, renovation and design of County buildings, grounds landscaping, and related components in compliance with the County's recent receipt of a Vibrant Communities Initiative (VCI) Grant and Virginia Housing Development Authority Community Impact Grant (CIG) The offeror should be capable of providing general engineering services and/or design services for the construction and improvements of the project, including site selection and construction of a new bus garage, landscape design and construction of an interpretive history, exercise and nature trail, building renovation and revitalization including roof, window, door, HVAC replacement, parking, sidewalk and landscaping development.

The offeror must be knowledgeable with current DHCD/VHDA grant requirements specifically VCI, CDBG, and CIG. The offeror should be able to advise the County and Schools with regard to issues raised thereby, related to proposed or planned facilities, and feasibility of construction of new facilities.

The offeror should be capable of assisting the County and Schools in the preparation and creation of construction and design documents, as well as required submittals for grant compliance.

The offeror should be capable of providing general engineering and design services for specified future County and School projects, on an as-needed basis.

Factor	Weight Given
1. Responsiveness of Proposal to Requirements	10%
2. Proximity to Middlesex County	30%
3. References	20%
4. Experience and Qualifications	40%
Total Criteria Weight	100%

Each proposal will be independently evaluated on factors 1 through 4 by the selection committee and some selected for interview. Interviews with offeror(s) will be conducted on January 9th 2019, beginning at 10am following a review of the proposals received. The selection committee may interview one or multiple offeror(s), may choose different days and may conduct follow-up interviews, per their determination. **Offeror(s) will be asked to provide a non-binding fee estimate and discuss their perception of cost to complete required work during the interview. Non-binding fee estimates broken down by project components are strongly encouraged.**

V. PROPOSAL TERMS AND CONDITIONS.

- A. Upon qualification of offerors in accordance with this Request and pursuant to Section 2.2-4317 of the Code of Virginia, 1950, as amended, the County and Schools may, as needed, enter into negotiations with those offerors that have qualified with regard to the applicable services. The County and Schools will select one or more of the qualified offerors who demonstrate the requisite expertise for the project(s) in question. Offerors successfully qualified pursuant to this request shall be considered qualified for a period of three (3) years from the date of qualification.
- B. The County reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- C. The County reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- D. The County reserves the right to award any contract to the next most qualified firm, if the successful firm does not execute a contract within 30 days of being notified of selection.
- E. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the County the services described in the attached specifications, or until one or more of the proposals have been approved by the Board of Supervisors, whichever occurs later.
- F. Any and all contracts resulting from acceptance of a proposal by the County and/or Schools shall be in a form supplied or approved by the County and /or Schools and shall reflect the specifications in this RFQ. The County and / or Schools reserves the right to reject any proposed agreement or contract that does not conform to the

specifications contained in this RFQ and which is not approved by the County and/or Schools Attorney.

- G. The County and / or Schools shall not be responsible for any costs incurred by any offeror in preparing, submitting, or presenting its response to the RFQ.

VI. RESULTING CONTRACT

The successful offeror will be bound by the representations made in its response to the RFQ.

VII. OTHER INFORMATION.

For additional information or explanation of the contents or intent of these specifications, please e-mail, or write your questions to:

Matt Walker, County Administrator
Middlesex County
PO BOX 428
Saluda, VA 23149
804-758-4330
m.walker@co.middlesex.va.us with copy to:
Betty Muncy, Assistant Administrator
bmuncy@co.middlesex.va.us

Questions relating to the high school renovation or construction feasibility/design or the bus maintenance garage should be directed to the following:

Dr. Peter Gretz
Middlesex County School Superintendent
P. O. Box 205
Saluda, VA 23149
804-758-2277
pgretz@mcps.k12.va.us with copy to:
Tracy Seitz, Assistant Superintendent
tseitz@mcps.k12.va.us

If requested, the County will provide copies of this document in MS Word format (.doc) to assist with your responses.

Attachment A

STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Expressions of interest for engineering and architectural services, shall be made by submitting a statement of qualifications, including background and experience of staff or team members who would be assigned to the work, summary of members who would be assigned to the work and a summary listing of similar projects (if any) conducted by the individual or firm. The firm must have at least five years experience in Municipal/Civil Engineering Services. When applicable to the category of services governed by the proposal, the Offeror should address the following criteria:

1. Specific training, knowledge and experience relating to the renovation, redesign and construction of public facilities including offices, gymnasiums, bus garages/maintenance facility, interpretive history jogging and nature trail, and parking lot and grounds landscaping.
2. Thorough knowledge of any and all codes and regulations as they may relate to a public renovation, revitalization and construction projects.
3. Thorough knowledge of federal and state grant requirements relevant to CDBG, VCI and CIG.
4. Broad general understanding of current construction practices, methods, and materials.
5. Example and Ability to successfully research, evaluate and present feasibility of construction options relating to renovation vs new construction.
6. Examples and Ability to successfully research, evaluate and present feasibility of HVAC options relating to renovation of office facilities.
7. Examples and Ability to successfully research, evaluate site selection and present feasibility of construction options relating to relocation of School Bus Garage and maintenance facility.
8. Ability to successfully research, prepare, evaluate and present environmental site assessments and examples of past work.
9. Knowledge of construction site safety, environmental, health and regulatory requirements.
10. Bid process management, clarity of bid documents and accuracy of bid estimates on similar projects.

Each firm submitting a proposal for items included in this RFQ shall prepare and submit the following information, signed and notarized, in addition to addressing the qualifications stated above:

1. Name of Firm or Business
2. Business Address
3. Business Phone and Fax Number
4. E-mail address
5. How many years have you been in business in Virginia and under what names
6. General character of services provided by your firm
7. Commonwealth of Virginia Sales Tax registration No., if applicable
8. Federal I.R.S. Identification Number
9. List the places of operation

8. Provide a clear statement of your experience and qualifications relevant to services proposed to be provided
9. Execute and return this Statement of Qualifications, Attachment B, Attachment C and Attachment D.
10. I certify that I: (check box as applicable)
____ am capable of providing the general engineering services as outlined in this proposal,
____ am capable of providing engineering and design requirements will comply with the rules and regulations outlined by the U. S. Code, the Code of Virginia, the County of Middlesex, the COUNTY, and other applicable laws and regulations.

Printed Name: _____

Title: _____

Signature: _____

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

The foregoing Statement of Vendor qualifications was acknowledged before me this _____
day of _____, 2018, by _____

My Commission expires: _____

Notary Public # _____

Attachment B

NON COLLUSION CERTIFICATION

The following certifications are made:

1. The bid or offer (1) is made without prior participation, understanding, agreement, or connection with any corporation, firm or person submitting a bid/offer for the same materials, supplies, equipment, or services with respect to the allocation of the business afforded by or resulting from the acceptance of the bid or proposal, (2) is in all respects fair and without collusion or fraud, and (3) is or is intended to be competitive and free from any collusion with any person, firm or corporation.
2. The offeror has not offered or received any kickback from any other offeror or Contractor, supplier, manufacturer, or subcontractor in connection with the bid/offer on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
3. The offeror is not a party to nor has he participated in nor is obligated or otherwise bound by agreement, arrangement or other understanding with any person, firm or corporation relating to the exchange of information concerning bids, prices, terms or condition upon which the contract resulting from the acceptance of his bid or proposal is to be performed.
4. The offeror understands that collusive bidding is a violation of the Virginia Governmental Frauds Act and federal Law, and can result in fines, prison sentences, and civil damage awards and agrees to abide by all conditions of this proposal.
5. The offeror or subcontractor has not and will not confer on any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

Printed Name: _____

Title: _____

Signature: _____

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY of _____, to-wit:

The foregoing Non Collusion Certification was acknowledged before me this _____ day
of _____, 2018, by _____

My Commission expires: _____

Notary Public # _____

Attachment C

The undersigned submits the following proposal desiring to perform consulting and design engineering services for the County and Schools on an as needed basis.

Authorization:

Firm Name

Date

Mailing Address

Phone #

State, Zip

Fax #

By (Printed Name)

Title

Signature

Contact Name (if different from above)

Contact Phone #

CONTRACT TERMS
(For Offeror Informational Purposes)

1. TERMINATION OF AGREEMENT

The COUNTY reserves the right to terminate or suspend this Agreement at any time, with or without cause, by giving thirty (30) days notice to the firm in writing. In the event of termination, the Engineering and/or Architectural Design Firm ("Firm") shall not be paid for any service rendered or expense incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of the Firm's work under this contract.

2. OWNERSHIP OF WORK PRODUCT

Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the COUNTY. Any reuse of these materials by the COUNTY for projects or purposes other than those which fall within the scope of this agreement or the project to which it relates, without written concurrence by the Firm will be at the sole risk of the COUNTY.

3. NONDISCRIMINATION

The Firm shall, in all hiring or employment made possible or resulting from this agreement, take affirmative action to ensure that there shall be no unlawful discrimination against any employee or applicant for employment because of sex, race, age, color, creed, religion, national origin, marital status or disability, unless based upon a bona fide occupational qualification, and this requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, religion, national origin, age or disability.

4. HOLD HARMLESS / INDEMNIFICATION

The Firm agrees to indemnify, defend, and hold harmless the COUNTY and its officers, agents, and employees, from any and all claims, demands, actions or causes of action against the COUNTY or its officers, agents, or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that the damage or injury is attributable to the sole negligence of the COUNTY or its officers, agents, or employees.

5. COMPLIANCE WITH LAWS

Any purchase order or contract resulting from this solicitation shall be governed in all respects whether as to validity, construction, performance, or otherwise by the laws of the Commonwealth of Virginia. The firm providing goods or services to the COUNTY under this contract assures the COUNTY that it is:

- A. Conforming to the provisions of the Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, and the Virginia Human Rights Act, as amended, where applicable;
- B. Not employing illegal alien workers or otherwise violating the provisions of the Immigration Reform and Control Act of 1986;
- C. Complying with federal, state and local laws and regulations applicable to the performance of the services procured; and
- D. Submitting the bid or proposal in full compliance with the Virginia Conflict of Interest Act.

6. NO WAIVER

Any failure of the COUNTY to demand rigid adherence to one or more of this Agreement's provisions in the contract, on one or more occasions, shall not be construed as a waiver nor deprives the COUNTY of the right to insist upon strict compliance with the terms of this Contract. Any waiver of a term of this Contract, in whole or in part, must be in writing and signed by the party granting the waiver to be effective.

7. CHOICE OF LAW

To ensure uniformity of the enforcement of this Contract, and irrespective of the fact that either of the parties now is, or may become, a resident of a different state, this Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without regard to her principles of conflicts of law.

8. FORUM SELECTION

The parties hereby submit to the personal jurisdiction and venue of any state or federal court located within the Commonwealth of Virginia for resolution of any and all claims, causes of action or disputes arising out of or related to this Contract and agree that service by registered mail to the addresses to be set forth in this Agreement shall constitute sufficient service of process for any such action. The parties further agree that any claims, causes of action or disputes arising out of, relating to or concerning this Contract shall have jurisdiction and venue only in the Circuit Court of Middlesex County or in the U.S. District Court, Eastern District of Virginia.

9. SEVERABILITY

If any provision of this Contract is held to be illegal, invalid, or unenforceable, or is found

to be against public policy for any reasons, such provision shall be fully severable and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of this Contract, and the remaining provisions of this Contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance from this Contract.

10. NOTICES

All requests, notices, and other communications required or permitted to be given under this Contract shall be in writing and delivery thereof shall be deemed to have been made when such notice shall have been either (a) duly mailed by first-class mail, postage prepaid, return receipt requested, or any comparable or superior postal or air courier service then in effect, or (b) transmitted by hand delivery, telegram, telex, telecopier or facsimile transmission, to the party entitled to receive the same at the address indicated below or at such other address as such party shall have specified by written notice to the other party. Notices to the COUNTY shall be sent to:

Middlesex County
Attn: Matt Walker, County Administrator
PO Box 428
Saluda, Virginia 23149
804-758-4330

11. CONTRACTUAL CLAIMS PROCEDURE

- A. Contractual claims, whether for money or other relief, except for disputes exempted by law from the procedure set forth herein, shall be submitted in writing no later than sixty (60) days after final payment. Any written notice of Firm's intention to file such a claim need not detail the amount of the claim, but shall state the facts and/or issues relating to the claim in sufficient detail to identify the claim, together with its character and scope.

Whether or not Firm files such written notice, Firm shall proceed with the work as directed.

- B. The Authority, upon receipt of a detailed claim, may at any time render its decision and shall render such decision within one hundred twenty (120) days of final payment. Each such decision rendered shall be forwarded to the Firm by written notice.

If the Firm disagrees with the decision of the Authority concerning any pending claim, the Firm shall promptly notify the COUNTY by written notice that the Firm is proceeding with the work under protest. Any claim not resolved, whether by failure of the Firm to accept the decision of the Authority or under a written notice of Firm's intention to file a claim or a detailed claim not acted upon by the governing body of the COUNTY, shall be specifically exempt by the Firm from payment request, whether in progress or final. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

- D. The decision on contractual claims by the Board of the Authority shall be final and conclusive unless the Firm appeals within six months of the date of the final decision on the claim by instituting legal action in the appropriate circuit court.

12. EXTENT OF AGREEMENT/MODIFICATION

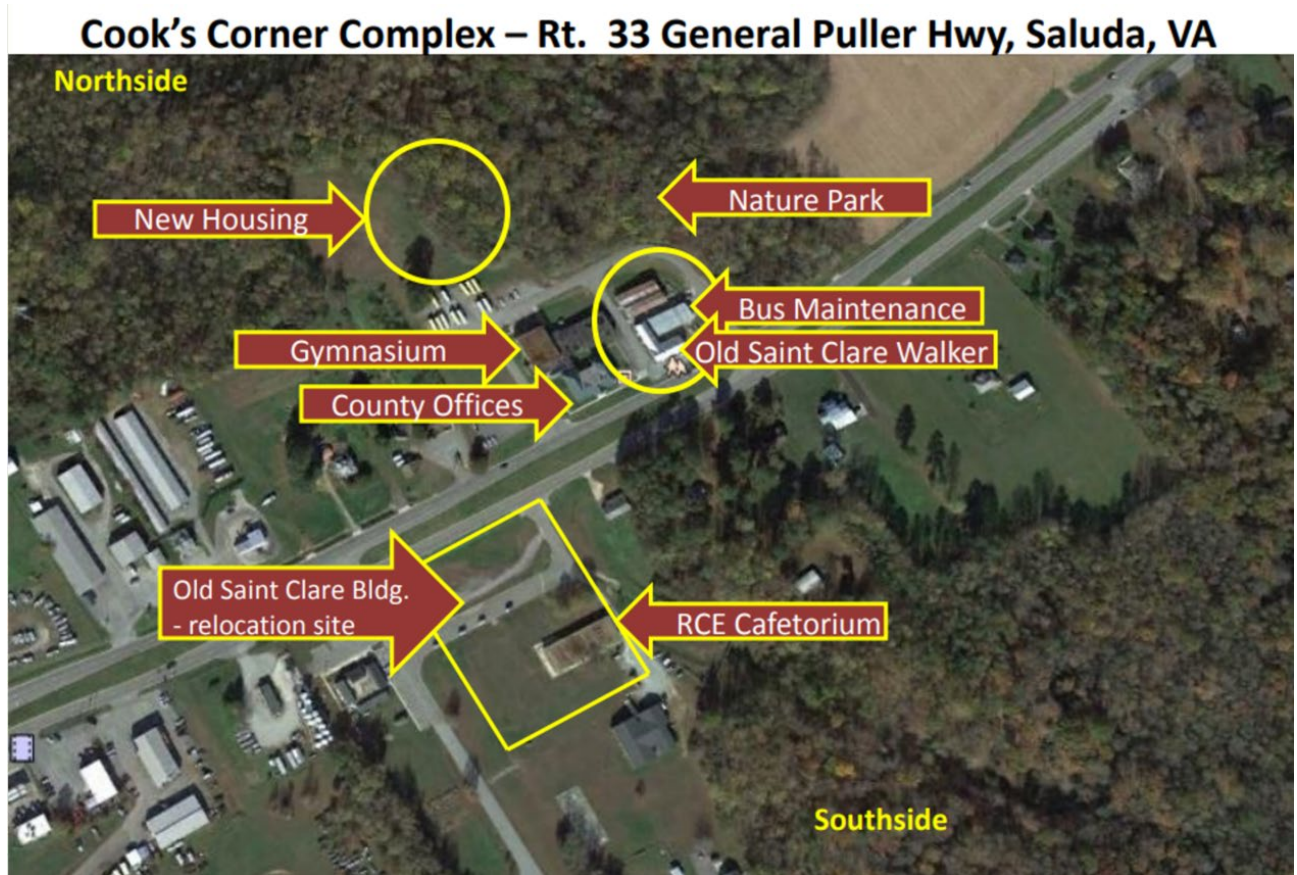
This Agreement, together with all Attachments and addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties hereto.

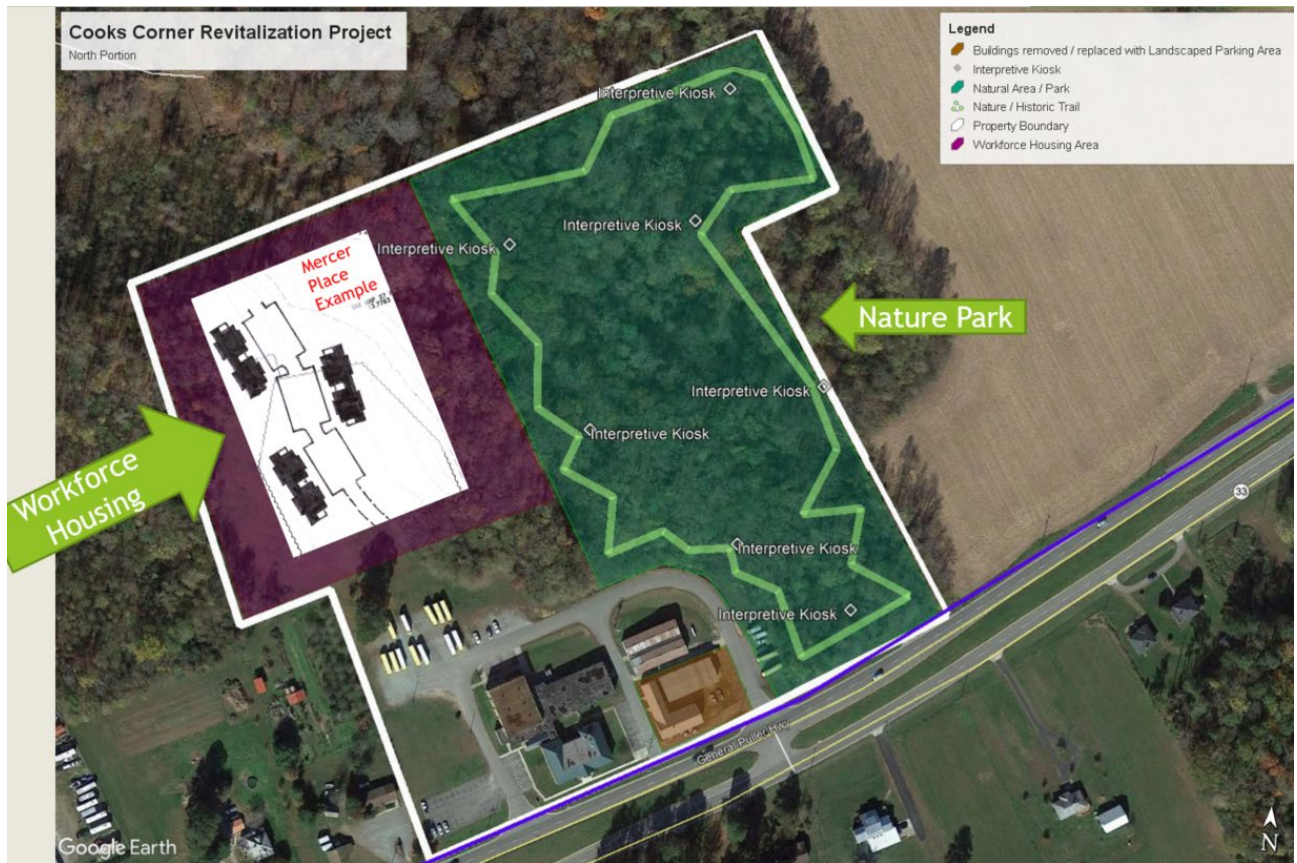
Printed Name: _____

Title: _____

Signature: _____

VCI GRANT SUBMITTAL AND AWARD





Application to DHCD Submitted through CAMS

Middlesex County

Cook's Corner Revitalization

Application ID: 56305162018091544
Application Status: Approved
Program Name: VCI Full Application 2017 - 2018 (By Invitation Only)
Organization Name: Middlesex County
Organization Address:
Profile Manager Name: Michelle Brown
Profile Manager Phone: (804) 758-4330
Profile Manager Email: m.brown@co.middlesex.va.us

Project Name: Cook's Corner Revitalization
Project Contact Name: Michelle Brown
Project Contact Phone: (804) 758-4330
Project Contact Email: m.brown@co.middlesex.va.us
Project Location: PO Box 428
Saluda, VA 23149-3105
Project Service Area: Middlesex County

Total Requested Amount: \$2,250,000.00

Required Annual Audit Status: No Current Audits Found

Application to DHCD Submitted through CAMS

Middlesex County

Cook's Corner Revitalization

Budget Information:

Cost/Activity Category	DHCD Request	Other Funding	Total
Rental New Construction	\$950,000.00	\$2,610,484.00	\$3,560,484.00
Rental New Construction	\$950,000.00	\$2,610,484.00	\$3,560,484.00
Rental Rehabilitation	\$0.00	\$0.00	\$0.00
Homebuyer	\$0.00	\$0.00	\$0.00
Down Payment and Closing Costs Assistance	\$0.00	\$0.00	\$0.00
Homeowner	\$0.00	\$0.00	\$0.00
Economic Development	\$765,000.00	\$2,621,625.00	\$3,386,625.00
Economic Development	\$765,000.00	\$2,621,625.00	\$3,386,625.00
Community Facilities/Services	\$50,000.00	\$845,000.00	\$895,000.00
Community Facilities/Services	\$50,000.00	\$845,000.00	\$895,000.00
Infrastructure	\$485,000.00	\$7,371,700.00	\$7,856,700.00
Infrastructure	\$485,000.00	\$7,371,700.00	\$7,856,700.00
Total:	\$2,250,000.00	\$13,448,809.00	\$15,698,809.00

Budget Narrative:

The detailed budget with the status of each revenue source is included in the attachment.

Questions and Responses:

1. Provide a description of the overall project, including details about the intended local impact (s) of the project. Please include an overall description of the community and project area(s). Please clearly address each project component separately. The project components are the activities that comprise the overall VCI project.

Answer:

Cook's Corner Revitalization

Middlesex County wishes to revitalize the Cook's Corner area of the County. Commercial development in the area has been stymied because of a lack of public water and sewer service and the presence of blighting influence from vacant public buildings. The proposed project would take advantage of the central water and sewer systems now in the implementation and planning stages to transform County-owned vacant and blighted property into a brewpub/restaurant and commissary/event center and provide 24 units of new workforce housing serving families at or below 80% of median household income.

The Cook's Corner Revitalization Project has four major components that are designed to redevelop these vacant and underutilized publicly owned properties providing a stimulus for additional commercial development of the area. The four components of the Revitalization Project include 1) Workforce Housing, 2) Economic

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Middlesex County

Cook's Corner Revitalization

Development 3) Community Facilities and 4) Infrastructure:

1. Workforce Housing Area – On the north side of Rt. 33, directly behind the Cook's Corner Office Complex is 13.7 acres of County-owned land. A portion of this parcel (approximately 6 acres) is where the Middlesex Foundation will develop 24 units of workforce

rental housing serving teachers, law enforcement officers, social workers, public employees and other County workers at 80% of AMI or below. The project would include: 1) the construction of the 24 units of workforce housing, 2) site Improvements to support the

housing project, 3) access improvements from Rt. 33 through the existing County property, and 4) connections to the proposed central water and sewer systems.

The total cost of the proposed Workforce Housing Area component of the project is estimated at \$3,560,484.

The Middlesex Foundation has conducted a market analysis supporting the demand for workforce housing in the County based on a similar project developed in Kilmarnock called Mercer Place – which continues to be leased to capacity.

2. Economic Development – The owners of the locally-owned Rappahannock Oyster Company (ROC) desire to establish two new business ventures on the south side of Rt. 33, 1) a brewpub in the vacant blighted old African-American St. Clare Walker vocational

school (SCWS) and 2) a commissary and event center in the vacant derelict former Rappahannock Central Elementary School (RCES) cafeteria/auditorium.

- Brewpub – The old 3,450 sq. ft. SCWS on the north side of Rt. 33 would be relocated to the south side of Rt. 33 with the site of the former Rappahannock Central Elementary School (RCES). SCWS would be renovated to accommodate a brewery, tasting room/restaurant and a retail shop. The cost of relocation and renovation of the school into a brewpub/restaurant is estimated to be \$1,896,445. The brewpub is projected to employ 6 full-time staff and 14 part-time workers.
- Commissary – Event Center – The vacant, blighted RCES 6,684 sq. ft. cafeteria/auditorium will utilize the commercial kitchen to prepare specialty food products for the 6 ROC restaurants and catering for special events, The cafeteria will be converted into an event center for weddings, reunions and large events. The renovation costs are projected to be \$1,440,180. The facility will support 2 full-time workers and additional part-time workers.
- Site Improvements - In addition to the renovation of the two buildings, the project will include site improvements for parking, outdoor event/dinning space, storm water management, sidewalks, landscaping, water and sewer connections and access improvements along Rt. 33. These site improvement costs are projected to be \$443,350.

3. Community Facilities -

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Middlesex County

Cook's Corner Revitalization

A portion of the project includes a number of improvements to the existing community facilities that are located on the north side of Rt. 33 adjacent to the proposed workforce-housing site. These improvements include relocation of the School Bus Maintenance Facility and bus parking to the south side of Rt. 33. The north side includes the housing site, renovation of gymnasium, renovation of the School Board and Social Services office buildings and landscaping and parking to serve the complex once the buildings have been removed. It is the intention of the County to construct a nature/walking/fitness trail on the remainder of the County-owned 13.7 acre property where the workforce housing is planned.

The cost of these improvements to the community facilities is estimated at \$895,000.

4. Infrastructure –

Both public water and sewer are in the planning/implementation stages for the Cook's Corner area. The Middlesex County Water Authority is in the process of implementing a central water system serving the corridor from Saluda to Deltaville along Rt. 33. The County has received funding from USDA Rural Development for the project with construction to begin in January 2019. Water connections to the Cook's Corner area will be available November of 2019. A well pumping facility at the nearby Rosegill Development will be the main water supply to the system. Connections are planned to serve County facilities on both the north and south sides of Rt. 33. The total cost of that portion of the water system directly serving the Cook's Corner area is estimated to be \$3,339,600.

The County in partnership with the Hampton Roads Sanitary District (HRSD) have contracted Bowman Consulting to study the best method to serve the Cook's Corner area with central sewer service (initial cost estimate \$3,839,550). The target date for central sewer

service to be available to the Cook's Corner area as early as July 2020. If sewer service is required to serve the new housing development and the redevelopment of the former RCES site, the County has committed to provide pump and haul service until sewer service is available.

2. Describe the applicant's development experience with each proposed project component. Identify specific individuals, by name and/or title and affiliation that will be responsible for the implementation of each project component and their experience implementing federally funded projects.

Answer:

Overall project Management – Middlesex County will assume the responsibility for overall project management of the Cook's Corner Revitalization Project. Michelle Brown, Economic Development & Tourism Director will be the project director coordinating all elements of the project. Michelle has experience administering grants from several state agencies primarily related to tourism. The County intends to procure the consulting services from a firm (s) that has extensive experience with CDBG and other federally funded programs. The County Administrator and Project Management Committee and a Project Oversight Committee will assist Michelle in these project management responsibilities.

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Middlesex County

Cook's Corner Revitalization

Workforce Housing Component

The Middlesex Foundation will be the developer of the workforce housing. Bruce DeSimone, The Middlesex Foundation Board Chair, will lead the Workforce Housing development team & will be responsible for the implementation of this component of the project. The Workforce Housing Development Team includes the following organizations:

- The Middlesex Foundation
- Middlesex Board of Supervisors
- Middlesex County Administration
- Middlesex County School Board
- VHDA
- VCC
- County Attorney
- Architect
- Engineer
- VDOT

Community Facilities – North Side of Rt. 33

Matt Walker, Middlesex County Administration will manage the implementation of the capital improvements to the buildings and facilities at the Cook's Corner office complex. Matt brings over 20 years of public management experience to his position. He has directly managed dozens of capital improvements projects for the local governmental entities. A Community Facilities Development Team that includes the following organizations will assist Matt in the implementation of the improvements to the County's Cook's Corner community facilities:

- Middlesex Board of Supervisors
- Middlesex County Administration
- Middlesex County Economic Development Authority
- Middlesex County School Board
- Middlesex Department of Social Services
- Middlesex County Parks and Recreation
- VDOT

Economic Development – Renovation of the RCES and SCWS – South Side of Rt. 33

Travis Croxton co-owner of Rappahannock Oyster Co. will manage the economic development portion of the project on the south side of Rt. 33. Travis and his cousin, Ryan Croxton, started Rappahannock Oyster Company in 2001 and have expanded the business to include several oyster and clam farms throughout the Chesapeake Bay supporting 6 restaurants that they own from Middlesex County to Richmond, VA, to Washington, DC to Los

Application to DHCD Submitted through CAMS

Middlesex County

Cook's Corner Revitalization

Angles, CA to Charleston SC. Travis has recently partnered with Shamin Hotels, a hotelier out of Richmond for the development of the brewpub and commissary. Travis and his partners, Joel Gilbert and Jay Shah, will act as the developers for the renovations of the two school buildings and the improvement of the RCES property. The RCES Site Development Team includes the following organizations:

- Middlesex County Economic Development Authority
- Middlesex Board of Supervisors
- Middlesex County Administration
- Rappahannock Oyster Company (ROC)
- Jay Shah of Shamin Hotels
- Middlesex Water Authority
- VDOT
- Architect
- Engineer
- County Attorney
- IRF and AFID

Water System

The Middlesex County Water Authority is responsible for the implementation of the central water system serving the County. Matt Walker, Executive Director, will serve as the project manager for the water system implementation. Bowman Consulting will provide engineering assistance to the Water Authority and County. The Water System Development Team includes the following organizations:

- Middlesex County Water Authority
- Middlesex Board of Supervisors
- Middlesex County Administration
- VDOT
- Bowmen Consulting - engineers
- County Attorney
- USDA
- VDH

Sewer System

The Middlesex County along with HRSD will be responsible for the implementation of the central sewer system serving the Cook's Corner area. Matt Walker, County Administrator, will serve as the project manager for the sewer system implementation. Bowman Consulting will provide engineering assistance to the Hampton Roads

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Sanitation District (HRSD) and the County. HRSD will be the owner/operator for the sewer system serving the Cook's Corner area with the County deploying the collection system. The Development Team for the development of the sewer system includes the following organizations:

- HRSD
- Middlesex Board of Supervisors
- Middlesex County Administrator
- VDOT
- Bowmen Consulting - engineers
- County Attorney
- VDH
- USDA

The following table illustrates the key roles and functions of the local partners in the project.

Organization	Role	Function	Comment
Middlesex BOS	Land & building provider/owner	Transfer property to EDA and MF	
Middlesex BOS	Match/leverage provider	Commit \$ in match and leverage for other capital projects – commit to provide sewer when needed, pump & haul contingency	Relocation of the school bus maintenance facility, construct maintain trail, improvements to gymnasium, and Improvements to County offices, applicant for VCI, IRP & AFID grants
Middlesex EDA	Owner of the RCES property	Lease the RCES property and SCWS vocational school building to ROC with 10+ year with a purchase option	

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Rappahannock Oyster Company (ROS)	Private developer, investor and operator of the proposed RCES complex	Invest \$ to establish the brewpub and commissary – commitment to hire employees	Timeline for getting into operation – need to have central W&S available
Middlesex Foundation (MF)	Developer of the Workforce Housing project	Willingness to secure financing to complete the project.	
Middlesex School Board		Relocation of the bus maintenance & parking facilities	
Middlesex Water Authority	Water system provider	Plans to construct the water system	Timeline for the completion of the water system – description of the service planned for the Cook's Corner area particularly to the 2 sites
HRSD	Sewer system owner/operator/provider	Plans to own & operate the sewer system	Timeline for the completion of the sewer system
Middlesex BOS	Sewer collection system construction and deployment	Construct the collection system convey to HRSD for O & M to serve the 2 properties – County to provide pump and haul if system service delayed	

3. Please tell us why this project needs the VCI funding and how the overall project will leverage the funds by component.

Answer:

Each component of the project requires VCI financial assistance to be able to accomplish project objectives. The following discussion of each funded component outlines the need for this financial assistance:

Housing – The proposed 24 units of workforce housing serving families at or below 80% of Area Medina Income

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(AMI) are not financially feasible without affordable financing from several sources. The proposed rents to serve families at 80% of AMI are projected at \$765 per month including utilities. This rent structure is insufficient to retire mortgage debt at conventional interest rates. The pro forma prepared on the 24 unit housing complex indicates that both Housing Trust Fund support and VHDA financing will be required to maintain affordable rents for families at or below 80% of AMI.

The rent structure proposed supports the construction of the 24 unit-housing complex but is insufficient to cover the costs for the utility extensions to the site, transportation improvements required to access Rt. 33, or the costs for constructing the adjacent nature/walking/fitness trail. These added costs are estimated to total \$234,200 and \$210,000 is included as a portion of the VCI grant request.

Economic Development – The redevelopment of the two former school buildings into a commercial brewpub and commissary/event center is not financially feasible without significant financial assistance from a variety of sources. The proposed financing structure requires grant funding from the VCI program (\$990,000), Industrial Revitalization Program (\$600,000), Agricultural Forestry Industries Development Program (\$150,000) and Middlesex County (\$160,000) along with private sector debt and equity of \$2,029,975. The business plan and pro forma prepared for the redevelopment of the RCES site indicates that the business ventures will operate at a loss during the first year and then turn profitable in following years. Without the VCI funding the economic development components of the project would not be financially feasible.

Community Facilities, Infrastructure - As mentioned above the costs of extending utility serve to the proposed construction sites and transportation improvements to Rt. 33 and the construction of the nature/walking/fitness trail is beyond the ability of the proposed developments to support. Middlesex County is already making a large investment in the installation of central water and sewer service to the area as well as a series of capital improvements to the County-owned community facilities in the area. These capital improvements include demolition/relocation of the bus maintenance facility, renovation of gymnasium and renovations to the County office complex. The County has committed to fund all of these capital improvements over the next 2 years. In addition to the provision of central water and sewer service the County has committed \$845,000 for the improvement of these community facilities.

4. Please note any specific updates or changes since the pre-application.

Answer:

Since the pre-application was filed the following actions have been taken to further the project:

- The Budget refined to reflect more current cost estimates,
- Consultation was held with VDOT to better gage their requirements for access improvements to Rt. 33
 - Cost estimates were adjusted to reflect these requirements

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- The Budget adjusted to reflect CDBG eligible activities,
- Two public hearings on the project were conducted by the Middlesex County Board of Supervisors on June 5th and June 19th both at 7:00 PM
- The Board of Supervisors authorized the submission of the full application including their financial participation over the duration of the project,
- The Environmental Review Record was compiled, the Environmental Checklist completed, environmental assessment conducted and state agencies notified of the assessment of the impact on the environment.

Housing

In April/May of 2018, the County approved a FY 2019 budget increasing county employee salaries by 7% to reflect the results of a recent salary compensation study. In addition, the school board also compressed salary schedules from 35 to 30 steps to bring school salaries in line with comparable localities. The 7% raise still leaves the Foundation's targeted county employees pay below HUD's 2018 Low Income limit. The new teacher's starting 2018 salary, \$41,205, is below the Middlesex County Non-Adjusted 80% of AMI, \$52,960, but higher than the 80% AMI for a one person household, \$37,100.

Accordingly, The Middlesex Foundation has submitted to VHDA a pro-forma with the same Virginia Housing Trust Fund (HTF) loan amount and terms, and the same VHDA loan amount and term, with an interest rate of 1.75%. The indicated contract rents equal Mercer Place's new, July 1st rent of \$765/month, which are affordable for those earning at or below 80% AMI. Tenant selection leasing preferences are as follows: (1) Middlesex County government and school employees, (2) adjacent county government and school employees, and (3) employees of state, regional or local agencies or quasi-governmental organizations serving the citizens of Middlesex County.

Regarding the teachers issue noted above, the Foundation pledges to maintain 20% of the units (i.e. 5) to remain affordable at HUD's Low Income limit, and for the remaining 19 units meeting VHDA's Workforce Housing Loan Program limits. Note that these 5 units at HUD's 80% AMI represent the \$900,000 HTF amount divided by DHCD's "Maximum ASNH Subsidy Limits" of \$195,304 for a 2-bedroom unit as found on page 27 of the Affordable and Special Needs Housing – Consolidated Application, and rounded up to the next whole unit.

- Bay Design Group, surveyors and engineers, and dBF Associates, Architects have been engaged to prepare the PER and PAR for the workforce housing
- Bay Design has completed a boundary survey of the property with the accompanying topographic information
- A draft concept plan has been prepared by Bay Design and dBF Associates
- A constraints analysis of the property has been conducted by Bay Design
- A community meeting was conducted to garner feedback from the community
- Consultation was held with the local chapter of the NAACP on the proposed project
- A draft zoning amendment was prepared and submitted for consideration by the Planning Commission at its June 20th Ordinance Committee and its July 12th meetings, and considered by the Board of Supervisors at their August 7th meeting

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- A draft developer agreement and lease agreement have been prepared by the County Attorney

Economic Development

- The Industrial Revitalization Program application was submitted by Middlesex County
- The County has prepared a draft AFID grant application to VDACS for \$150,000
- ROC has secured two partners for the development of the RCES property
- The brewing tanks have been acquired
- The RCES (tax map #27-122) property has been subdivided and transferred to the EDA
- The Lease is currently being negotiated between EDA and ROC
- A draft developer agreement has been prepared by the County Attorney
- A business plan & sketch design of the brewpub and special events center has been developed

Community Facilities

- The Board of Supervisors and School board have agreed upon a tentative relocation site for the school bus maintenance facility
- The revised Capital Improvements Program has been adopted by the BOS
- The Board of Supervisors has agreed to fund the proposed community facility improvements over the next two years.

Infrastructure

Water - The construction drawings for Phase I of the water system that includes Cook's Corner have been prepared and submitted to VDH for review/approval prior to solicitation of bids in September 2018

Sewer - Bowman Consulting was engaged to complete the alternative analysis and PER for sewer collection and treatment system serving the Cook's Corner/Christ Church area by end of September 2018

5. What is the current status of each project component? Be sure to note ownership status of all properties, zoning, regulatory requirements, user agreements, beneficiary participation agreements, etc... and identify any outstanding issues.

Answer:

Housing – The following list of activities have been conducted in preparation for the proposed housing development:

- The County Board of Supervisors has passed a resolution in Jan. 2018 to enter into a long-term nominal

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lease with The Middlesex Foundation (MF) on a portion (approximately 6 acres) of the County-owned property that is the proposed housing site.

- MF has completed a topographic and constraints analysis of the site.
- The architectural and engineering firms have prepared conceptual designs for the housing development.
- Draft zoning amendment language has been prepared and presented to the Planning Commission for Housing.
- Preliminary engineering analysis for the water and sewer laterals serving the site has been prepared.
- After consultation with VDOT it has been determined that improvements to the entrances to Rt. 33 will not be required.
- VHDA has been consulted on providing the permanent debt financing of the housing development.
- VCC has provided a letter of interest to provide the construction financing for the project.
- The County Attorney is preparing a draft developer agreement between the County and MF.
- The County Attorney is preparing a draft lease agreement between the County and MF.
- The County and MF have agreed on the access right-of-way and possible boundary adjustment for the housing site.

Community Facilities - The following list of activities have been conducted in preparation for the improvement to the community facilities in the Cook's Corner County Complex. All improvements will be made to existing County-owned property.

- School Bus Maintenance Facility Relocation
 - The School Board and Board of Supervisors have agreed on a tentative relocation site for the new school bus maintenance facility on School Board-owned property on the south side of Rt. 33.
 - Funding for the relocation of the bus maintenance facility is included in the recently amended Capital Improvements Program for FY 2019-20.
 - The building permit process is the only regulatory requirement.
- Parking and Landscaping
 - The construction of the parking and landscaping of the relocated St. Clare Walker Vocational School and School Bus Maintenance Facility sites is included in the recently amended Capital Improvements Program for FY 2019-20.
- Gymnasium Renovation
 - The cost of renovation of the gymnasium is included in the County's FY 2018-19 budget.
 - The building permit process is the only regulatory requirement.
- Cook's Corner Office Complex Renovation
 - The renovation of the Cook's Corner Office Complex is included in the County's FY 2019-20 budget.
 - The building permit process is the only regulatory requirement.
- Walking/Nature/Fitness Trail
 - Preliminary conceptual trail design has been completed.

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Economic Development - The following list of activities have been conducted in preparation for development of the brewpub and special events center.

- The County has subdivided the old Rappahannock Central Elementary School site and conveyed it to the Economic Development Authority (EDA).
- The County Attorney has drafted a developer agreement with the County, EDA and ROC for the development of the Rappahannock Central Elementary School (RCES) site.
- The County Attorney has drafted a lease agreement between the EDA and ROC on the RCES site and the Old St. Clare Walker Vocational School building.
- A Phase I environmental study of the RCES site and building was completed with no indication of any environmental issues.
- ROC has entered into a partnership arrangement with Joel Gilbert and Jay Shah (of Shamin Hotels) for the development of the RCES site.
- The brewing tanks have been acquired for the brewpub.
- Architects and engineers have been engaged and have prepared the preliminary architectural and site plans for the brewpub and commissary development on the RCES site.
- ROC and its partners have received interest/commitment from potential lenders on the project.
- ROC and the County have drafted the application for an AFID grant from VDACS.
- The County has submitted an Industrial Revitalization Program grant from DHCD.
- VDOT has been consulted on their entrance requirements related to the RCES site development and the relocation of the bus maintenance facility.
- The current VC zoning for the RCES property is a permitted use for the prospective development and the special exception for a craft brewery allowance for all VC County zones has been approved

Utilities

- Water
 - The Water Authority has obtained all of the property owner participation agreements, received approval for financing from USDA, prepared construction drawings for Phase I of the system which includes Cook's Corner and have submitted the construction drawings to VDH/USDA/VDOT for approval prior to going to bid.
 - Bidding of the project is projected for September with construction commencing in January 2019.
 - Completion of water system construction is projected for October 2019.
- Sewer

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- Bowman Consulting have been engaged to prepare the alternative sewer service analysis for the Cook's Corner area along with several other service areas in the County. The analysis will address both the collection and treatment systems. The PER is projected to be complete in September of 2018 with initial findings available in June. "No discharge" technologies will be employed to eliminate the requirement for a DEQ discharge permit.
- Based upon this analysis, the County and HRSD will proceed to final design and construction. The design and construction process is projected to take 14 months with sewer service projected to be available in July 2020.

6. Provide a brief summary on the status of the Environmental Review for the proposed project. Indicate which steps have been completed and which steps are in progress.

Answer:

The Environmental Review process has been initiated with the establishment of the Environmental Review Record file and the distribution (email/mailed) of the Initial Project Notice packages to all of the designated agencies including, DEQ, DCR, USACE, VMRC, and EPA. The full review package submission has been transmitted to DHR after archival search at DHR's offices. US Army Corp, DEQ and DCR have responded that they have no issues at this time. DEQ responded that their standard full Coastal Zone Review Process would be required if the VCI grant is awarded.

Middlesex County has conducted a Phase I Environmental Analysis of the RCES site and facilities with no indication of any environmental issues that need further evaluation.

7. Budget narrative: please explain the amount of funding requested and total estimated costs and sources for each budget category and project component. Please note how and when costs were determined. Make sure you include a list of all anticipated resources and the status of each resource. Funding source and documentation of commitments must be included as an attachment to this application.

Answer:

The total cost of the Cook's Corner Revitalization project is estimated at \$15,698,809. The project has four major components; 1) Workforce Housing, 2) Economic Development, 3) Community Facilities and 4) Infrastructure. VCI funding of \$2,250,000 is requested in support of this revitalization effort. The status of each funding source is listed in the attachments.

1) Workforce Housing

The total costs for the Workforce Housing are \$3,794,684. The cost of A) the 24 workforce housing units is \$3,560,484 and B) the total costs of infrastructure access are \$234,200.

A) Workforce Housing – 24 Units

Category/Costs

Building Costs	\$2,772,000
Landscaping	\$5,560
On-Site	\$40,000
Construction	\$2,817,560

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Contingency	\$138,600
Soft Costs	\$261,396
6-month Operating Reserve	\$92,928
Land Lease – 6 ac.	\$200,000
Program Admin.	\$50,000
Total	\$3,560,484

Source	
VCI – HTF	\$900,000
VCI	\$50,000
VHDA	\$2,200,000
RCCF	\$150,000
MF Equity	\$60,484
Middlesex Co.	\$200,000
Total	\$3,560,484

B) Access Improvements

The infrastructure access improvements include a 175 ft. access road and extensions of the proposed central water and sewer systems to the site.

Category/Costs

Access Road 175'	\$30,000
Sewer Line	

Extension	\$180,000
Waterline Extension	\$24,200
Total	\$234,200

Sources

VCI	\$210,000
Middlesex Co.	\$24,200
Total	\$234,200

2) Economic Development

The total projected costs of the Economic Development component of the proposed project are \$3,796,625. There are three distinct elements to the redevelopment of the of the property, A) Relocation/renovation of the old St. Clare Walker School vocational building (SCWS) into a brewpub/restaurant, B) renovation of the blighted Rappahannock Central Elementary School cafeteria/auditorium (RCES) into a commissary/special event facility and C) site improvements.

A) Old St. Clare Walker School (SCWS)- Brewpub/Restaurant The cost of the relocation/renovation of the SCWS into a brewpub/restaurant is estimated at \$1,896,445.

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Category/Costs

Building Relocation	\$60,000
Renovation	\$957,156
Kitchen & Brewing Equip.	\$500,000
Contingency - 5%	\$151,716
Soft Costs - 15%	\$227,573
Total	\$1,896,445

Source

VCI	\$715,000
IRP	\$300,000
ROC	\$831,445
AFID	\$50,000
Total	\$1,896,445

B) Rappahannock Central Elementary School - Commissary/Event Center The cost of the renovation of RCES is \$1,440,180. The RCES building will be renovated into a commissary to produce products for ROC's six restaurants and a special events center.

Category/Costs

Construction	\$673,680
Landscaping & Outdoor Structure	\$178,464
Kitchen Equip.	\$300,000
Contingency - 5%	\$115,214
Soft Costs - 15%	\$172,822
Total	\$1,440,180

Sources

IRP	\$300,000
Middlesex Co.	\$100,000
AFID	\$100,000
ROC	\$940,180
Total	\$1,440,180

C) Site Improvements

The costs of the improvements to the site to accommodate the brewpub/restaurant and commissary/event center are estimated at \$443,500, plus \$50,000 for program administration for the economic development project components. The following table lists the projected costs and sources of funding of these proposed improvements.

Category/Costs

Parking	\$100,000
Water Laterals/connections	\$58,350

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Sewer Laterals/connections	\$100,000
Rt.33 access Imp.	\$100,000
Waterline Boring Rt. 33	\$10,000
Contingency	\$10,000
Soft Costs	\$15,000
Total	\$443,350

Sources

VCI	\$275,000
Middlesex Co.	\$60,000
ROC	\$108,350
Total	\$443,350

3) Community Facilities

Improvements to County-owned community facilities are estimated at \$895,000. Improvements to community facilities include renovation of the Parks and Recreation gymnasium (roof, windows and HVAC), relocation of school bus maintenance facility and bus parking, landscaping and parking, renovations to the School Board and Social Services buildings (windows) and the creations of a walking/nature/fitness trail.

Category/Costs

School Bus Facility	
Relocation	\$500,000
Parking & Landscaping	\$50,000
Gymnasium Renovations	\$250,000
School Board & Social Services Offices	
Renovations	\$45,000
Walking/Nature/ Fitness Trail	\$50,000
Total	\$895,000

Sources

VCI	\$50,000
Middlesex Co.	\$845,000
Total	\$895,000

4) Infrastructure

The infrastructure improvements include a portion of the countywide central water system and the future cost of the central sewer system. The water system components includes development of A) Phase I of the cost of the 12" main waterline system along Rt. 33 from Rosegill to the Christ Church (\$1,760,000) and B) a pumping facility at the Rosegill Development (\$1,579,600). The preliminary cost estimates at this time for the sewer system are

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\$3,839,550. USDA Rural Development has committed loan and grant funds for the water system.

8. Describe the local planning process that resulted in this project. Who was involved? How did this project evolve? How were stakeholders informed and involved?

Answer:

In April 2015, the Middlesex County Board of Supervisors (BOS) amended the revised 2010 Comprehensive Plan to include updated demographics and community economics information. Included among many "Action Steps" are: "Guide new commercial and industrial areas to locations as shown on the future land use map" (page 141) (map includes Cook's Corner); "Explore the use of Community Development Block Grant funds to finance infrastructure improvements in new residential developments that incorporate housing for low to moderate income residents; and Explore partnerships with non-governmental organizations (NGO's) to provide affordable housing opportunities in the County."- (page 133)

In June 2014, the BOS adopted the Middlesex County Tourism Plan (Tourism Plan) that contained information representing the economic impact of tourism in the County. The Tourism Plan laid out a list of goals, objectives, targets, and initiatives and tasks to be accomplished. Categories covered are enhancing product to increase tourism revenue in Middlesex County, providing basic infrastructure for expansion, implementing an aggressive tourism marketing and program by 2016, increasing visibility and awareness of Middlesex tourism assets by 30% over five years, and addressing the tax structure and initiatives for revenue generation' (page 93).

The Middlesex Water Authority (MWA), also established in June 2014, underwent a process of signing up subscribers to deploy a public water system in specified service areas in 2016 but did not meet the required sign-up goal. A second service area implementation and financing plan was successful in 2017 and is scheduled to begin construction in fall of 2019.

In February 2015, the BOS adopted the FY 2016-2020 Capital Improvements Plan that includes \$7,000,000 for a wastewater collection system, \$100,000 to replace the Rappahannock Central Elementary School (RCES) roof, \$200,000 for the Cook's Corner Complex well and waterlines, and \$250,000 for the Parks & Rec gymnasium renovations. The draft FY 2018-2022 CIP update currently under review contains these same funding levels except that wastewater collection has increased to \$15,532,640.

By Memorandum of Understanding, the BOS, MWA and the Middlesex Economic Development Authority (EDA) formally agreed on July 16, 2015, to work together to bring a public water system to the Cook's Corner area with a mutual desire to promote economic development and recruit/retain businesses that create jobs. The BOS agreed that surplus County properties should be given to the EDA to promote economic development. In June 2016, the EDA began discussions to promote the vacant RCES building and land for economic development. Subsequent discussions included the vacant St. Clare Walker School building. On October 4, 2016, EDA staff briefed the BOS in closed session on the potential interest of the Rappahannock Oyster Company (ROC).

In January 2017, the now vice chair of The Middlesex Foundation (MF) presented to the BOS and members of the County School Board present at the meeting the MF vision for an affordable workforce housing project based on the Mercer Place model. In the same month, the School Board unanimously voted their support for the housing project and named a School Board member to serve on the MF board of directors. At their following February

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2017 meeting, the BOS endorsed the project and one BOS member agreed to serve as a MF board director. In March 2017, the MF submitted the \$150,000 grant application to the River Counties Community Foundation, and which was awarded in June 2017. On January 24, 2018, the BOS adopted the attached resolution supporting MF's overall VCI and housing application.

Rappahannock Oyster Company (ROC) presented their vision for development of a restaurant/brewery to the EDA on July 20, 2017.

The Hampton Roads Sanitation District and the County have partnered through a series of MOUs to provide sewer system planning and deployment in the County. The County is responsible for collection systems deployment. HRSD is responsible for treatment system deployment and effluent disposal. On January 8, 2018, the BOS approved the commencement of the PER for 6 service areas, including the Cook's Corner area. On April 26, 2018, the BOS passed a budget that included funding for construction of all 6 projects prioritizing the Cook's Corner area.

The EDA is currently negotiating a lease agreement with Rappahannock Oyster Company and is expected to be finalized by August 2018.

With the draft parcel line and water line easements surveys completed for the RCES and other Cook's Corner parcels, the County Attorney has finalized contracts between the BOS and School Board on property line adjustments and a transfer of properties from the BOS to the EDA, which were executed in April 2018. The Planning and Zoning Dept. has confirmed that a craft brewery is an accessory to the restaurant for Village Community zoning for the brewpub and the craft brewery special exception has already been added to the zoning ordinance if ROC decides to expand the brewery to a large scale manufacturing system in the RCES event venue.

A "heritage committee" of 7 people was created to determine the history of the African American community in honor of the two properties donated to the County, a portion of the old St. Clare Walker School (white L-shaped frame building) and the property for the housing and park area. Meetings on September 21, 2017 & May 31, 2018 began gathering stories and memorabilia to offer ROC to utilize in the brewpub marketing and to create signage along the walking nature park. The concept of Cook's Corner developments were presented to the NAACP on January 23, 2018, and who are expected to name their representative to the VCI Project Oversight Committee.

The Board of Supervisors held a public hearing the evening of June 5th to receive public comment on the community development needs of the County particularly those in the Cook's Corner area. The community expressed support for the proposed redevelopment of the County-owned properties.

The Board of Supervisors held a second public hearing on the proposed application for Vibrant Community Initiative (VCI) funding to implement the redevelopment of the Cook's Corner area on June 19th. After receiving favorable comments for the public the County Board of Supervisors authorized submission of the VCI application to DHCD.

9. Describe the project management plan for this project. Who will be involved and what role will they play in planning, coordination, and implementation of the project?

Answer:

Middlesex County will be the VCI grantee, and with the consultant assistance, will conduct all administrative functions related to the receipt and disbursement of VCI funds, monitoring progress of project components and

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reporting progress to DHCD. Michelle Brown, Middlesex County Economic Development and Tourism Director, will be the project team leader managing and coordinating the project.

The proposed project management structure also includes two committees, Project Oversight Committee and a Project Management Committee.

The Project Oversight Committee provides overall advice, guidance, monitoring and oversight of the progress of the overall project. The Oversight Committee meets quarterly or more frequently as needed to review progress of the various components of the project. The Oversight Committee is responsible for periodically reporting back to key partners of the project, Middlesex BOS, Middlesex EDA, Middlesex Water Authority, Middlesex Foundation, Middlesex School Board and the African American community, the progress on implementation of the project and its component parts.

The following table lists the organizations and their representatives on the Project Oversight Committee.

Organization

Member

- Middlesex Board of Supervisors - Wayne Jessie
- Middlesex County Administration - Matt Walker, County Administrator
- Middlesex County Economic Development - Michelle Brown, Economic Development and Tourism Director
- The Middlesex Foundation - Bruce DeSimone, Board Chair
- Rappahannock Oyster Company - Travis Croxton, Owner
- Middlesex County Economic Development Authority - Gordon White
- Middlesex County Schools - James Goforth, School Board member
- Middlesex County Water Authority - Greg Chambers
- HRSD - TBD
- Middlesex County Attorney - Heather Lewis
- Housing Engineer - Bay Design Group, W. Ben Burton, Senior Engineer
- Housing Architect - dBF Associates, Richard J. Funk, Jr., VP
- RCES/SCWS schools engineer - TBD
- RCES/SCWS schools architect - Price Simpson Harvey, Jeff Loinette
- VDOT - TBD
- Minority Community Representative - Henry Easton

The Project Management Committee provides day-to-day coordination and management of the project and its components. The Committee meets monthly or more frequently as needed during the implementation of the project to ensure that the project is meeting the implementation schedule and that there is proper coordination among the component parts of the project. The following table lists the proposed membership of the Project Management

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Committee.

Project Management Committee

Organization

Member

- Middlesex County Administration - Matt Walker, County Administrator
- Middlesex County Economic Development - Michelle Brown, Economic Development and Tourism Coordinator
- The Middlesex Foundation - Bruce DeSimone, Board Chair
- Rappahannock Oyster Company - Travis Croxton, Owner
- Middlesex County Attorney - Heather Lewis
- Housing Engineer - Bay Design Group, W. Ben Burton, Senior Engineer
- Housing Architect - dBF Associates, Richard J. Funk, Jr. VP
- RCES/OSCW schools engineer – TBD
- RCES/OSCW schools architect - Price Simpson Harvey, Jeff Loinette

10. How will you assure this project will be completed in a timely manner? Identify the specific individuals, by name and/or title, and affiliation that will be responsible for the implementation of the project and describe their experience with implementing federally-funded projects. Include key milestones for implementing this project. Please note, an overall timeline and individual project component timelines are required application attachments.

Answer:

Michelle Brown, Middlesex County Economic Development and Tourism Director, will be the project team leader managing and coordinating the project. A consultant experienced in project management of CDBG and other federal/state funded projects may assist Michelle.

Each project component will have a project manager for that component:

- Housing – Bruce Desimone, Board Chair, The Middlesex Foundation
- Economic Development – Travis Croxton, Owner, Rappahannock Oyster Company
- Community Facilities – Matt Walker, County Administrator
- Infrastructure/Utilities – Matt Walker, County Administrator

The completion of the overall project has two critical path factors that will require close monitoring during project implementation: 1) The requirement of the IRP program that the Economic Development portion of the project be completed in 18 months of grant award, and 2) the need for sewer service to serve the both the economic development and housing components of the project. The projected timeline for completion of the sewer service is July of 2020 and the Economic Development portion of the project will be complete in April of 2020. Given that time differential the County has agreed to provided “temporary pump and hall” service until the sewer service is available. The old RCES existing septic tanks make this option feasible.

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Similarly, the housing development is projected to be complete when sewer service becomes available. If service is not completed on time the projected housing construction schedule could be modified to coincide with sewer availability or occupancy of the housing units could be delayed temporarily until sewer service becomes available or “temporary pump and hall” service could be provided by the County.

The following are key milestones in the implementation of the Cook’s Corner Revitalization Project.

Date	Milestone
18 Jun	Water System - VDH Review
18 Aug	VCI, IRP Grant Awards, AFID Grant Submission
18 Sep	Water System - Bid Advertisement, Sewer System PER Complete, AFID Grant Award
18 Sep	Preliminary Sewer Engineering Report Prepared
18 Oct	Water System - Bids Received
18 Nov	RCES/SCWS Renovation Reviewed by DHR, Commence Final Sewer Engineering
18 Dec	Water System Construction Contract Award
18 Jan	Sewer financing secured, Housing-VHDA & VCC Financing Approved, Brewpub/Commissary Bid Advertisement
18 Feb	Brewpub/Commissary Bids Received
19 Mar	Community Facilities Bid Advertisements
19 Apr	Brewpub/Commissary Contract Awarded
19 May	Complete Final Sewer Design, Community Facilities Bids Received
19 Jul	Sewer Bid Advertisements, Housing Bids Received, Community Facilities Contract Awarded
19 Aug	Award Sewer Contract
19 Sep	Housing Contract Award
19 Oct	Water System Construction Complete, Sewer Contract Award
20 Apr	Brewpub/Commissary Construction Complete
20 Jun	Community Facilities Construction Complete

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20 Jul Sewer System Construction Complete, Housing Construction Complete

Bruce DeSimone, the Middlesex Foundation Chair, retired in December of 2017 from the Virginia Housing Development Authority (VHDA) as a Senior Strategic Housing Officer. In that position he helped local governments, housing authorities, for profit and non-profit developers bring their housing and community development projects to fruition. Bruce has over 40 years of multi-family housing development, community development, single-family mortgage banking and land use planning experience. Highlights follow.

- Member of the VHDA REACH Team and served as Development Officer on 10 multifamily housing projects ranging in size from new construction of small group homes to the rehabilitation of a 129 unit apartment project utilizing LIHTC, HOME funds and VHDA permanent financing. Also assisted and/or closed six other projects on behalf of a retired colleague.
- Created and managed a housing department for an agency on aging serving the ten-county, Northern Neck and Middle Peninsula region of Virginia. Developed six senior apartment projects totaling 194 units, ranging in size from 22 to 64 units. Co-managed CDBG comprehensive and single family housing rehab projects with the respective Planning District Commissions for five constituent counties.

Travis Croxton, co-owner of Rappahannock Oyster Company took over the business from his uncle in 2001 and has continually expanded this waterman heritage company. In 2011, they opened their first restaurant – Merroir, located in Topping (Middlesex County), Virginia. They have developed a national reputation, including The Movable Feast cooking TV show filmed at Merroir. They have had Bill and Melinda Gates film production, Upworthy, shoot a video about their oyster farmers and aquaculture. They have been nationally acclaimed with the best oyster bars at their six restaurants in magazines and newspapers such as Food & Wine, Travel & Leisure, Wall Street Journal, New York Times and Esquire. Travis has overseen the expansion of both their oyster aquaculture operations and the opening of their six restaurants across the US.

Matt Walker, County Administrator since 2012, is currently overseeing the County's partnership with Hampton Roads Sanitation District (HRSD) in the deployment of six, decentralized, community wastewater treatment and collection systems to designated areas within the County. He also serves as Executive Director of the Middlesex Water Authority managing the deployment of an 18-mile water system serving the eastern half of Middlesex County including the Village of Deltaville. Previous service to Middlesex includes four years as the Director of Community Development and Planning. Past projects include overseeing and completing a CDBG Housing and

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Community Improvement Grant in Bath County in 2011-2012 and various community facilities, water and sewer system improvement projects in the Towns of Colonial Beach, Warsaw, and Orange.

11. Identify the development team members and their roles. Please include team member's experience with similar projects. Include a list of completed projects. Please note, if the teams and project components vary please clearly describe for each where applicable.

Answer:

Michelle Brown, Middlesex County Economic Development and Tourism Director, will be the overall project team leader managing and coordinating the project. A consultant experienced in project management of CDBG and other federal/state-funded projects will assist Michelle.

Michelle, in the three years she has been serving as staff to the EDA, has created and managed a regional tourism brand, awarded four grants to expanding or start-up businesses, created an artisan trail for the Middle Peninsula and is the liaison with the Middle Peninsula Alliance. She is the initial contact for all business inquiries. She assists entrepreneurs with their business retention and expansion plans. Michelle has managed Virginia Tourism Marketing Leverage Grants, River County Communities Grants and Creative Communities Partnership Grants requiring multiple partnerships.

Each project component, Housing, Economic Development, Community Facilities and Infrastructure, will have a project manager and development team for that component:

Housing – Bruce Desimone, President, Middlesex Foundation will lead the workforce housing development team. The other key members of this team are W. Ben Burton, Senior Engineer, Bay Design Group and Richard J. Funk, Jr. VP, dBF Associates.

Bruce has over 40 years of multi-family housing development, community development, single-family mortgage banking and land use planning experience. Highlights follow:

- Member of the VHDA REACH Team and served as Development Officer on 10 multifamily housing projects ranging in size from new construction of small group homes to the rehabilitation of a 129 unit apartment project utilizing LIHTC, HOME funds and VHDA permanent financing. Also assisted and/or closed six other projects on behalf of a retired colleague.
- Created and managed a housing department for an agency on aging serving the ten-county, Northern Neck and Middle Peninsula region of Virginia. Developed six senior apartment projects totaling 194 units, ranging in size from 22 to 64 units. Co-managed CDBG comprehensive and single family housing rehab projects with the respective Planning District Commissions for five constituent counties.

W. Ben Burton, a Senior Engineer with Bay Design Group (BDG) has extensive experience civil engineering throughout the Middle Peninsula/Northern Neck. With corporate headquarters located in the Town of Urbanna and satellite offices across the Middle Peninsula BDG offers a full range of civil engineering, surveying, and land planning services including, commercial site plans, major and minor subdivision design, Bay Act compliance plans, retaining wall design, FEMA compliant elevated foundation design, land surveying & riparian surveys, FEMA flood elevation certificates, wetland delineations and environmental permitting.

Richard J. Funk, Jr. VP, dBF Associates, has been a practicing architect in Virginia since 1987 with extensive

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experience in design and construction of government buildings and multi-family housing. Richard has been the lead architect on several Bay Aging senior housing projects in the Middle Peninsula and Northern Neck including Port Town Village in Urbanna and Daffodil Gardens in Gloucester.

Economic Development – Travis Croxton, Owner, Rappahannock Oyster Company will lead the development team that will be renovating the SCWS and RCES buildings into a brewpub and event center/commissary. On the development team with Travis is Jay Shah, Vice President of Development, Shamin Hotels, Michael Sweeney, Vice President of Design & Construction, Shamin Hotels and Bradley Walker, ROC.

Travis Croxton, co-owner of Rappahannock Oyster Company manages this watermen heritage company. The company operates aquaculture facilities throughout the Middle Peninsula and Northern Neck supplying seafood to numerous commercial customers including 6 restaurants that they own across the nation. In 2011, they opened their first restaurant – Merroir, located in Topping (Middlesex County), Virginia and have expanded restaurants to Richmond, Washington DC, Los Angeles CA and Charleston SC and Travis has overseen the expansion of both their oyster aquaculture operations and the opening of their six restaurants across the US.

Jay Shah, Vice President of Development, Shamin Hotels, is responsible for new property development by examining markets and searching for viable projects providing oversight of development through to the opening of the hotel. Shamin Hotels own and manage hotels primarily in the mid-Atlantic region with 45 hotels in Virginia alone.

Michael Sweeney is Vice President, Design and Construction of Shamin Hotels. He joined Shamin in 2005, bringing more than 20 years of design leadership, construction expertise, and executive management experience to his role with the company. Michael Sweeney focuses on overall building design, construction, innovation, technology and the guest experience. Michael was instrumental in the design and construction of several Shamin properties, including the Four Diamond, Hilton Richmond Hotel and Spa in Glen Allen, Virginia. Michael has overseen more than \$230,000,000.00 in hotel construction. Michael is a Licensed Architect.

Bradley Walker, formerly president of Walker Homes, is now a member of the Rappahannock Oyster Company team. Bradley is a licensed general contractor that will be heavily involved in all aspects of the project development. He will manage all aspects of the construction process.

Community Facilities and Infrastructure/Utilities – Matt Walker, County Administrator, will lead the development teams responsible for renovating and constructing the improvements to the community facilities and constructing the central water and sewer systems. Bowman Consulting, Ken Baybutt, has been contracted to provide engineering service for the design and construction management of the water and sewer systems.

Ken Baybutt has over 35 years of experience in engineering. Currently, he is the Branch Manager of Bowman's Water and Wastewater division that specializes in the design of water and wastewater treatment plants, water supply systems, wastewater collection systems. Currently he is involved in over 30 different water/wastewater projects across the US. Bowman Consulting has 30 offices across the US with over 500 employees.

12. Provide a detailed description of the improvements to be made for each proposed housing activity.

Answer:

The housing component of the project includes 24 units of rental workforce housing. The housing will be new

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construction located on 6 acres of a 13.7-acre parcel of County-owned land located directly behind the County School Board and Social Services Offices at Cook's Corners. The 24, two bedroom, 1050 sq. ft. units will be in three two story buildings designed to reflect the residential mix-use character of the community. The housing is patterned after the highly successful Mercer Place workforce housing development in Kilmarnock, Lancaster County.

The proposed workforce housing project is designed to serve moderate-income public employees of Middlesex County and surrounding counties making at or below 80% of AMI.

13. Provide a detailed description of the housing type(s) to be constructed as part of the project. This should include the number of units, specific sub-populations targeted, and incomes targeted for each housing activity.

Answer:

The housing component of the project includes 24 units of workforce rental housing developed by the Middlesex Foundation. The housing will be new construction located on 6 acres of a 13.7-acre parcel of County-owned land located directly behind the County School Board and Social Services Offices at Cook's Corners. The 24, two bedroom, 1050 sq. ft. units will be in three two story buildings designed to reflect the residential mix-use character of the community. The housing is patterned after the highly successful Mercer Place workforce housing development in Kilmarnock, Lancaster County.

The proposed workforce housing project is specially designed to serve moderate-income public employees of Middlesex County and surrounding counties making at or below 80% of AMI. The housing with rents targeted at \$765/month is specifically targeted to serve teachers, law enforcement officers, social workers, public employees and other County workers.

The recently adopted County salary raises for FY 2019 still leaves targeted starting County employees pay below HUD's 2018 Low Income limit. The new teacher's starting 2018 salary, \$41,205, is below the Middlesex County Non-Adjusted 80% of AMI, \$52,960, but higher than the 80% AMI for a one person household, \$37,100.

Accordingly, The Middlesex Foundation has submitted to VHDA a pro-forma with the same Virginia Housing Trust Fund (HTF) loan amount and terms, and the same VHDA loan amount and term, with an interest rate of 1.75%. The indicated contract rents equal Mercer Place's new, July 1st rent of \$765/month, which are affordable for those earning at or below 80% AMI. Tenant selection leasing preferences are as follows: (1) Middlesex County government and school employees, (2) adjacent county government and school employees, and (3) employees of state, regional or local agencies or quasi-governmental organizations serving the citizens of Middlesex County.

The Foundation pledges to maintain 20% of the units (i.e. 5) to remain affordable at HUD's Low Income limit, and for the remaining 19 units meeting VHDA's Workforce Housing Loan Program limits.

14. Explain how the proposed housing will blend with the surrounding community and de-concentrate poverty and minorities. (Note: DHCD may require a Site and Neighborhood Standards Review before a contract is issued.)

Answer:

The Cook's Corner area is a rural commercial area with a few (6) scattered single-family residential housing units primarily located at the fringe of the community. All of the residential structures are single-family detached units more than 50 years old located on fairly large lots. There is not any concentration of minorities or poverty in the community thus the housing project will not impact minority or poverty concentration. The architecture of the

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housing units will be designed to complement the existing architecture of the few residential structures.

15. Rental Development (Only): Describe the local need the rental project(s) will address. Be specific, using information collected through market studies and other resources. Discuss how these needs were identified including a description of the data collection processes. Cite references in the attachments where appropriate.

Answer:

The market research analysis prepared by T Roland Brown: Research and Analysis in September 2017 indicated a demand for the 24 workforce housing units proposed. Middlesex County has only two rental apartment complexes, Port Town Village in Urbanna with 37 units and Fishing Bay in Deltaville with 15 one-bedroom units. The Port Town Village apartments are restricted for seniors and Fishing Bay is designated for elderly and disabled. The closest apartment option for the targeted population is the Mercer Place complex across the Rappahannock River in Kilmarnock, Lancaster County.

Middlesex County's largest employer, Middlesex County Schools, has continually had problems recruiting and retaining teachers due to a lack of suitable and affordable rental housing options. This problem is also experienced by many other public and private employers trying to recruit or retain moderate-income employees.

The report summarizes the situation: "Thus, the Middlesex County area has very few rental housing options open to prospective residents – other than a total of 52 subsidized units for the elderly. Most rental units are older, single-family homes. Conversations with a representative of the Middlesex County schools describes referring options that include accessory apartments such as renovated garages and marinas. Thus, housing choices for housing for essential employees needed to serve the local population are very constrained. This lack of decent, safe, and affordable housing for key workers whose incomes are above that for subsidized (for example, tax credit) housing, but below that for acceptable market rate housing, is well-documented... in smaller communities where few housing options are available and there is no mechanism to generate any new supply of market rate housing of the type needed."

The report goes on to highlight the success of Mercer Place which is the prototype housing as proposed: "Mercer Place offers 16 units: all two-bedroom/two-bathroom models of 1,050 square feet. The project was developed with a mission " to Provide Affordable Rental Housing for Lancaster County Teachers, Healthcare, Law Enforcement, County and Municipal Employees and Other Critical Workforce Persons". It should be stressed that whereas this property was defined in these rather broad terms, the project itself was more overtly perceived as, and operated as, housing for teachers. The units were leased to persons with incomes of \$32,194 or more - up to 150 percent of the local area median. The lower figure represented the then starting salary for Lancaster County teachers (which is currently around \$37,864). The current equivalent of this upper income is \$70,200 (for a one-person household).

The Mercer Place Apartments opened in July 2011 - at the start of the academic year. Initially, the property was leased to around 12 teachers - the remaining units were made available to other essential workers over an absorption period of a few months. At present, the tenant base is reported to comprise 19 teachers in 15 units, with two non-teachers in one unit. It is reported that there are currently several teachers at the property who are not in the Lancaster County system - two from Middlesex County schools, two from Northumberland County, and two teachers from private schools. Typical turnover is reported to be around five-or-six teachers per year - with the property as a whole remaining fully occupied on an ongoing basis."

The analysis concludes that: "It is our observation that were a 24-unit property be considered, it could be expected

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to lease-up in an acceptable time frame - subject to several criteria. It is reasonably assumed, based on the Mercer Place experience, that a dozen or so units could be absorbed by teachers. This is considered realistic on the basis of the Mercer Place experience and on the fact that, as reported by an official of the Middlesex Schools, turnover in that system is high - in the region of 12 or so for the current year, for example.”

This report definitively demonstrates the need/demand for the rental housing project as proposed.

16. Rental Development (Only): Describe the condition of the current property(ies) for the rental project(s) and the surrounding area, identifying the characteristics (physical features, land use patterns, condition of infrastructure, etc.) that are important to understanding the proposed project.

Answer:

The proposed housing project is new construction on 6 acres of vacant County-owned property on the north side of Rt. 33 directly behind existing County facilities including a gymnasium, School Board Offices, and Social Services Offices. The property is partially cleared and a portion of the property presently used for bus parking. The adjacent uses include an older dilapidated frame vacant former St. Clare Walker vocational school building (SCWS) that will be relocated to the south side of Rt. 33 and renovated as a brewpub. Another adjacent use is a school bus maintenance facility and related bus parking. The bus maintenance facility will be relocated to County-owned property on the south side of Rt. 33 along with the bus parking. The developable portion of the proposed housing site is relatively flat that will not require significant site grading.

The surrounding land uses are primarily low-density commercial uses with a few (6) single-family residents scattered on the fringe of the community. There are additional public uses directly across Rt. 33, Health Department, Middle Peninsula Northern Neck Community Services Board and County animal shelter.

The site is strategically located just 2 miles from the County courthouse and conveniently located for access to a wide range of public sector facilities.

Central water and sewer service to the proposed housing development are in the planning and implementation stages. The water system serving the site is planned to go out to bid in September with central water service available in October 2019. The Preliminary Engineering Report of central sewer service will be completed in September of 2018 and with bids for construction in mid-2019 and central sewer available in July of 2020.

With the relocation of the SCWS and bus maintenance facility/bus parking to the south side of Rt. 33 along with the renovations to the gymnasium and School Board and Social Services offices, there will be significant improvement of the condition of adjacent land uses.

17. Homebuyer (Only): Describe the local need the homebuyer activity will address. Be specific, using information collected through market studies and other resources. Discuss how these needs were identified including a description of the data collection processes. Cite references in the attachments where appropriate.

Answer:

There are no homeownership housing proposed.

18. Is all infrastructure in place for each of the proposed project components? If not, what is the status and timeline?

Answer:

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As stated earlier, central water and sewer service are in the implementation and planning stages. The water system is in the process for construction bidding in September of this year and construction completion in October of 2019. The Preliminary Engineering Report for central sewer is in preparation and will be available in September of 2018. The County is committed to move forward with the central sewer service in the Cook's Corner area with bidding of the sewer system scheduled for mid 2019 and construction completed in July of 2020. The following is a timeline for completion of the water and sewer systems. The completion of the brewpub/commissary is scheduled for April 2020 that will require temporary "pump and hall" service, which the County has pledged to provide, until July 2020. The use of the existing septic tank systems makes this option feasible.

Cook's Corner Infrastructure Timeline

Date	Milestone
18 Jun	Water System - VDH Review
18 Sep	Water System - Bid Advertisement, Sewer System PER Complete
18 Sep	Preliminary Sewer Engineering Report Prepared
18 Oct	Water System - Bids Received
18 Nov	Commence Final Sewer Engineering
18 Dec	Water System Construction Contract Award
18 Jan	Sewer financing secured
19 Mar	Community Facilities Bid Advertisements Water
19 May	Complete Final Sewer Design
19 Jun	Sewer Bid Advertisements
19 Aug	Award Sewer Contract
19 Oct	Water System Construction Complete, Sewer Contract Award
20 Jul	Sewer System Construction Complete, Housing Construction Complete

19. Is funding being requested for new infrastructure or to upgrade an existing infrastructure? Provide a copy of the Preliminary Engineering Report (PER) as an attachment.

Answer:

The PER for the Water system is included in the attachments. The PER for the sewer system will be completed and

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available in September 2018.

20. Describe any community and project based services (transportation, rent subsidy, shopping, job center, support services, etc.) to which residents of the proposed housing will have access. Does the proposed location afford residents with access to jobs, transportation, and services they need? For any onsite services include a letter of commitment specifically detailing what will be provided.

Answer:

The proposed housing site is strategically located in the central portion of the County providing easy access to all public and services available in the County as well as all centers of employment. The proposed housing site is immediately adjacent to the Department of Recreation gymnasium, the School Board offices and the Department of Social Services. The proposed construction of a nature/walking/fitness trail on the remainder of the 13.7 acre site will add to the recreational amenities available to the residents. The site is directly across the highway from the Health Department offices, Middle Peninsula Northern Neck Community Services Board facility and animal shelter/dog exercising area. The site is only 2 miles from the Courthouse complex in Saluda that provides an array of public and commercial services. The site is only three miles for Urbanna one of the County's primary commercial areas. Bay Transit provides "on demand" transportation services if needed by eligible residents. "One Stop" employment services are offered in Shacklefords about 10 miles away. The housing site is convenient to all major employers in the County.

The central location of the housing site and services immediately available to the proposed housing site make the site the perfect selection for the proposed 24 units of workforce housing.

21. Community and economic development activities: for project components that would be funded with VCI resources (CDBG provide details on these activities, describe the low to moderate-income benefit and how VCI (CDBG) will be leveraged (please note that State CDBG funds are not eligible for Entitlement communities).

Answer:

CDBG funds are requested to support several activities of the total project: 1) off-site infrastructure, utility service, to the proposed housing project, 2) development costs and site improvements to the development of the brewpub and commissary, and 3) the construction of the nature/walking/fitness trail adjacent to the housing site.

The benefits to low-to-moderate families includes:

1. Workforce Housing - 24 rental workforce-housing apartments designed to serve low-to-moderate income families. The proposed workforce housing project is specially designed to serve moderate-income public employees of Middlesex County and surrounding counties making at or below 80% of AMI. The housing with rents targeted at \$765/month is specifically targeted to serve teachers, law enforcement officers, public employees and other County workers. This rent is affordable for families at or below 80% of AMI. The new teacher's starting 2018 salary, \$41,205, is below the Middlesex County Non-Adjusted 80% of AMI, \$52,960, but higher than the 80% AMI for a one person household, \$37,100. At least 24 moderate-income families will have the opportunity to live in safe decent and affordable housing. If individuals double up in a single unit the number of families benefited is likely to be higher.

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The total cost for the workforce-housing component is \$3,794,684 of which the CDBG grant request is \$260,000, \$210,000 for off-site improvements plus funding for project administration of \$50,000. The funds leveraged will come from VHDA, VCC, Middlesex Foundation and River Counties Community Foundation.

2. Brewpub/Commissary – The renovation of the SCWS and the RCES into a brewpub and commissary will provide employment for low-to-moderate individuals. The brewpub is projected to employ 6 full-time staff and 14 part-time workers. The Commissary will support 2 full-time workers and additional part-time workers. Rappahannock Oyster Company (ROC), the developers of the brewpub/commissary are committed to work with VEC to insure that at least 51% of the new jobs will be made available for LMI individuals. It is the goal to be able to hire as many of LMI individuals as possible.

The total development costs of the brewpub/commissary are projected at \$3,829,975. CDBG resources of \$990,000 are requested to support the project. The CDBG funds are allocated to support the renovation of the SCWS and for site improvements these costs total \$940,000. In addition \$50,000 is requested to support project administration. The SCWS and RCES facilities will be owned by the Middlesex EDA and leased to Rappahannock Oyster Company (ROC). ROC will have an option to purchase the facilities at the end of 10 years. ROC plans to invest \$2,029,975 in the renovation and development of the brewpub/commissary. Other funds leveraged include \$600,000 in a IRP grant and \$150,000 AFID grant.

3. Community Facilities – Improvements to community facilities on County-owned property on the north side of Rt. 33 adjacent to the proposed housing site include; A) relocation of a school bus maintenance facility and school bus parking, B) gymnasium renovations which houses the County's Park & Recreation programs utilized by many LMI residents, C) School Board and Social Services offices renovations and 4) construction of a nature/walking/fitness trail. The benefit to LMI families is the improvement of the facilities that they frequent and use. The nature/walking/fitness trail will have interpretive signage to reflect the role of the minority community in the St. Clare Walker school heritage and more broadly the contributions of the minorities to the history of the County. The nature/walking/fitness trail being located immediately adjacent to the proposed workforce housing will be of benefit to the LMI residents of that housing complex.

The total cost of the community facilities is projected to be \$895,000. Middlesex County is committed contribute \$845,000 towards the improvements to community facilities and CDBG is requested to contribute \$50,000 for the construction of the nature/walking/fitness trail.

The infrastructure component of the projects is for the provision of central water and sewer systems to the Cook's Corner area that is a mixed-use community with a limited number of residences. The residents of the community will directly benefit from the provision of central. The costs of providing central water and sewer service to the Cook's Corner area are projected to be \$7,179,150. These costs will be born by the Middlesex Water Authority, Middlesex County and HRSD. The funding for the construction of the water and sewer systems will come from USDA - Rural Development grant and loan programs and Middlesex County.

The total project costs the Cook's Corner Revitalization Project are projected to be \$15,698,809 with the CDBG

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request being \$1,350,000. CDBG funds are leveraged at a 10.6 to 1 ratio.

22. Describe the long-term benefit, or outcomes to the community, for each proposed project component. Please explain how the outcomes will be measured.

Answer:

The outcomes for the project relate to the four components of the p 1) Housing, 2) Economic Development, 3) Community Facilities and 4) Infrastructure – water and sewer service. The long-term benefits of each component and measures are described below.

Housing – The project proposes to construct 24 units of rental workforce housing serving moderate-income families. The proposed workforce housing project is specially designed to serve moderate-income public employees of Middlesex County and surrounding counties making at or below 80% of AMI. The Middlesex County Non-Adjusted 80% of AMI is now at \$52,960. The rents targeted at \$765/month are specifically targeted to serve teachers, law enforcement officers, public employees and other County workers. This rent is affordable for families at or below 80% of AMI. At least 24 moderate-income families will have the opportunity to live in safe decent and affordable housing. If individuals double up in a single unit the number of families benefited is likely to be higher.

The Middlesex Foundation pledges to maintain 20% of the units (i.e. 5) at HUD's Low Income limit, and maintain the remaining 19 units meeting VHDA's Workforce Housing Loan Program limits.

Outcomes

- 24 two-bedroom 1050 sq. ft. apartment units constructed
- Occupancy of the units by families meeting the low- to moderate-income guidelines

Measures

- Total number of units constructed
- 93 % occupancy rate or more
- Occupancy of 5 units meeting HUD's Low Income limits
- Occupancy of 19 units meeting VHDA's workforce housing income limits

Economic Development – The economic development component of the project includes two new business ventures in renovated County owned buildings, 1) a brewpub in the vacant blighted old African-American St. Clare Walker vocational school (SCWS) and 2) a commissary and event center in the vacant derelict former Rappahannock Central Elementary School (RCES) cafeteria/auditorium. In addition to the renovation of the two buildings, the project will include site improvements for parking, outdoor event/dinning space, storm water

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management, sidewalks, landscaping, water and sewer connections and access improvements along Rt. 33.

The renovation of the SCWS and the RCES into a brewpub and commissary will provide employment for low-to-moderate individuals. The brewpub is projected to employ 6 full-time staff and 14 part-time workers. The Commissary will support 2 full-time workers and additional part-time workers. At least 51% of the new jobs will be made available for LMI individuals. It is the goal to be able to hire as many of LMI individuals as possible.

Outcomes

- Renovation of the two (SCWS and RCES) County-owned buildings
- Establishment of two new business ventures, brewpub and commissary/event center
- Site improvements to the RCES site to accommodate the two new business ventures
- Employment of 6 full-time staff and 14 part-time workers at the brewpub
- Employment of 2 full-time workers and additional part-time workers at the event center/commissary
- Employment of LMI workers at the two new businesses

Measures

- Investments made in the renovations of the SCWS and RCES structures
- 2 new businesses established
- 6 full-time and 14 part-time works hired at the brewpub
- 2 full-time workers hired at the event center/commissary
- At least 51% of the applicants interviewed shall meet LMI criteria as confirmed by the VEC.

Community Facilities – This component of the project includes a number of improvements to the existing community facilities that are located on the north side of Rt. 33 adjacent to the proposed workforce-housing site. These improvements include A) relocation of the School Bus Maintenance Facility and bus parking to other School or County property on the south side of Rt. 33, B) renovation of gymnasium, C) renovation of the School Board and Social Services office building and D) construction of a new nature/walking/fitness trail.

Outcomes

- Relocated of the school bus maintenance facility and bus parking to a site on the south side of Rt. 33
- Renovated Department of Recreation gymnasium
- Renovated School Board and Social Services offices
- Construction of the nature/walking/fitness trail

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Measures

- A new school bus maintenance facility operational within 2 years of the VCI grant contract execution
- Renovated Department of Recreation gymnasium within 2 years of the VCI grant contract execution
- Renovated School Board and Social Services offices within 2 years of the VCI grant contract execution
- Construction of the nature/walking/fitness trail within 2 years of the VCI grant contract execution

Infrastructure – The infrastructure component of the project includes the provision of central water and sewer service to the Cook's Corner community. The Middlesex County Water Authority is in the process of implementing a central water system serving the corridor from Saluda to Deltaville along Rt. 33 with construction to begin in January 2019. Water connections to the Cook's Corner area will be available November of 2019. The County in conjunction with the Hampton Roads Sanitary District (HRSD) is actively in the planning stages for a central sewer system to serve the Cook's Corner area. The target date for central sewer service to be available to the Cook's Corner area is October of 2020.

Outcomes

- Central water system constructed and water service available to commercial and residential customers along Rt. 33.
- Central sewer system constructed and sewer service available to commercial and residential customers in the Cook's Corner community.

Measures

- Connection of all County facilities and interested water customers along Rt. 33 to the water system by January 2020
- Connection of all County facilities and interested sewer customers along Rt. 33 to the sewer system by January 2020

Attachments:

Application to DHCD Submitted through CAMS

Middlesex County

Cook's Corner Revitalization

Partner Financials

MiddlesexFoundationFinancialStatement0531186172018102114.pdf

Property status/location documentation

MiddlesexCountyCooksCornerREHoldings1272018742161620201842637.docx

Market demand/needs assessment

MiddlesexHousingMarketAnalysis061718pdf6172018101405.pdf

Timeline (s) –must provide overall timeline and a timeline for each specific component of the project

MiddlesexVCITimeline062218622201813143.xlsx

Partner commitments/MOUs

PartnerCommitments621201823500.pdf

Project plans

ProjectPlans6222018103120.pdf

(Optional) || Detailed Budget with status of revenue sources

MiddlesexVCIBudgetsheet061518616201871135.xlsx

(Optional) || Partner Personal Financials

VCIPartnerPersonalFinancials0617186172018101457.docx

(Optional) || Middlesex Water PER

MiddlesexWaterPER0512176192018124036.pdf

(Optional) || Cook's Corner Brewing Company Business Plan

CooksCornerBizPlan6222018103139.pdf

(Optional) || Public Hearings

PublicHearingsJune519621201823741.pdf