



# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
Phone: (304) 725-2311 ♦ Web: [www.charlestownwv.us](http://www.charlestownwv.us)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

FROM: Daryl Hennessy, City Manager

SUBJECT: City Manager's Report

DATE: September 3, 2019

### **COMMUNITY AND ECONOMIC DEVELOPMENT**

Pup-a-Palooza Plunge. The Charles Town Board of Park and Recreation, in partnership with the Jefferson County Parks and Recreation Commission, will sponsor the first ever canine swim event at Jefferson Memorial Park. This event will take place from 1 to 3 pm on Saturday, September 7 and will mark the official end of the summer swim season. City staff will close the pool and drain the water immediately following the event. Dog owners must register their dog to participate in this event and will pay a \$5 entry fee to help off-set the cost of operations. Canine swim events are becoming increasingly more popular around the country, with many major cities holding a similar event to end their summer swim season.

Claymont Society for Continuous Education. The West Virginia Department of Arts, Culture and History recently awarded over \$450,000 in development grant funds for 21 projects involved in the restoration and rehabilitation of historic sites listed on the National Register of Historic Places. In Jefferson County, the Claymont Society of Continuous Education received \$11,550 in grant funds to replace the roof on the south veranda of Claymont Court. In February 2019, the Charles Town City Council provided a letter of support for this project

### **PUBLIC WORKS AND UTILITIES**

Charles Town Utility Board (Board). The Board met at its regular meeting on August 28 and approved an amendment to a T-Mobile lease allowing for telecommunications equipment on one of the city's water tanks, approved a re-budget for FY19, and agreed to hold a workshop at 3:30 pm on September 11 to review the utility department's current policy on developer-funded upgrades to the system. Ms. Arnett also reported she had received a request from Rockwool's general counsel earlier in the day to begin negotiations on an Alternate Mainline Extension Agreement to provide sewer service to its new facility in Ranson. CTUB staff is expected to meet with the Rockwool representatives in early September to begin discussions on an agreement.

Stormwater Management. In the consensus strategic document adopted by city council in January 2019, it talked about undertaking a comprehensive review of the city's infrastructure needs and addressing them in a more systematic way. Todd Wilt's team is currently undergoing an assessment of the city streets, but outside professionals will be needed to assess and recommend solutions for our stormwater concerns. To that end, staff will release the attached 5G advertisement to begin the process of identifying a stormwater engineer. Interested engineering firms will have until October 23, 2019 to submit a proposal.

Attachment

**CITY OF CHARLES TOWN, WEST VIRGINIA**  
**REQUEST FOR ENGINEERING PROPOSALS – PUBLIC NOTICE**  
(Class II legal notice published September 11 and September 18, 2019)

The City of Charles Town, West Virginia is seeking qualified engineering firms to primarily help the city evaluate its existing stormwater management system, prepare cost estimates, design engineering solutions, provide pre-construction services, prepare funding packages for public and/or private financing, manage stormwater management projects, and provide technical assistance services for other high-priority engineering projects.

Professional services to assist the city may include some or all of the following: (1) feasibility studies, (2) cost estimates and technical assistance preparing design/build eligible applications, (3) design services to meet all federal, state, and local regulations, (4) preparation of bid and contract documents, (5) participation in the evaluation of bids, (6) monitoring and inspecting construction activities on a daily basis to ensure compliance with plans and specifications, (7) construction management and engineering consulting services, and (8) reviewing plans.

Procurement of services shall be in accordance with West Virginia Code Chapter 5G. Experience with stormwater evaluation, design, and build services in West Virginia is required. Familiarity with MS4 requirements and Chesapeake Bay stormwater standards are also preferred. No grant awards are anticipated; however, firms should be familiar with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

All consultants interested in being considered must submit a proposal detailing qualifications, technical expertise, management and staffing capabilities and related experience. The object of the competitive process is to objectively select the firm that will provide the highest quality of service. Accordingly, technical qualifications and experience will be weighed heavily. Selected respondents will be interviewed, and the firm judged most qualified will be selected.

Please submit all requested information to: City of Charles Town, ATTN: City Manager, 101 E. Washington Street, Charles Town, WV 25414. **Proposals will be accepted until 2:00 p.m. on October 23, 2019.**

While not a primary source, attention is directed to the fact that funding sources for the proposed projects may include, but not be limited to, the West Virginia Infrastructure Council, the Economic Development Administration, the Appalachian Regional Commission, and others. All work will be performed in accordance with the regulations issued by these respective agencies and the State of West Virginia as pertaining hereto. The selected firm will be required to comply with all applicable federal, state, and local laws and regulations, including but not limited to, the Civil Rights Act of 1964, Executive Order 11246, conflict of interest requirements, and access to records provisions, as applicable.

The City of Charles Town will afford full opportunity for minority business enterprises to submit a show of interest in response to this invitation and will not discriminate in the contract award against any interested firm or individual on the grounds of age, race, color, national origin, ancestry, religion, sex, familial status, pregnancy, physical or mental disability, genetic information, veteran status, uniformed service member status, blindness, sexual orientation, gender identity, or any other status protected by federal, state, or local laws.

The City of Charles Town reserves the right to accept or reject any or all proposals.