AGENDA

ROANOKE VALLEY RESOURCE AUTHORITY
1020 Hollins Road, NE
Roanoke, VA 24012
January 22, 2025
12:00 p.m.

I. OPENING CEREMONIES

A. Call to Order
B. Roll Call
C. Welcome Guests
D. Requests to Postpone Add to or Change the Order of Agenda Items

II. BUSINESS ITEMS

Action:

A. Organization of the Board
   1. Elect Chair
   2. Elect Vice-Chair
   3. Elect Treasurer
   4. Elect Board Secretary

Information:

B. RVRA Smith Gap Master Planning Presentation
C. Review draft and discuss updated Purchasing Policy

III. CONSENT AGENDA

Consent agenda items are routine and approved by a single resolution. If discussion is required, any item may be removed from the consent agenda and considered separately.

A. Minutes of December 4, 2024

IV. REPORTS

A. DECEMBER FINANCIALS
   1. Statement of Cash Balances
   2. Statement of Operations
   3. Reconciliation of Net Income to Cash Provided by Operations for Month ending December 31, 2024 (Cash Basis)
   4. Summary of Reserve Funds
   5. Summary of Cash Reserve Funds Transferred from Roanoke Valley Regional Solid Waste Management Board
   6. Cumulative Statement of Operations
   7. VRA2021A Bond Issuance

B. WASTE TONNAGE REPORT

C. FY24-25 MONTHLY TRAILER REPORT
D. RESIDENTIAL WASTE REPORT
E. WOODWASTE REPORT
F. RECYCLING REPORT
G. HOUSEHOLD HAZARDOUS WASTE REPORT
H. AIR SPACE REPORT
I. PROJECT STATUS REPORT

V. PUBLIC QUESTIONS OR COMMENTS RECEIVED

VI. EXECUTIVE DIRECTOR REPORT

VII. BOARD MEMBER COMMENTS

VIII. CLOSED SESSION pursuant to the *Code of Virginia*, 1950 as amended, as follows:

- Section 2.2-3711(A)(1) – Discussion of personnel matters regarding the performance evaluation of the Chief Executive Officer.

IX. CLOSED MEETING CERTIFICATION

X. ADJOURNMENT

BUSINESS - ACTION
ITEM NO. II.A.

AT A REGULAR MEETING OF THE ROANOKE VALLEY RESOURCE AUTHORITY (RVRA); ROANOKE, VIRGINIA; HELD AT THE RVRA TINKER CREEK TRANSFER STATION

MEETING DATE: January 22, 2025

AGENDA ITEM: Motion to Elect Officers for Calendar Year 2025

SUBMITTED BY: Jonathan A. Lanford
Chief Executive Officer

SUMMARY OF INFORMATION:

As required by the Roanoke Valley Resource Authority's By-Laws, "The first regular meeting held in January of each year shall be the Annual Meeting of the Authority at which time officers shall be elected."

The Resource Authority needs to elect officers for the following offices:

Office	Currently Held By
Chair	Rebecca Owens
Vice Chair	Jeffrey Powell
Treasurer	Laurie Gearheart
Secretary	Lorie Bess

BUSINESS - INFORMATION
ITEM# II.B

AT A REGULAR MEETING OF THE ROANOKE VALLEY RESOURCE AUTHORITY (RVRA); ROANOKE, VIRGINIA; HELD AT THE RVRA TINKER CREEK TRANSFER STATION

MEETING DATE: January 22, 2025

AGENDA ITEM: RVRA Smith Gap Master Planning Presentation

SUBMITTED BY: Jonathan A. Lanford, Chief Executive Officer

SUMMARY OF INFORMATION:

RVRA engaged Thompson Litton in June of 2024 to assist with Master Planning efforts with our Smith Gap Facility as we contemplated amending our MUA to modify annual tonnage limits and what impact that may have on airspace life of Smith Gap. Thompson Litton will present findings at our January meeting. A copy of their Master Plan Report is attached.

MASTER PLAN

Smith Gap Landfill – Master Plan

Salem, Virginia

Prepared for
Roanoke Valley
Resource Authority

T&L Project No. 18361
Issued for Review January 22, 2025

THOMPSON & LITTON EST. 1956

MASTER PLAN

Smith Gap Landfill
Salem, Virginia

Prepared For

Roanoke Valley Resource Authority

This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of Thompson & Litton and is not to be used in whole or in part for any other project without the written authorization of Thompson & Litton.

THOMPSON & LITTON

726 Auburn Avenue
Radford, Virginia 24141

T&L Project No. 18361

Issued for Review January 22, 2025

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C200A: Overall Expansion Area Plan – Final Grade
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C202: Area 3 – Final Grade
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C204: Area 4 – Final Grade
C205: Area 4B – Base Grade
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C208: Area 5 – Final Grade

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Introduction

The proceeding narrative briefly describes potential expansion areas for the Smith Gap Landfill. Each section includes a summarization of all elements analyzed such as site specific constraints, potential area size, earthwork, and capacity, life expectancy, and stream mitigation. Please refer to Table-1 following the narrative for a tabulation of key elements found within each area. Accompanying exhibits illustrating individual areas are included within Appendix A. A Preliminary Rough Order of Magnitude was calculated for each area given the results of each analysis. All estimations, for the purpose of this analysis, were conducted utilizing present values and not extrapolated for future inflation within any given market or an increase in disposal rates at the Smith Gap Landfill. Please see Table-2 for information.

Area 1

- Acreage: 6.70 acres
- Generated Airspace: 1,602,649 cubic yards
- Approximate Area Life Expectancy: 4.01 years

This area is located on the southern end of the currently permitted Phase I portion of the landfill. No known geotechnical data resided in this location; therefore, additional geotechnical investigations will be required to determine the underlying strata. The expansion would effectively increase the footprint of Phase I by approximately 6.70 acres. To construct this area, approximately 346,636 cubic yards (C.Y.) of cut and 11,829 C.Y. of fill will be required. The airspace generated in this area is approximately 1,602,649 C.Y. when accounting for the additional airspace gained from "piggybacking" off of the existing Phase I slopes, which is favorable when compared to the total earthwork required to construct the cell. Furthermore, the overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. The life expectancy of this expansion is approximately 4.01 years.

No stream mitigation will be required to construct this area. The existing leachate system constructed within Phase I will be utilized, requiring little to no adjustment. The existing stormwater management facilities will be utilized to detain and treat the stormwater generated by this expansion. Additional analysis will be required to ensure adequate capacity is available within the existing facilities. Please see Figure 4 and Figure 5 in Appendix A for further detail.

Area 2

- Acreage: 28.90 acres
- Generated Airspace: 4,062,779 cubic yards
- Approximate Area Life Expectancy: 10.16 years

This area is located on the northern end of the currently permitted Phases VII – VIX of the landfill. The expansion would effectively increase the footprint of these phases by approximately 28.90 acres. To construct this area, approximately 1,081,370 cubic yards (C.Y.) of cut and 127,861 C.Y. of fill will be required. The airspace generated in this area is approximately 4,062,779 C.Y. when accounting for the additional airspace gained from "piggybacking" off of the existing phase slopes, which is favorable when compared to the total earthwork required to construct the cell. Furthermore, the overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. The life expectancy of this expansion is approximately 10.16 years. Additional geotechnical investigation will be required to further identify the underlying strata within the expansion area.

Approximately 1,360 lineal feet (L.F.) of stream mitigation will be required to construct this area. Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet

well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northwest of the proposed construction provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Figure 4 and Figure 5 in Appendix A for further detail.

Area 3

- Acreage: 15.18 acres
- Generated Airspace: 1,069,950 cubic yards
- Approximate Area Life Expectancy: 2.67 years

This area is located on the eastern side of the property and includes a 15.18-acre cell. During the initial analysis, existing borings were utilized to determine the approximate depth to bedrock. It was determined that encountering bedrock during construction is unlikely, however, possible. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion to the east is not possible due to the existing overhead electric transmission lines with accompanying easement. Existing streams encompass the perimeter of Area 3, which constrain the constructable area and have been accounted for to avoid excessive stream mitigation. The existing stream to the west of Area 3 will require crossing to connect the proposed access road to the access road of Area 2. To avoid stream mitigation, a Conspan bridge or similar bridge deck is recommended to span this section of stream.

To construct this area, approximately 215,565 C.Y. of cut and 20,475 C.Y. of fill will be required. The airspace generated in this area is approximately 1,069,950 C.Y., which is favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this only provides approximately 2.67 years of life.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northeast provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C201 and C202 in Appendix A for further detail.

Area 4

- Acreage: 50.75 acres
- Generated Airspace: 5,588,673 cubic yards
- Approximate Area Life Expectancy: 13.97 years

This area is located on the northeastern side of the property and includes a 50.75-acre cell. During the initial analysis, it was found that little to no existing borings to determine the approximate depth to bedrock were located within this area. Given that this area resides atop steep mountainous ridges with substantial slope deviations, bedrock may be encountered during construction. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion to the east is not possible due to the existing overhead electric transmission lines with accompanying easement. Furthermore, slopes in excess of 2:1 encompass the northern perimeter of the proposed area, limiting construction feasibility and further expansion. Existing streams encompass the perimeter of Area 4, which also constrain the constructable area and have been accounted for to avoid excessive stream mitigation. Unfortunately, approximately 6,300 L.F. of existing stream would require mitigation to construct

this area. Underdrains beneath the cell would be required to promote subsurface drainage. The proposed access road for Area 4 would tie-in to the access road for Area 3, requiring one (1) culvert.

To construct this area, approximately 2,614,664 C.Y. of cut and 1,014,726 C.Y. of fill will be required. The airspace generated in this area is approximately 5,588,673 C.Y., which is less favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this would provide approximately 13.97 years of life to existing facility. The overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station, a new leachate holding facility, or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the west and within an existing valley provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C203 and C204 in Appendix A for further detail.

Area 4B

- Acreage: 27.68 acres
- Generated Airspace: 3,162,295 cubic yards
- Approximate Area Life Expectancy: 7.91 years

This area is located on the northeastern side of the property and includes a 27.68-acre cell. This area was analyzed to determine if the exclusion of the western portion of Area 4 would promote a more favorable earthwork tabulation. Approximately 4,200 L.F. of existing stream would require mitigation to construct this area. Underdrains beneath the cell would be required to promote subsurface drainage. The proposed access road for Area 4B would tie-in to the access road for Area 3, requiring one (1) culvert. All other aspects of Area 4 remain consistent with Area 4B regarding stormwater, leachate collection, and site constraints.

To construct this area, approximately 954,342 C.Y. of cut and 696,711 C.Y. of fill will be required. The airspace generated in this area is approximately 3,162,295 C.Y., which is more favorable than Area 4 when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this would provide approximately 7.91 years of life to existing facility, which is approximately half of Area 4. The overall quantity of cut generated from the cell construction is not sufficient to provide the required borrow material for daily cover. Consequently, borrow material will be required from the adjacent expansion Area 3. Area 3 generates approximately 195,000 C.Y. of spoil material and should only require approximately 106,000 C.Y. for use within the cell. Therefore, phasing needs to be appropriately considered so that Area 3 would be constructed prior to Area 4B, with excess spoil material set aside with the intended use being for the operation of Area 4B.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station, a new leachate holding facility, or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the west and within an existing valley provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C205 and C206 in Appendix A for further detail.

Area 5

- Acreage: 14.31 acres
- Generated Airspace: 513,722 cubic yards
- Approximate Area Life Expectancy: 1.28 years

This area is located within the existing borrow area and includes a 14.31-acre cell. During the initial analysis, existing borings were utilized to determine the approximate depth to bedrock. It was determined that encountering bedrock during construction is unlikely, however, possible. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion for this area is constrained to the existing knoll the borrow resides due to the steep topography to the north, the existing stream and access road to the south, and the future development plans to the west. However, no stream mitigation should be required to construct this area.

To construct this area, approximately 202,357 cubic yards C.Y. of cut and 3,106 C.Y. of fill will be required. The airspace generated in this area is approximately 513,722 C.Y., which is moderately favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this only provides approximately 1.28 years of life. The overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northwest provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C207 and C208 in Appendix A for further detail.

Area 6

This area resides on the northwestern property border, between both existing leachate holding tanks. Multiple scenarios were analyzed including a single cell and multi-cell separated landfill, as well as a cell that would "piggyback" off of the existing permitting landfill phases. Due to the site constraints including excessively steep topography and extreme deviations in existing ground elevations, it was found that a constructible area which would benefit the life expectancy of the facility and be economical was not feasible within Area 6.

TABLE - 1: AREA SPECIFIC KEY ELEMENT SUMMARIZATION

AREA	ACREAGE (ACRES)	EARTHWORK (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY (YEARS)	BORROW REQUIRED (CUBIC YARDS)	SUFFICIENT BORROW GENERATED	STREAM MITIGATION REQUIRED (LINEAL FEET)	CUT:AIRSPACE RATIO
		CUT	FILL	NET (CUT)						
NO. 1	6.70	346,636	11,829	334,807	1,602,649	4.01	160,265	YES	N/A	4.62
NO. 2	28.90	1,081,370	127,861	953,509	4,062,779	10.16	406,278	YES	1,360	3.76
NO. 3	15.18	215,565	20,475	195,090	1,069,950	2.67	106,995	YES	N/A	4.96
NO. 4	50.75	2,614,664	1,014,726	1,599,938	5,588,673	13.97	558,867	YES	6,300	2.14
NO. 4B	27.68	954,342	696,711	257,631	3,162,295	7.91	316,230	NO	4,200	3.31
NO. 5	14.31	202,357	3,106	199,251	513,722	1.28	51,372	YES	N/A	2.54

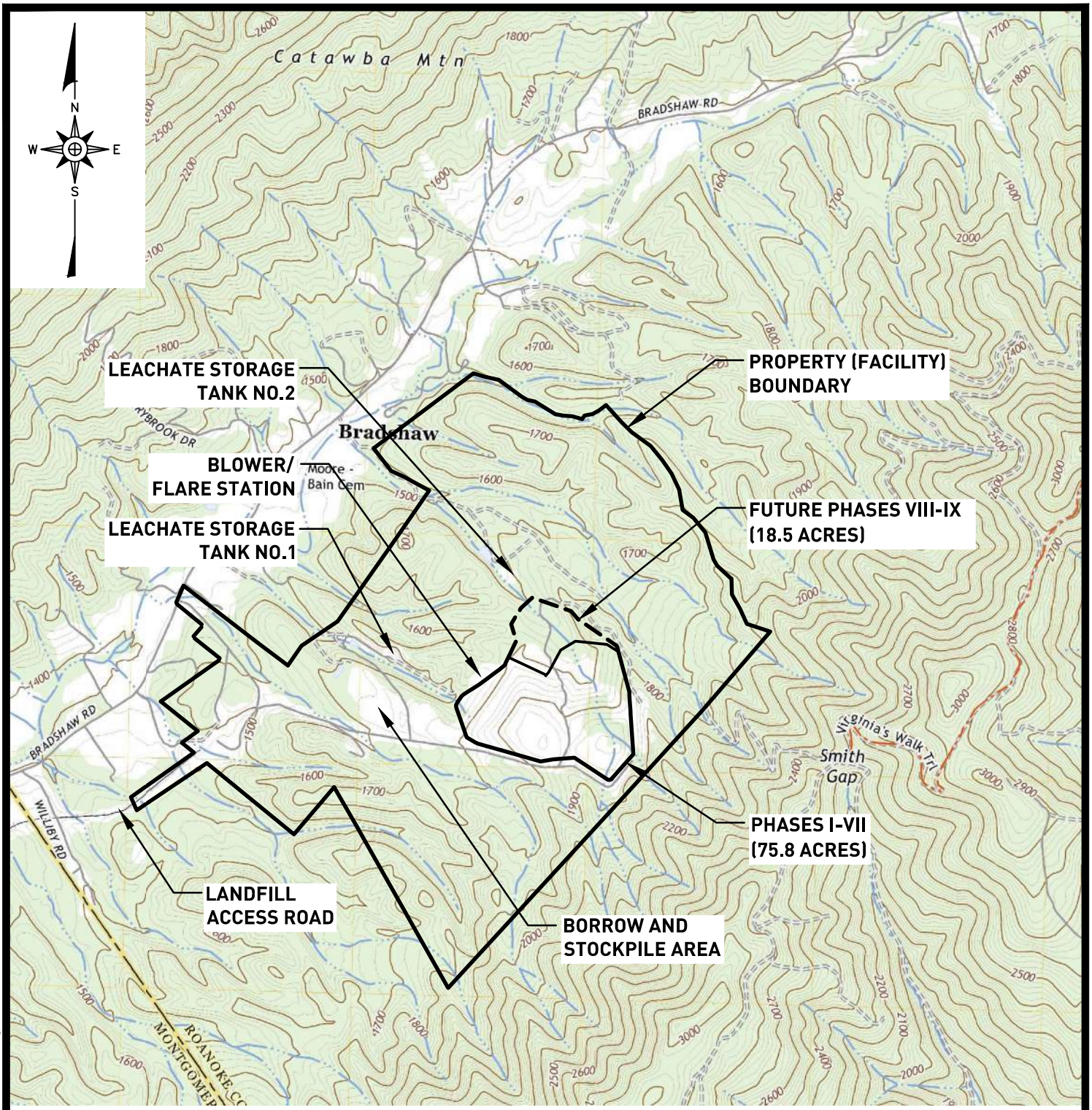
TABLE - 2: GENERAL COST ESTIMATION BREAKDOWN										
AREA	ACREAGE	AIRSPACE (C.Y.)	CONSTRUCTION COST [1]	MAINTENANCE COST [2]	CLOSURE COST [3]	MITIGATION REQUIRED (L.F.)	MITIGATION COST [4]	TOTAL	POTENTIAL REVENUE [5]	DIFFERENCE
1	6.70	1,602,649	$3,685,000.00	$368,500.00	$1,507,500.00	N/A	$0.00	$5,561,000.00	$66,109,271.25	$60,548,271.25
2	28.90	4,062,779	$15,895,000.00	$1,589,500.00	$6,502,500.00	1,360	$952,000.00	$26,843,000.00	$167,589,633.75	$140,746,633.75
3	15.18	1,069,950	$8,349,000.00	$834,900.00	$3,415,500.00	N/A	$0.00	$12,599,400.00	$44,135,437.50	$31,536,037.50
4	50.75	5,588,673	$27,912,500.00	$2,791,250.00	$11,418,750.00	6,300	$4,410,000.00	$55,352,500.00	$230,532,761.25	$175,180,261.25
4B	27.68	3,162,295	$15,224,000.00	$1,522,400.00	$6,228,000.00	4,200	$2,940,000.00	$31,794,400.00	$130,444,668.75	$98,650,268.75
5	14.31	513,722	$7,870,500.00	$787,050.00	$3,219,750.00	N/A	$0.00	$11,877,300.00	$21,191,032.50	$9,313,732.50

1. POTENTIAL CONSTRUCTION COST BASED ON $550,000.00 PER ACRE TO ESTABLISH BASE GRADE
2. MAINTENANCE COST = 10% OF CONSTRUCTION COST
3. POTENTIAL CLOSURE COST BASED ON $225,000.00 PER ACRE
4. CURRENT STREAM MITIGATION DATA APPROXIMATES A $700.00 PER LINEAL FOOT OF DISTURBED STREAM
5. POTENTIAL REVENUE WAS TABULATED UTILIZING THE AIRSPACE GENERATED, THE CURRENT DISPOSAL RATE, AND THE CURRENT COMPACTION RATE FOR THE SMITH GAP LANDFILL
5. ALL ESTIMATIONS WERE TABULATED UTILIZING PRESENT VALUES. NO INFLATION FACTORS EXTRAPOLATING TO FUTURE DATES WERE APPLIED.

APPENDICES

APPENDIX A

EXPANSION AREA EXHIBITS



REFERENCE: TOPOGRAPHY FROM U.S.G.S. 7.5 MIN. QUADRANGLE "GLENVAR, VA.", DATED 2022.

0 2000' 4000'

DRAWING TITLE:

ROANOKE VALLEY RESOURCE AUTHORITY
SMITH GAP LANDFILL
SITE LOCATION MAP

PREPARED BY:

SMITH+GARDNER

14 N. Boylan Avenue, Raleigh NC 27603 | 919.828.0577
1526 Richland St., Columbia SC 29201

DRAWN:	APPROVED:	SCALE:	DATE:	PROJECT NO.:	FIGURE NO.:	FILE NAME:
C.T.J.	P.K.S.	AS SHOWN	Jul 2024	RVRASG 24-2	1	RVRA-A0174

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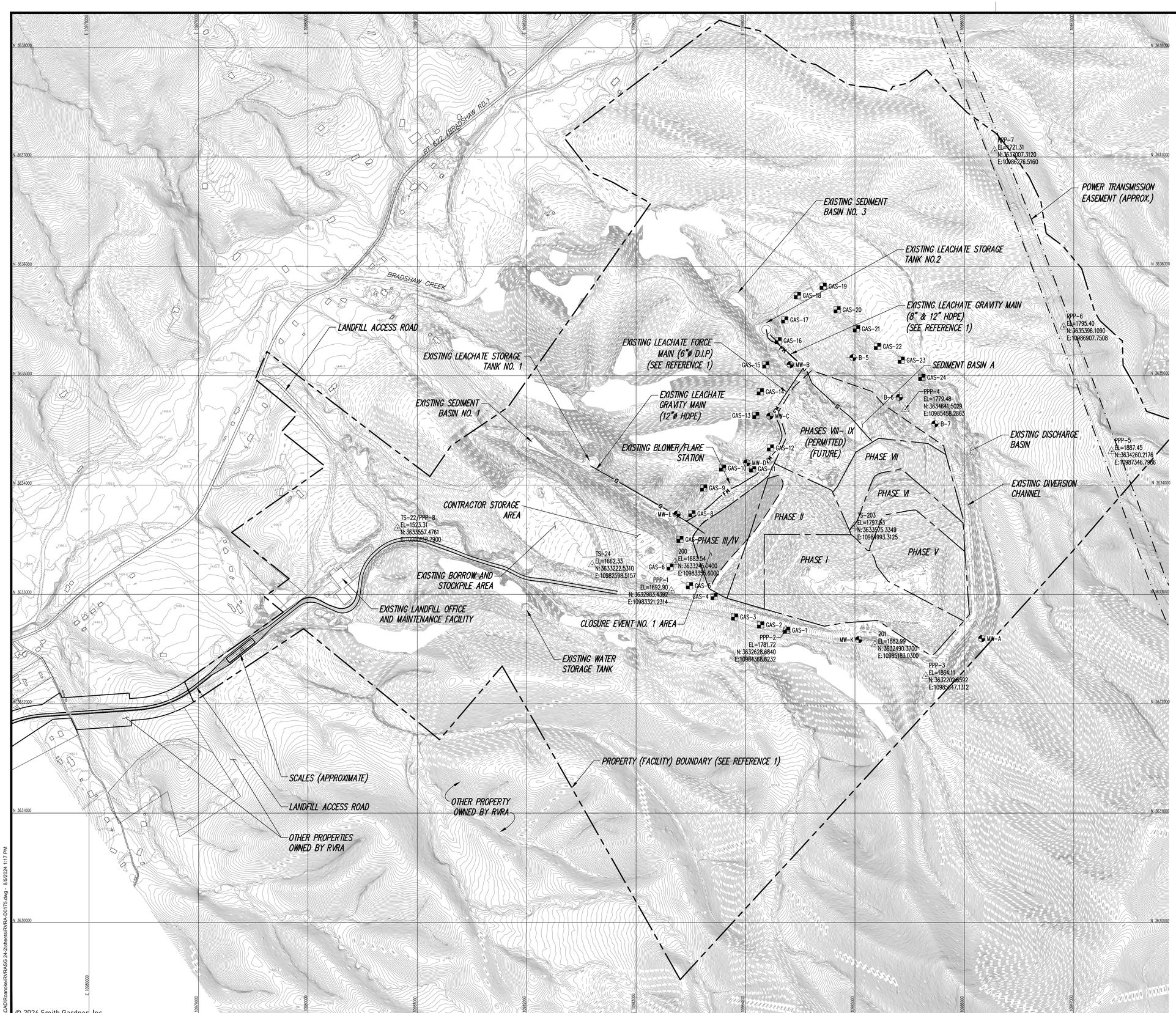
RT 622 (BRADSHAW RD.)
BRADSHAW CREEK
LANDFILL ACCESS ROAD
EXISTING LEACHATE STORAGE TANK NO. 1
EXISTING SEDIMENT BASIN NO. 1
EXISTING SEDIMENT BASIN NO. 3
EXISTING LEACHATE STORAGE TANK NO.2
EXISTING LEACHATE FORCE MAIN (6"ø D.I.P) (SEE REFERENCE 1)
EXISTING LEACHATE GRAVITY MAIN (12"ø HDPE)
EXISTING LEACHATE GRAVITY MAIN (8" & 12" HDPE) (SEE REFERENCE 1)
EXISTING BLOWER/FLARE STATION
CONTRACTOR STORAGE AREA
EXISTING BORROW AND STOCKPILE AREA
EXISTING LANDFILL OFFICE AND MAINTENANCE FACILITY
EXISTING WATER STORAGE TANK
CLOSURE EVENT NO. 1 AREA
SEDIMENT BASIN A
POWER TRANSMISSION EASEMENT (APPROX.)
EXISTING DISCHARGE BASIN
EXISTING DIVERSION CHANNEL
PHASES VIII- IX (PERMITTED) (FUTURE)
PHASE VII
PHASE VI
PHASE V
PHASE I
PHASE II
PHASE III/IV
PROPERTY (FACILITY) BOUNDARY (SEE REFERENCE 1)
OTHER PROPERTY OWNED BY RVRA
OTHER PROPERTIES OWNED BY RVRA
SCALES (APPROXIMATE)
LANDFILL ACCESS ROAD
TS-22/PPP-8 EL=1523.31 N:3633557.4761 E:10980918.7900
TS-24 EL=1662.33 N:3633222.5310 E:10982598.5157
PPP-1 EL=1692.90 N:3632983.4392 E:10983321.2314
200 EL=1652.54 N:3633246.0400 E:10983356.6000
PPP-2 EL=1781.72 N:3632628.6840 E:10984368.6232
201 EL=1882.99 N:3632490.3700 E:10985183.0300
PPP-3 EL=1864.11 N:3632206.6592 E:10985647.1312
PPP-4 EL=1779.48 N:3634641.5029 E:10985458.2863
PPP-5 EL=1887.45 N:3634260.2176 E:10987346.7966
PPP-6 EL=1795.40 N:3635396.1090 E:10986907.7508
PPP-7 EL=1721.31 N:3634007.3120 E:10986276.5160
TS-203 EL=1797.63 N:3633975.3349 E:10984993.3125
GAS-1
GAS-2
GAS-3
GAS-4
GAS-5
GAS-6
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GAS-9
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GAS-21
GAS-22
GAS-23
GAS-24
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MW-C
MW-D
MW-E
MW-K
MW-A
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N: 3633000
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N: 3631000
N: 3630000
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E: 1094500
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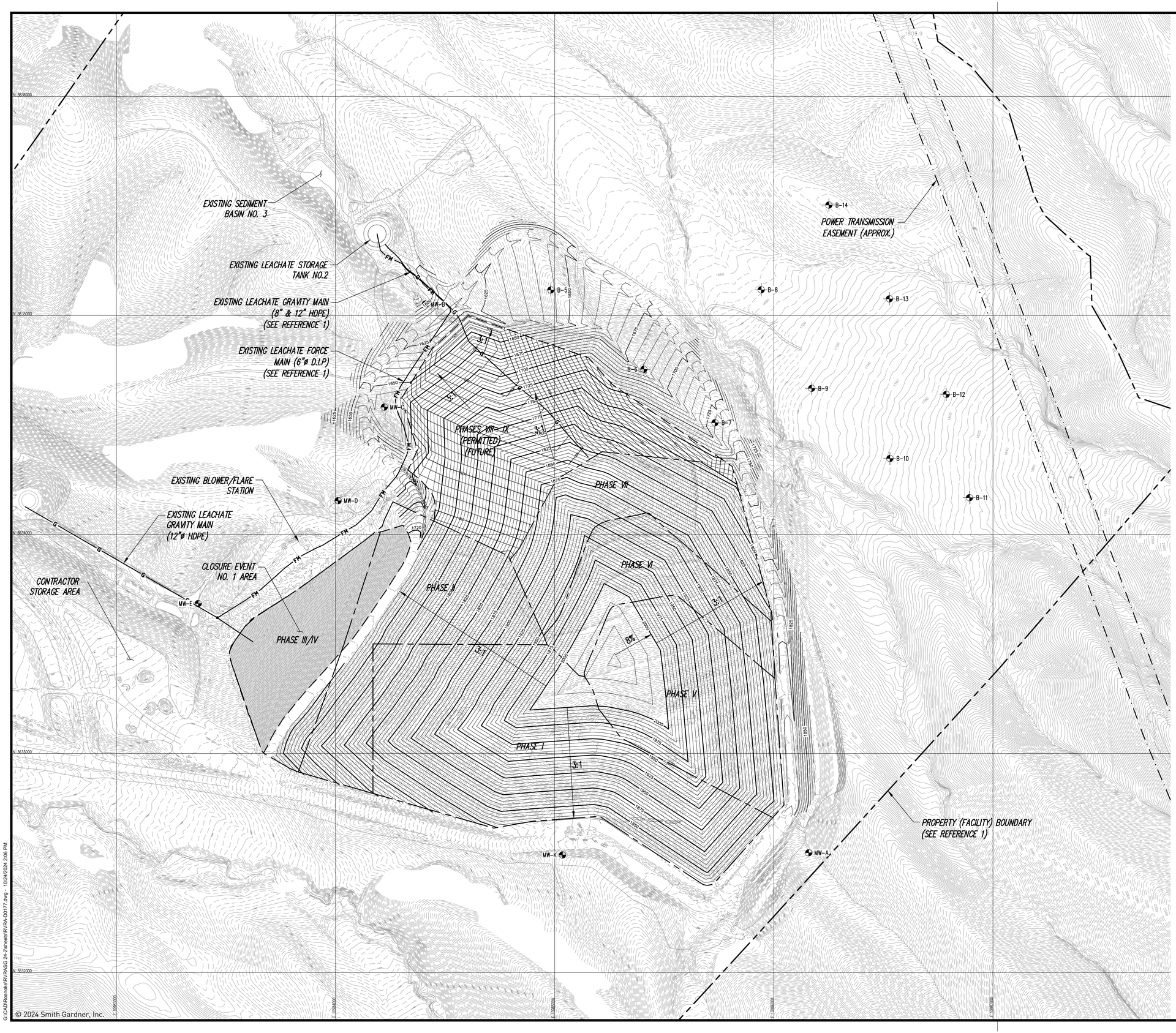

LEGEND

- PROPERTY BOUNDARY
- LIMITS OF LINER SYSTEM (EXISTING)
- LIMITS OF LINER SYSTEM (FUTURE)
- POWER TRANSMISSION EASEMENT (APPROX.)
- EXISTING ACCESS ROAD
- EXISTING STREAM
- OHE — EXISTING OVERHEAD ELECTRIC LINE
- G — EXISTING GRAVITY MAIN
- FM — EXISTING FORCE MAIN
- CLOSURE AREA
- MW-A — EXISTING GROUNDWATER MONITORING WELL
- B-5 — SOIL BORING (HDR 2023)

NOTES

1. ANY DETERMINATION OF TOPOGRAPHY OR CONTOURS, OR ANY DEPICTION OF PHYSICAL IMPROVEMENTS, PROPERTY LINES, OR BOUNDARIES IS FOR GENERAL INFORMATION ONLY AND SHALL NOT BE USED FOR THE DESIGN, MODIFICATION, OR CONSTRUCTION OF IMPROVEMENTS TO REAL PROPERTY OR FOR FLOOD PLAIN DETERMINATION.
2. GRADES SHOWN FOR VERTICAL EXPANSION REPRESENT FINAL COVER ELEVATIONS.

REFERENCES

1. EXISTING SITE CONDITIONS AND PROPERTY BOUNDARIES WERE OBTAINED FROM THE PHASE V EXPANSION CONSTRUCTION RECORD DRAWING SET, CREATED BY HSMM, ARCHITECTS–ENGINEERS–PLANNERS, ROANOKE VA., JAN. 2009.
2. OVERALL SITE TOPOGRAPHY FROM AERIAL SURVEY DATED JANUARY 11, 2022 BY LUMSDEN ASSOCIATES, P.C., ROANOKE, VA. TOPOGRAPHY IN ACTIVE AREAS FROM U.A.S. SURVEY DATED JANUARY 12, 2024 BY ROANOKE VALLEY RESOURCE AUTHORITY.
3. TOPOGRAPHY OUTSIDE OF PROJECT AREA OBTAINED FROM ROANOKE COUNTY, VA GIS DEPARTMENT, APRIL 06, 2011.

0 200' 400' 600'

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PREPARED FOR:

ROANOKE VALLEY RESOURCE AUTHORITY
ROANOKE, VIRGINIA

PREPARED BY:

SMITH+ GARDNER
ENGINEERS
14 N. Boylan Avenue, Raleigh NC 27603 | 919.828.0577
1526 Richland St., Columbia SC 29201

SEAL

SEAL

REV.	DATE	DESCRIPTION

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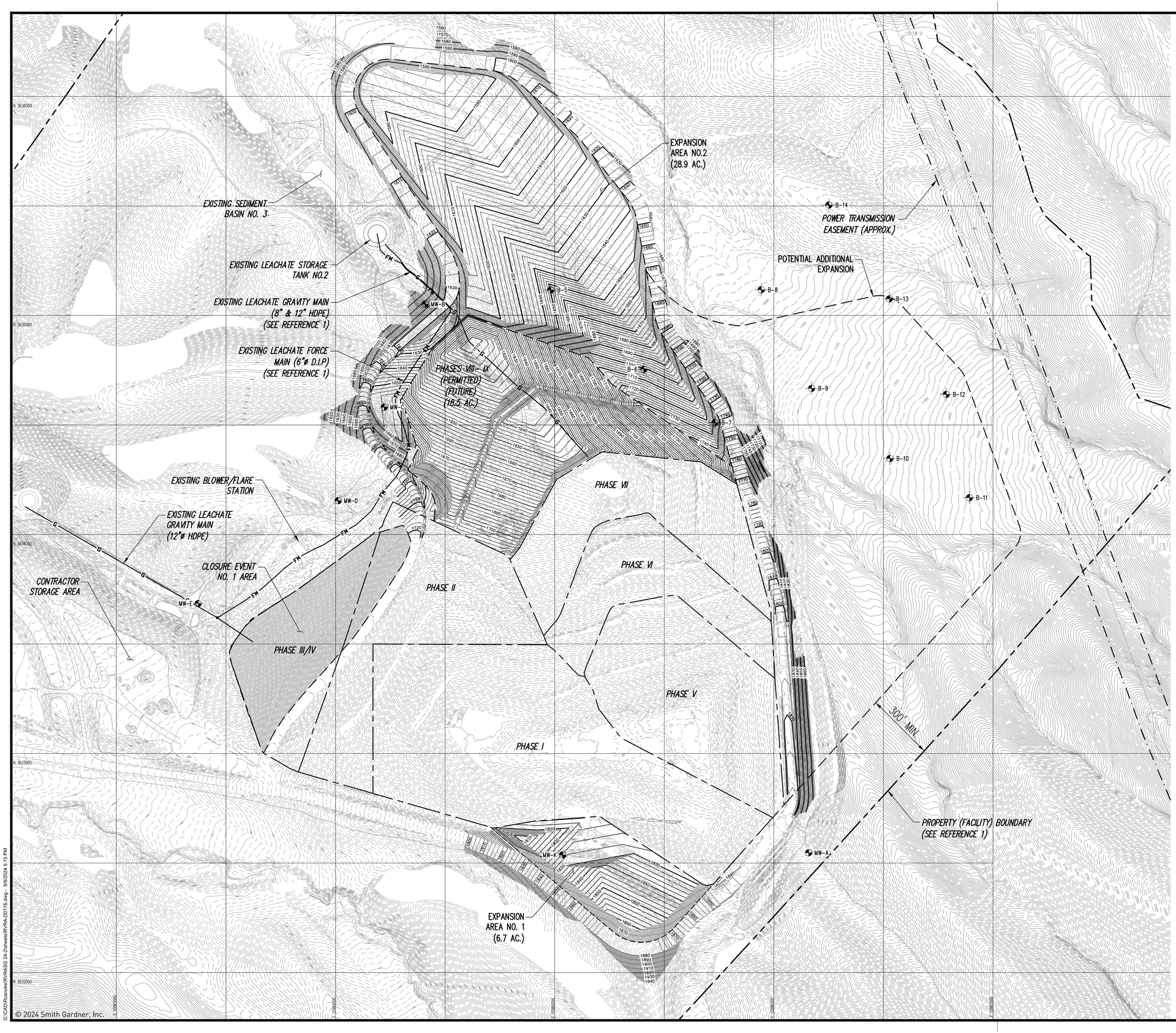
PROJECT TITLE:

SMITH GAP
REGIONAL LANDFILL

DRAWING TITLE:

VERTICAL EXPANSION
OF PHASES I-IX

DESIGNED: P.K.S.	PROJECT NO: RVRASG 24-2
DRAWN: C.T.J.	SCALE: AS SHOWN
APPROVED:	DATE: SEPT. 2024
FILENAME: RVRA-D0177	
SHEET NUMBER:	DRAWING NUMBER: FIG. 3



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LEGEND

- PROPERTY BOUNDARY
- LIMITS OF LINER SYSTEM (EXISTING)
- LIMITS OF LINER SYSTEM (FUTURE)
- POWER TRANSMISSION EASEMENT (APPROX.)
- EXISTING ACCESS ROAD
- EXISTING STREAM
- OHE — EXISTING OVERHEAD ELECTRIC LINE
- G — EXISTING GRAVITY MAIN
- FM — EXISTING FORCE MAIN
- CLOSURE AREA
- MW-A — EXISTING GROUNDWATER MONITORING WELL
- B-5 — EXISTING SOIL BORING (HDR 2023)

NOTES

1. ANY DETERMINATION OF TOPOGRAPHY OR CONTOURS, OR ANY DEPICTION OF PHYSICAL IMPROVEMENTS, PROPERTY LINES, OR BOUNDARIES IS FOR GENERAL INFORMATION ONLY AND SHALL NOT BE USED FOR THE DESIGN, MODIFICATION, OR CONSTRUCTION OF IMPROVEMENTS TO REAL PROPERTY OR FOR FLOOD PLAIN DETERMINATION.
2. GRADES SHOWN FOR EXPANSION AREAS REPRESENT SUBGRADE ELEVATIONS.

REFERENCES

1. EXISTING SITE CONDITIONS AND PROPERTY BOUNDARIES WERE OBTAINED FROM THE PHASE V EXPANSION CONSTRUCTION RECORD DRAWING SET, CREATED BY HSMM, ARCHITECTS–ENGINEERS–PLANNERS, ROANOKE VA., JAN. 2009.
2. OVERALL SITE TOPOGRAPHY FROM AERIAL SURVEY DATED JANUARY 11, 2022 BY LUMSDEN ASSOCIATES, P.C., ROANOKE, VA. TOPOGRAPHY IN ACTIVE AREAS FROM U.A.S. SURVEY DATED JANUARY 12, 2024 BY ROANOKE VALLEY RESOURCE AUTHORITY.
3. TOPOGRAPHY OUTSIDE OF PROJECT AREA OBTAINED FROM ROANOKE COUNTY, VA GIS DEPARTMENT, APRIL 06, 2011.

0 200' 400' 600'

PREPARED FOR:

ROANOKE VALLEY RESOURCE AUTHORITY
ROANOKE, VIRGINIA

PREPARED BY:

SMITH+ GARDNER
ENGINEERS
14 N. Boylan Avenue, Raleigh NC 27603 | 919.828.0577
1526 Richland St., Columbia SC 29201

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REV.	DATE	DESCRIPTION

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PROJECT TITLE:

SMITH GAP
REGIONAL LANDFILL

DRAWING TITLE:

POTENTIAL EXPANSION AREAS
(BASE GRADES)

DESIGNED: P.K.S.	PROJECT NO: RVRASG 24-2
DRAWN: C.T.J.	SCALE: AS SHOWN
APPROVED:	DATE: SEPT. 2024
FILENAME: RVRA-D0176	
SHEET NUMBER:	DRAWING NUMBER: FIG. 4

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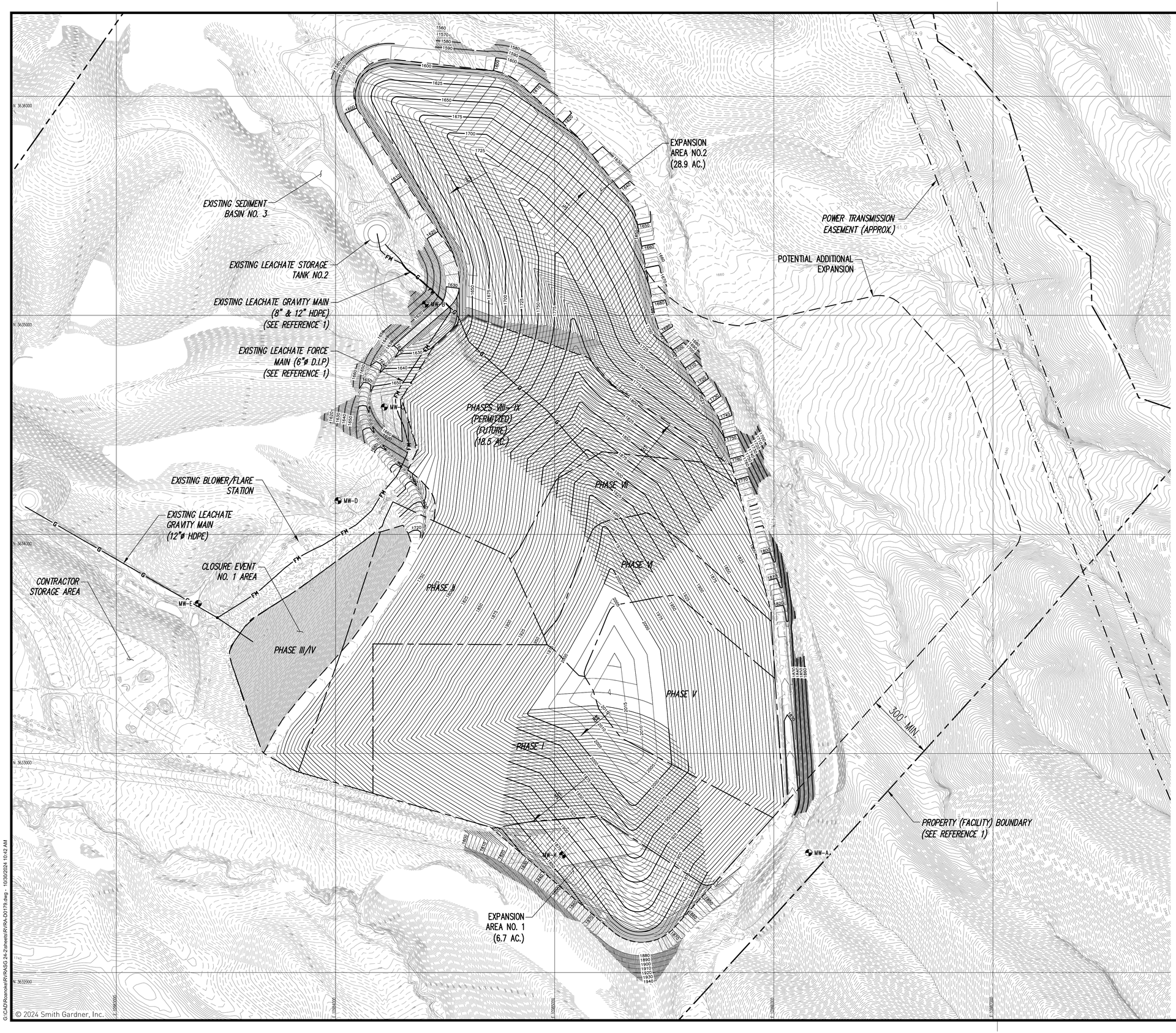

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W E
S

LEGEND

- PROPERTY BOUNDARY
- LIMITS OF LINER SYSTEM (EXISTING)
- LIMITS OF LINER SYSTEM (FUTURE)
- POWER TRANSMISSION EASEMENT (APPROX.)
- EXISTING ACCESS ROAD
- EXISTING STREAM
- OHE — EXISTING OVERHEAD ELECTRIC LINE
- G — EXISTING GRAVITY MAIN
- FM — EXISTING FORCE MAIN
- CLOSURE AREA
- MW-A — EXISTING GROUNDWATER MONITORING WELL

NOTES

1. ANY DETERMINATION OF TOPOGRAPHY OR CONTOURS, OR ANY DEPICTION OF PHYSICAL IMPROVEMENTS, PROPERTY LINES, OR BOUNDARIES IS FOR GENERAL INFORMATION ONLY AND SHALL NOT BE USED FOR THE DESIGN, MODIFICATION, OR CONSTRUCTION OF IMPROVEMENTS TO REAL PROPERTY OR FOR FLOOD PLAIN DETERMINATION.
2. GRADES SHOWN FOR EXPANSION AREAS REPRESENT FINAL COVER ELEVATIONS.

REFERENCES

1. EXISTING SITE CONDITIONS AND PROPERTY BOUNDARIES WERE OBTAINED FROM THE PHASE V EXPANSION CONSTRUCTION RECORD DRAWING SET, CREATED BY HSMM, ARCHITECTS–ENGINEERS–PLANNERS, ROANOKE VA., JAN. 2009.
2. OVERALL SITE TOPOGRAPHY FROM AERIAL SURVEY DATED JANUARY 11, 2022 BY LUMSDEN ASSOCIATES, P.C., ROANOKE, VA. TOPOGRAPHY IN ACTIVE AREAS FROM U.A.S. SURVEY DATED JANUARY 12, 2024 BY ROANOKE VALLEY RESOURCE AUTHORITY.
3. TOPOGRAPHY OUTSIDE OF PROJECT AREA OBTAINED FROM ROANOKE COUNTY, VA GIS DEPARTMENT, APRIL 06, 2011.

0 200' 400' 600'

PREPARED FOR:

ROANOKE VALLEY RESOURCE AUTHORITY
ROANOKE, VIRGINIA

PREPARED BY:

SMITH+ GARDNER
ENGINEERS
14 N. Boylan Avenue, Raleigh NC 27603 | 919.828.0577
1526 Richland St., Columbia SC 29201

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REV.	DATE	DESCRIPTION

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PROJECT TITLE:

SMITH GAP REGIONAL LANDFILL

DRAWING TITLE:

POTENTIAL EXPANSION AREAS (FINAL COVER GRADES)

DESIGNED: P.K.S.	PROJECT NO: RVRASG 24-2
DRAWN: C.T.J.	SCALE: AS SHOWN
APPROVED:	DATE: OCT. 2024
FILENAME: RVRA-D0179	
SHEET NUMBER:	DRAWING NUMBER: FIG. 5

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LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

Virginia State Plane Coordinate System — Grid North — South Zone

BRADSHAW CREEK

PROPERTY/FACILITY BOUNDARY

POWER TRANSMISSION EASEMENT (APPROX.)

EXISTING SEDIMENT BASIN NO.3

EXISTING LEACHATE STORAGE TANK NO.2

EXISTING SEDIMENT BASIN NO.4

PHASE VIII-IX

PHASE VII

PHASE VI

PHASE II

PHASE III/IV

PHASE V

PHASE I

EXISTING DISCHARGE BASIN (APPROX.)

LANDFILL ACCESS ROAD

EXISTING SEDIMENT BASIN NO.1

EXISTING LEACHATE STORAGE TANK NO.1

EXISTING BLOWER/ FLARE STATION

EXISTING LANDFILL OFFICE & MAINTENANCE FACILITY

EXISTING BORROW & STOCKPILE AREA

STREAM MITIGATION BUFFER

EXISTING WATER TANK

STORAGE/LAYDOWN AREA

EXISTING SCALES (APPROX.)

GRAPHIC SCALE
300 0 150 300 600
(IN FEET)
1" = 300'
CONTOUR INTERVAL = 5'

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA

EXISTING CONDITIONS

No.	Date	Purpose of Document Issue
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C100

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Date/Time:

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

AREA 4
AREA 4B
AREA 2
AREA 6
AREA 3
AREA 5
AREA 1

PROPERTY/FACILITY BOUNDARY
POWER TRANSMISSION EASEMENT (APPROX.)
EXISTING SEDIMENT BASIN NO.3
W.E. 1560.8
EXISTING LEACHATE STORAGE TANK NO.2
EXISTING SEDIMENT BASIN NO.1
W.E. 1504.1
EXISTING LEACHATE STORAGE TANK NO.1
EXISTING BLOWER/ FLARE STATION
EXISTING SEDIMENT BASIN NO.4
EXISTING DISCHARGE BASIN (APPROX.)
EXISTING BORROW & STOCKPILE AREA
W.E. 1609.4
STREAM MITIGATION BUFFER
W.E. 1613.8
EXISTING WATER TANK
STORAGE/LAYDOWN AREA
W.E. 1768.1
PHASE I
PHASE II
PHASE III/IV
PHASE V
PHASE VI
PHASE VII
PHASE VIII-IX
LANDFILL ACCESS ROAD
BRADSHAW CREEK

Virginia State Plane Coordinate System
Grid North – South Zone

GRAPHIC SCALE
200 0 100 200 400
(IN FEET)
1" = 200'
CONTOUR INTERVAL = 5'

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA

OVERALL EXPANSION AREA PLAN

No.	Date	Purpose of Document Issue
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Date/Time:

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

AREA 4

AREA 4B

AREA 2

AREA 6

AREA 3

AREA 5

AREA 1

SIDE SLOPE RISER

PROPERTY/FACILITY BOUNDARY

POWER TRANSMISSION EASEMENT (APPROX.)

Virginia State Plane Coordinate System

Grid North – South Zone

BRADSHAW CREEK

LANDFILL ACCESS ROAD

EXISTING SEDIMENT BASIN NO.3

W.E. 1560.8

EXISTING LEACHATE STORAGE TANK NO.2

EXISTING SEDIMENT BASIN NO.1

W.E. 1504.1

EXISTING LEACHATE STORAGE TANK NO.1

PROPOSED SEDIMENT BASIN

EXISTING BLOWER/ FLARE STATION

EXISTING BORROW & STOCKPILE AREA

STREAM MITIGATION BUFFER

W.E. 1613.8

EXISTING WATER TANK

STORAGE/LAYDOWN AREA

EXISTING DISCHARGE BASIN (APPROX.)

PHASE I

PHASE II

PHASE III

PHASE III/IV

PHASE IV

PHASE V

Boring 1 1693.70

Boring 2 1646.00

Boring 3 1605.00

Boring 4 1623.00

Boring 5 1675.00

Boring 6 1632.00

GRAPHIC SCALE

200 0 100 200 400

(IN FEET)

1" = 200'

CONTOUR INTERVAL = 5'

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN

SALEM, VIRGINIA

OVERALL EXPANSION AREA PLAN - FINAL GRADE

No.	Date	Purpose of Document Issue
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Date	01/22/2025

Project No. 18361

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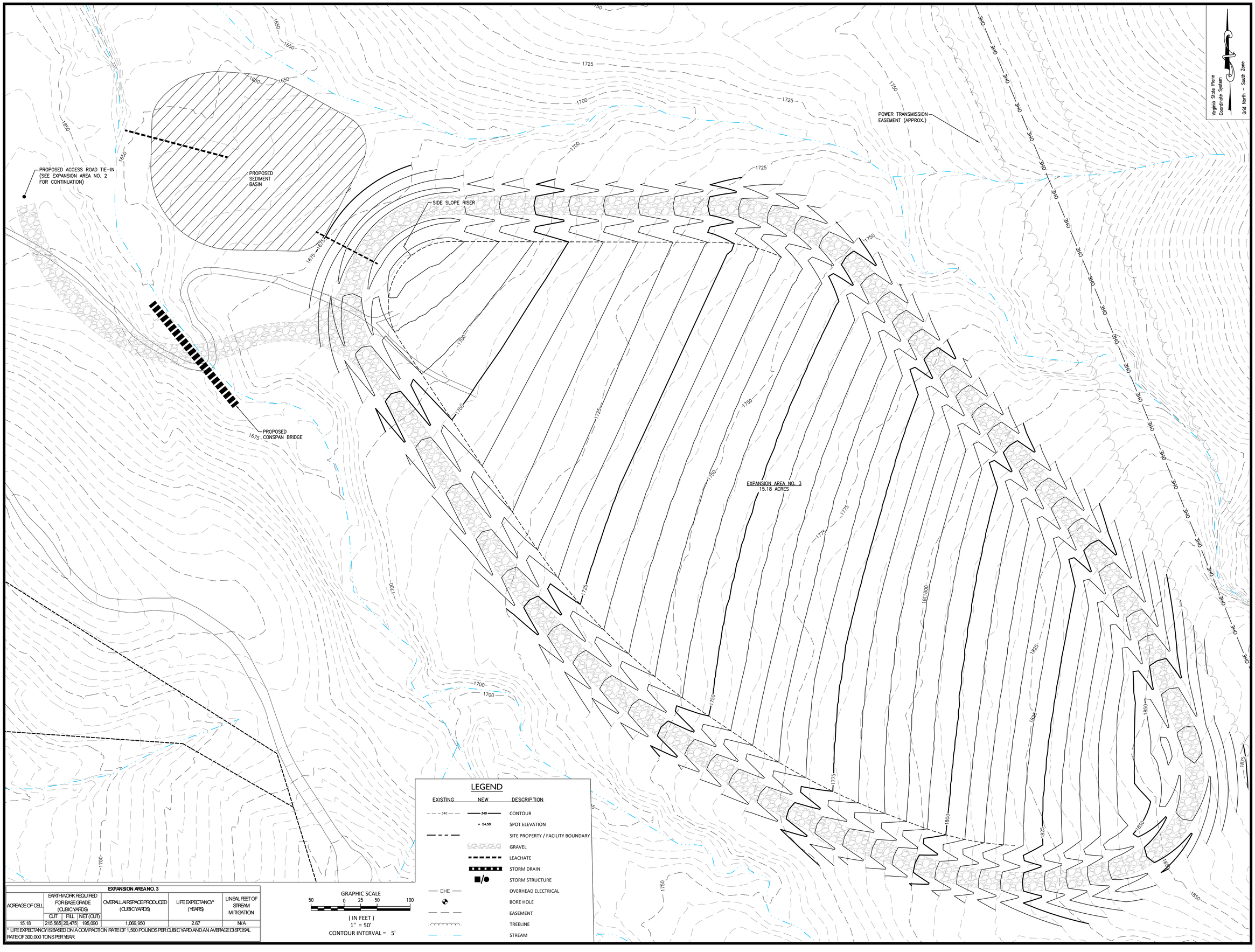
Date/Time:



EXPANSION AREA NO. 3

ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
15.18	215,565	20,475	195,090	1,069,950	2.67	N/A

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR

GRAPHIC SCALE
50 0 25 50 100
(IN FEET)
1" = 50'
CONTOUR INTERVAL = 5'

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA

AREA 3 - BASE GRADE

No.	Date	Purpose of Document Issue
1	01/22/2025	ISSUED FOR REVIEW

Designed	CRD
Drawn	CRD
Checked	MAM
Date	01/22/2025

Project No.
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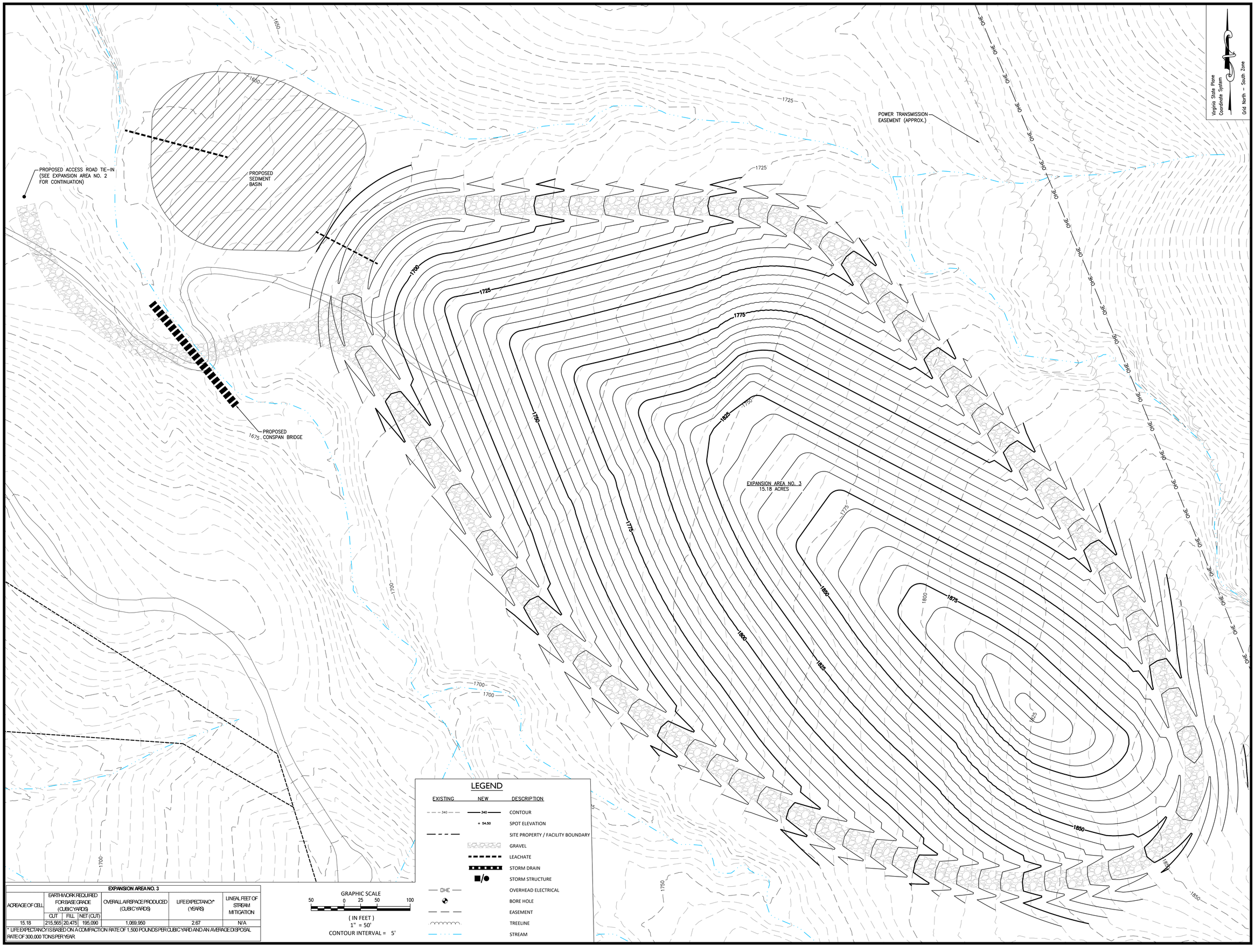

EXPANSION AREA NO. 3						
ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
15.18	215,565	20,475	195,090	1,069,950	2.67	N/A

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR

GRAPHIC SCALE
50 0 25 50 100
(IN FEET)
1" = 50'
CONTOUR INTERVAL = 5'

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE	OHE	OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA

AREA 3 - FINAL GRADE

No.	Date	Purpose of Document Issue
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Date/Time:

PROPERTY/FACILITY BOUNDARY

POWER TRANSMISSION EASEMENT (APPROX.)

EXPANSION AREA NO. 4
50.75 ACRES

SIDE SLOPE RISER

PROPOSED SEDIMENT BASIN

PROPOSED ACCESS ROAD TIE–IN
(SEE EXPANSION AREA NO. 3 FOR CONTINUATION)

APPROXIMATE 125 L.F. CULVERT REQUIRED

EXISTING DISCHARGE BASIN (APPROX.)

EXISTING SEDIMENT BASIN NO.3

EXISTING SEDIMENT BASIN NO.4

EXISTING LEACHATE STORAGE TANK NO.2

W.E. 1484.4

W.E. 1560.8

PHASE V

PHASE VI

PHASE VII

PHASE VIII-IX

EXPANSION AREA NO. 4						
ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
50.75	2,614,664	1,014,726	1,599,938	5,588,673	13.97	6,300

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR.

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
+ 54.50	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

GRAPHIC SCALE
150 0 75 150 300
(IN FEET)
1" = 150'
CONTOUR INTERVAL = 5'

Virginia State Plane Coordinate System
Grid North – South Zone

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA

AREA 4 - BASE GRADE

No.	Date	Purpose of Document Issue
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Sheet No.
C203

File Name:

Date/Time:

PROPERTY/FACILITY BOUNDARY

POWER TRANSMISSION EASEMENT (APPROX.)

EXPANSION AREA NO. 4
50.75 ACRES

PROPOSED ACCESS ROAD TIE–IN
(SEE EXPANSION AREA NO. 3 FOR CONTINUATION)

APPROXIMATE 125 L.F. CULVERT REQUIRED

POWER TRANSMISSION EASEMENT (APPROX.)

PROPOSED SEDIMENT BASIN

EXISTING DISCHARGE BASIN (APPROX.)

EXISTING SEDIMENT BASIN NO.3

EXISTING SEDIMENT BASIN NO.4

EXISTING LEACHATE STORAGE TANK NO.2

W.E. 1484.4

W.E. 1560.8

PHASE VII

PHASE VIII-IX

PHASE VI

PHASE V

EXPANSION AREA NO. 4

ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
50.75	2,614,664	1,014,726	1,599,938	5,588,673	13.97	6,300

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR.

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

GRAPHIC SCALE
150 0 75 150 300
(IN FEET)
1" = 150'
CONTOUR INTERVAL = 5'

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA

AREA 4 - FINAL GRADE

No.	Date	Purpose of Document Issue
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Date	01/22/2025

Project No.
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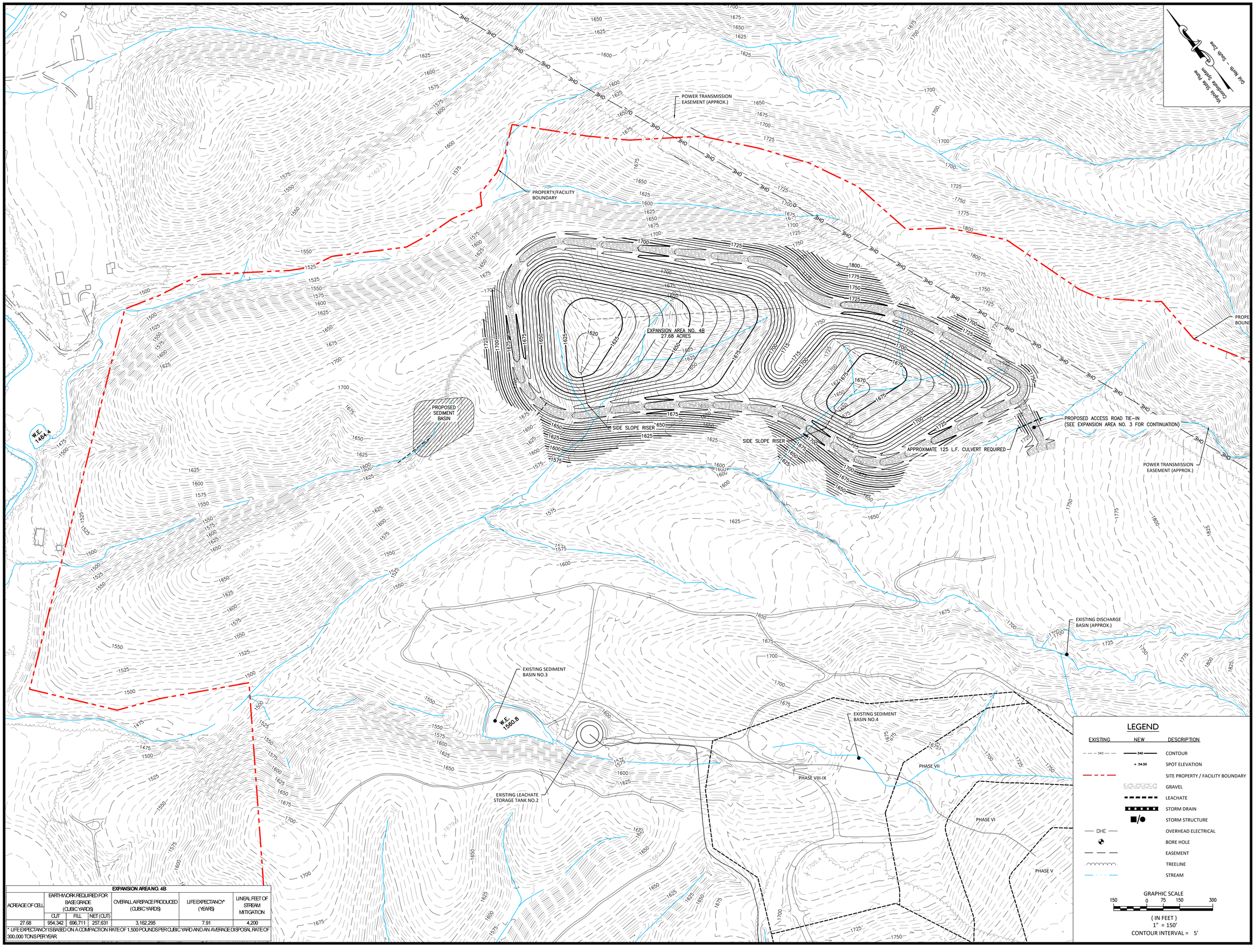

EXPANSION AREA NO. 4B

ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
27.68	954,342	696,711	257,631	3,162,295	7.91	4,200

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR.

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
+ 54.50	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

GRAPHIC SCALE
150 0 75 150 300
(IN FEET)
1" = 150'
CONTOUR INTERVAL = 5'

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA

AREA 4B - BASE GRADE

No.	Date	Purpose of Document Issue
1	01/22/2025	ISSUED FOR REVIEW

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Date	01/22/2025

Project No.
18361

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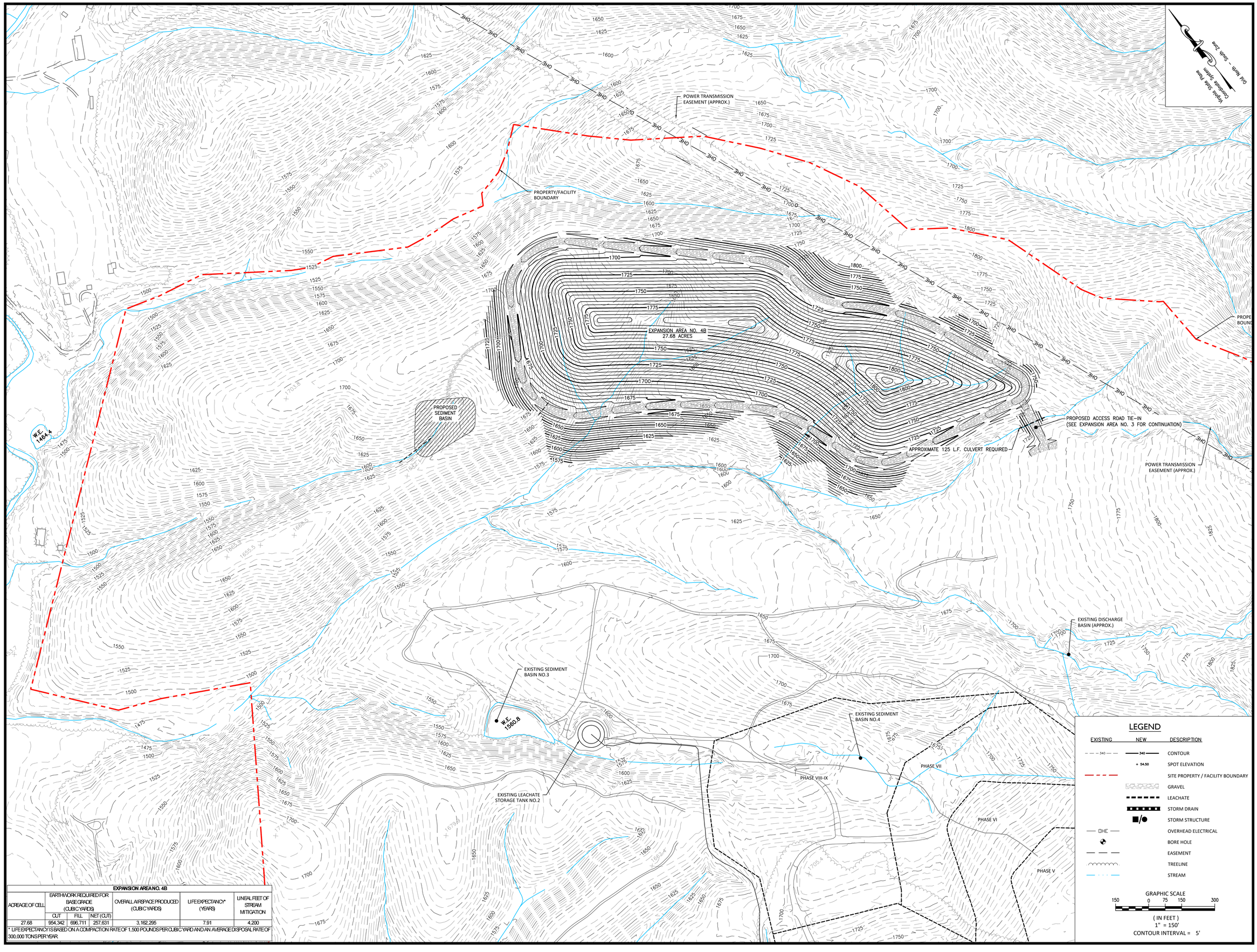

EXPANSION AREA NO. 4B

ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
27.68	954,342	696,711	257,631	3,162,295	7.91	4,200

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR.

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN
SALEM, VIRGINIA
AREA 4B - FINAL GRADE

No.	Date	Purpose of Document Issue
1	01/22/2025	ISSUED FOR REVIEW

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Date	01/22/2025

Project No.
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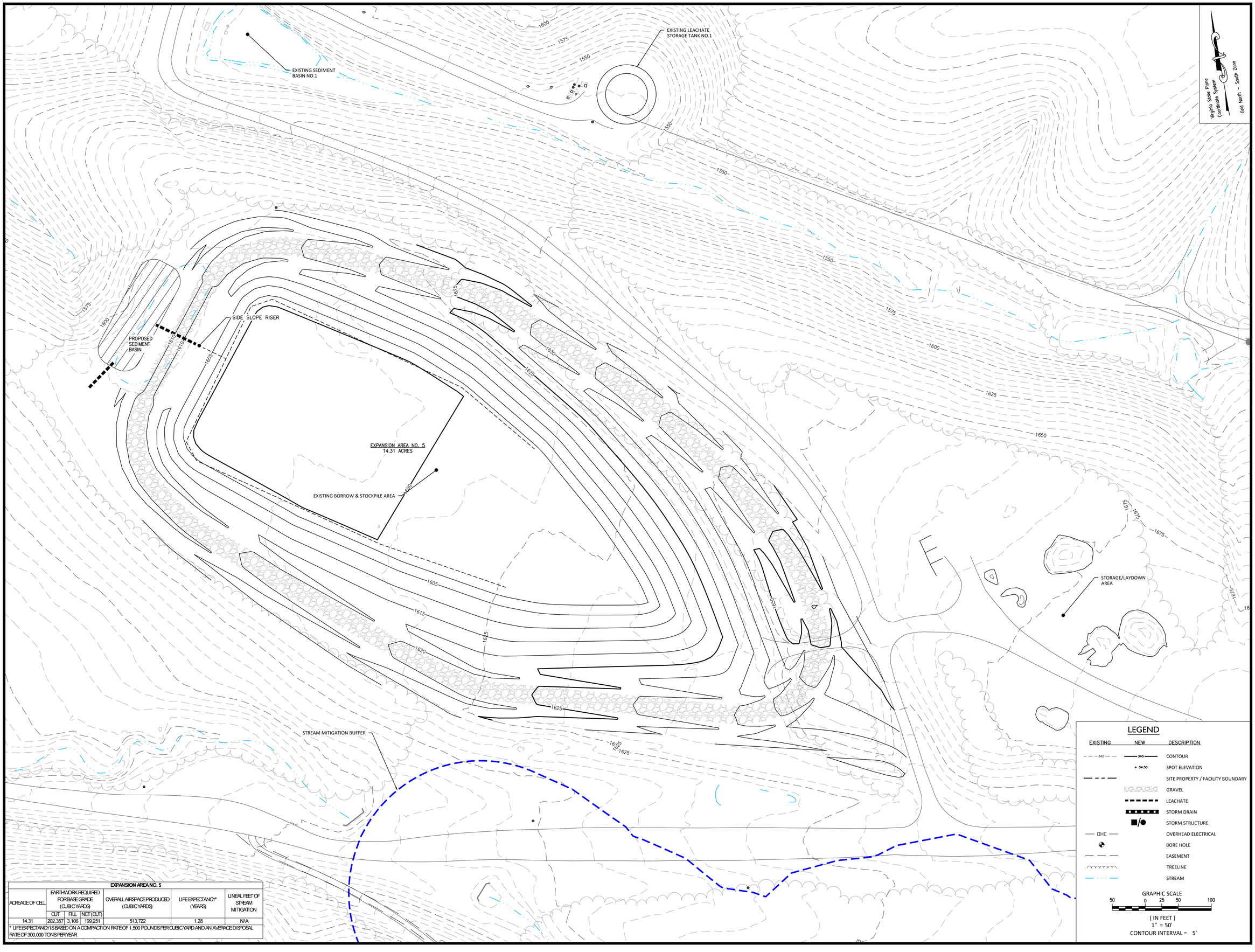


EXPANSION AREA NO. 5

ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
14.31	202,357	3,106	199,251	513,722	1.28	N/A

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR.

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

GRAPHIC SCALE

50 0 25 50 100

(IN FEET)

1" = 50'

CONTOUR INTERVAL = 5'

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN

SALEM, VIRGINIA

AREA 5 - BASE GRADE

No.	Date	Purpose of Document Issue
1	01/22/2025	ISSUED FOR REVIEW

Designed	CRD
Drawn	CRD
Checked	MAM
Date	01/22/2025

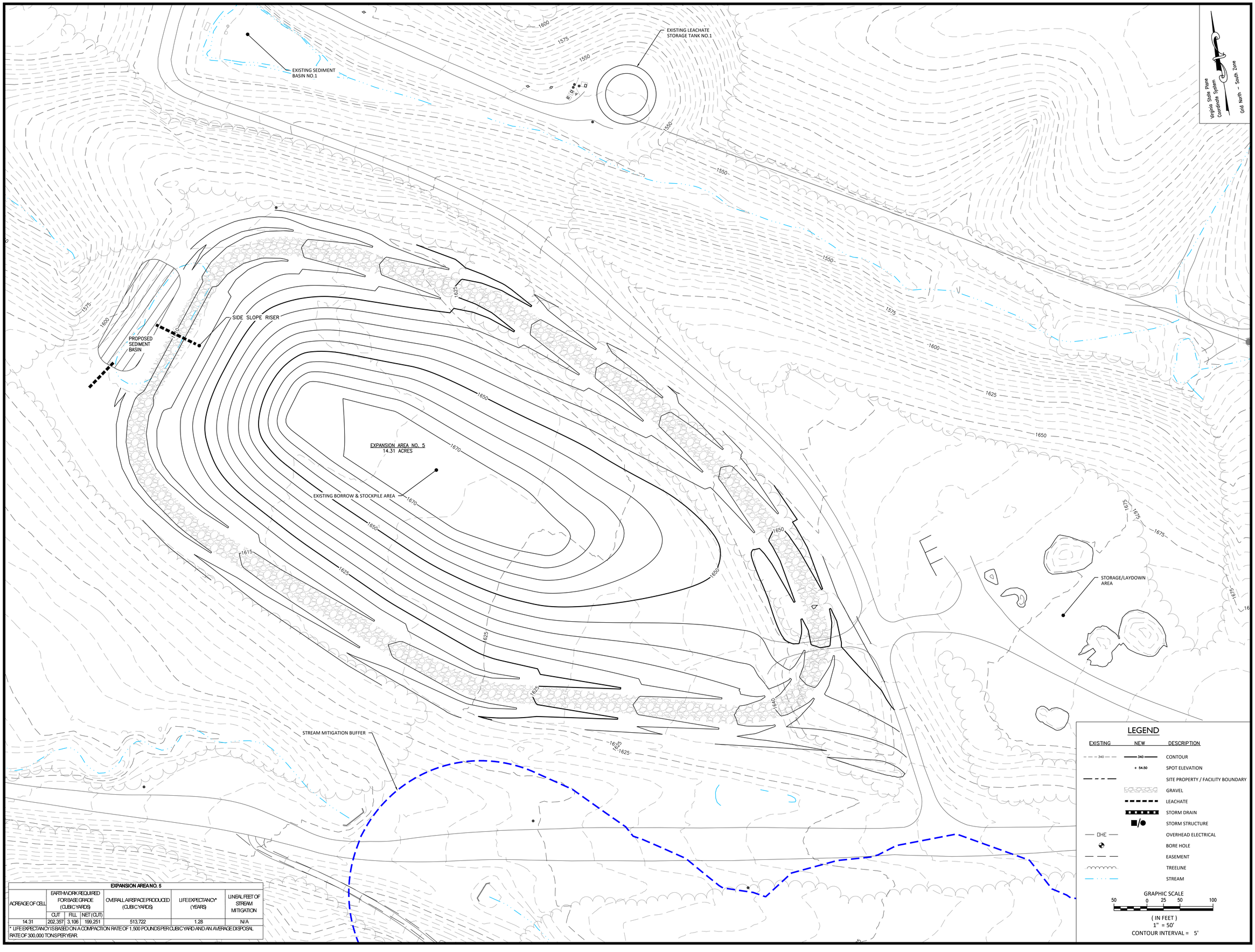
Project No.
18361

THOMPSON & LITTON

Sheet No.
C207

File Name:

Date/Time:



EXPANSION AREA NO. 5

ACREAGE OF CELL	EARTHWORK REQUIRED FOR BASE GRADE (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY* (YEARS)	LINEAL FEET OF STREAM MITIGATION
	CUT	FILL	NET (CUT)			
14.31	202,357	3,106	199,251	513,722	1.28	N/A

* LIFE EXPECTANCY IS BASED ON A COMPACTION RATE OF 1,500 POUNDS PER CUBIC YARD AND AN AVERAGE DISPOSAL RATE OF 300,000 TONS PER YEAR.

LEGEND

EXISTING	NEW	DESCRIPTION
340	340	CONTOUR
	+ 54.50	SPOT ELEVATION
		SITE PROPERTY / FACILITY BOUNDARY
		GRAVEL
		LEACHATE
		STORM DRAIN
		STORM STRUCTURE
OHE		OVERHEAD ELECTRICAL
		BORE HOLE
		EASEMENT
		TREELINE
		STREAM

GRAPHIC SCALE

50 0 25 50 100

(IN FEET)

1" = 50'

CONTOUR INTERVAL = 5'

PRELIMINARY

RVRA - SMITH GAP LANDFILL MASTER PLAN

SALEM, VIRGINIA

AREA 5 - FINAL GRADE

No.	Date	Purpose of Document Issue
1	01/22/2025	ISSUED FOR REVIEW

Designed	CRD
Drawn	CRD
Checked	MAM
Date	01/22/2025

Project No.
18361

THOMPSON & LITTON

Sheet No.
C208

File Name:

Date/Time:

MASTER PLAN

Smith Gap Landfill – Master Plan

Salem, Virginia

Prepared for
Roanoke Valley
Resource Authority

T&L Project No. 18361
Issued for Review January 22, 2025

THOMPSON & LITTON EST. 1956

MASTER PLAN

Smith Gap Landfill
Salem, Virginia

Prepared For

Roanoke Valley Resource Authority

This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of Thompson & Litton and is not to be used in whole or in part for any other project without the written authorization of Thompson & Litton.

THOMPSON & LITTON

726 Auburn Avenue
Radford, Virginia 24141

T&L Project No. 18361

Issued for Review January 22, 2025

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Introduction

The proceeding narrative briefly describes potential expansion areas for the Smith Gap Landfill. Each section includes a summarization of all elements analyzed such as site specific constraints, potential area size, earthwork, and capacity, life expectancy, and stream mitigation. Please refer to Table-1 following the narrative for a tabulation of key elements found within each area. Accompanying exhibits illustrating individual areas are included within Appendix A. A Preliminary Rough Order of Magnitude was calculated for each area given the results of each analysis. All estimations, for the purpose of this analysis, were conducted utilizing present values and not extrapolated for future inflation within any given market or an increase in disposal rates at the Smith Gap Landfill. Please see Table-2 for information.

Area 1

- Acreage: 6.70 acres
- Generated Airspace: 1,602,649 cubic yards
- Approximate Area Life Expectancy: 4.01 years

This area is located on the southern end of the currently permitted Phase I portion of the landfill. No known geotechnical data resided in this location; therefore, additional geotechnical investigations will be required to determine the underlying strata. The expansion would effectively increase the footprint of Phase I by approximately 6.70 acres. To construct this area, approximately 346,636 cubic yards (C.Y.) of cut and 11,829 C.Y. of fill will be required. The airspace generated in this area is approximately 1,602,649 C.Y. when accounting for the additional airspace gained from "piggybacking" off of the existing Phase I slopes, which is favorable when compared to the total earthwork required to construct the cell. Furthermore, the overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. The life expectancy of this expansion is approximately 4.01 years.

No stream mitigation will be required to construct this area. The existing leachate system constructed within Phase I will be utilized, requiring little to no adjustment. The existing stormwater management facilities will be utilized to detain and treat the stormwater generated by this expansion. Additional analysis will be required to ensure adequate capacity is available within the existing facilities. Please see Figure 4 and Figure 5 in Appendix A for further detail.

Area 2

- Acreage: 28.90 acres
- Generated Airspace: 4,062,779 cubic yards
- Approximate Area Life Expectancy: 10.16 years

This area is located on the northern end of the currently permitted Phases VII – VIX of the landfill. The expansion would effectively increase the footprint of these phases by approximately 28.90 acres. To construct this area, approximately 1,081,370 cubic yards (C.Y.) of cut and 127,861 C.Y. of fill will be required. The airspace generated in this area is approximately 4,062,779 C.Y. when accounting for the additional airspace gained from "piggybacking" off of the existing phase slopes, which is favorable when compared to the total earthwork required to construct the cell. Furthermore, the overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover. The life expectancy of this expansion is approximately 10.16 years. Additional geotechnical investigation will be required to further identify the underlying strata within the expansion area.

Approximately 1,360 lineal feet (L.F.) of stream mitigation will be required to construct this area. Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet

well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northwest of the proposed construction provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Figure 4 and Figure 5 in Appendix A for further detail.

Area 3

- Acreage: 15.18 acres
- Generated Airspace: 1,069,950 cubic yards
- Approximate Area Life Expectancy: 2.67 years

This area is located on the eastern side of the property and includes a 15.18-acre cell. During the initial analysis, existing borings were utilized to determine the approximate depth to bedrock. It was determined that encountering bedrock during construction is unlikely, however, possible. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion to the east is not possible due to the existing overhead electric transmission lines with accompanying easement. Existing streams encompass the perimeter of Area 3, which constrain the constructable area and have been accounted for to avoid excessive stream mitigation. The existing stream to the west of Area 3 will require crossing to connect the proposed access road to the access road of Area 2. To avoid stream mitigation, a Conspan bridge or similar bridge deck is recommended to span this section of stream.

To construct this area, approximately 215,565 C.Y. of cut and 20,475 C.Y. of fill will be required. The airspace generated in this area is approximately 1,069,950 C.Y., which is favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this only provides approximately 2.67 years of life.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northeast provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C201 and C202 in Appendix A for further detail.

Area 4

- Acreage: 50.75 acres
- Generated Airspace: 5,588,673 cubic yards
- Approximate Area Life Expectancy: 13.97 years

This area is located on the northeastern side of the property and includes a 50.75-acre cell. During the initial analysis, it was found that little to no existing borings to determine the approximate depth to bedrock were located within this area. Given that this area resides atop steep mountainous ridges with substantial slope deviations, bedrock may be encountered during construction. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion to the east is not possible due to the existing overhead electric transmission lines with accompanying easement. Furthermore, slopes in excess of 2:1 encompass the northern perimeter of the proposed area, limiting construction feasibility and further expansion. Existing streams encompass the perimeter of Area 4, which also constrain the constructable area and have been accounted for to avoid excessive stream mitigation. Unfortunately, approximately 6,300 L.F. of existing stream would require mitigation to construct

this area. Underdrains beneath the cell would be required to promote subsurface drainage. The proposed access road for Area 4 would tie-in to the access road for Area 3, requiring one (1) culvert.

To construct this area, approximately 2,614,664 C.Y. of cut and 1,014,726 C.Y. of fill will be required. The airspace generated in this area is approximately 5,588,673 C.Y., which is less favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this would provide approximately 13.97 years of life to existing facility. The overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station, a new leachate holding facility, or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the west and within an existing valley provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C203 and C204 in Appendix A for further detail.

Area 4B

- Acreage: 27.68 acres
- Generated Airspace: 3,162,295 cubic yards
- Approximate Area Life Expectancy: 7.91 years

This area is located on the northeastern side of the property and includes a 27.68-acre cell. This area was analyzed to determine if the exclusion of the western portion of Area 4 would promote a more favorable earthwork tabulation. Approximately 4,200 L.F. of existing stream would require mitigation to construct this area. Underdrains beneath the cell would be required to promote subsurface drainage. The proposed access road for Area 4B would tie-in to the access road for Area 3, requiring one (1) culvert. All other aspects of Area 4 remain consistent with Area 4B regarding stormwater, leachate collection, and site constraints.

To construct this area, approximately 954,342 C.Y. of cut and 696,711 C.Y. of fill will be required. The airspace generated in this area is approximately 3,162,295 C.Y., which is more favorable than Area 4 when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this would provide approximately 7.91 years of life to existing facility, which is approximately half of Area 4. The overall quantity of cut generated from the cell construction is not sufficient to provide the required borrow material for daily cover. Consequently, borrow material will be required from the adjacent expansion Area 3. Area 3 generates approximately 195,000 C.Y. of spoil material and should only require approximately 106,000 C.Y. for use within the cell. Therefore, phasing needs to be appropriately considered so that Area 3 would be constructed prior to Area 4B, with excess spoil material set aside with the intended use being for the operation of Area 4B.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station, a new leachate holding facility, or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the west and within an existing valley provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C205 and C206 in Appendix A for further detail.

Area 5

- Acreage: 14.31 acres
- Generated Airspace: 513,722 cubic yards
- Approximate Area Life Expectancy: 1.28 years

This area is located within the existing borrow area and includes a 14.31-acre cell. During the initial analysis, existing borings were utilized to determine the approximate depth to bedrock. It was determined that encountering bedrock during construction is unlikely, however, possible. Additional geotechnical investigation will be required to accurately map the underlying strata. Further expansion for this area is constrained to the existing knoll the borrow resides due to the steep topography to the north, the existing stream and access road to the south, and the future development plans to the west. However, no stream mitigation should be required to construct this area.

To construct this area, approximately 202,357 cubic yards C.Y. of cut and 3,106 C.Y. of fill will be required. The airspace generated in this area is approximately 513,722 C.Y., which is moderately favorable when compared to the total earthwork required to construct the cell. However, if the waste disposal rate remains consistent with historical data, this only provides approximately 1.28 years of life. The overall quantity of cut generated from the cell construction is sufficient to provide the required borrow material for daily cover.

Gravity leachate collection discharging to an existing leachate holding facility is unfortunately not feasible for this area. Either a wet well coupled with a pump station or a side slope riser would be required. Preliminary stormwater management calculations were conducted to determine an area sufficient in size to construct a permanent stormwater management facility. It was found that the area directly to the northwest provides an adequate area to construct an above ground detention facility with a relatively short discharge location within the adjacent stream. Please see Exhibit Sheet C207 and C208 in Appendix A for further detail.

Area 6

This area resides on the northwestern property border, between both existing leachate holding tanks. Multiple scenarios were analyzed including a single cell and multi-cell separated landfill, as well as a cell that would "piggyback" off of the existing permitting landfill phases. Due to the site constraints including excessively steep topography and extreme deviations in existing ground elevations, it was found that a constructible area which would benefit the life expectancy of the facility and be economical was not feasible within Area 6.

TABLE - 1: AREA SPECIFIC KEY ELEMENT SUMMARIZATION

AREA	ACREAGE (ACRES)	EARTHWORK (CUBIC YARDS)			OVERALL AIRSPACE PRODUCED (CUBIC YARDS)	LIFE EXPECTANCY (YEARS)	BORROW REQUIRED (CUBIC YARDS)	SUFFICIENT BORROW GENERATED	STREAM MITIGATION REQUIRED (LINEAL FEET)	CUT:AIRSPACE RATIO
		CUT	FILL	NET (CUT)						
NO. 1	6.70	346,636	11,829	334,807	1,602,649	4.01	160,265	YES	N/A	4.62
NO. 2	28.90	1,081,370	127,861	953,509	4,062,779	10.16	406,278	YES	1,360	3.76
NO. 3	15.18	215,565	20,475	195,090	1,069,950	2.67	106,995	YES	N/A	4.96
NO. 4	50.75	2,614,664	1,014,726	1,599,938	5,588,673	13.97	558,867	YES	6,300	2.14
NO. 4B	27.68	954,342	696,711	257,631	3,162,295	7.91	316,230	NO	4,200	3.31
NO. 5	14.31	202,357	3,106	199,251	513,722	1.28	51,372	YES	N/A	2.54

TABLE - 2: GENERAL COST ESTIMATION BREAKDOWN										
AREA	ACREAGE	AIRSPACE (C.Y.)	CONSTRUCTION COST [1]	MAINTENANCE COST [2]	CLOSURE COST [3]	MITIGATION REQUIRED (L.F.)	MITIGATION COST [4]	TOTAL	POTENTIAL REVENUE [5]	DIFFERENCE
1	6.70	1,602,649	$3,685,000.00	$368,500.00	$1,507,500.00	N/A	$0.00	$5,561,000.00	$66,109,271.25	$60,548,271.25
2	28.90	4,062,779	$15,895,000.00	$1,589,500.00	$6,502,500.00	1,360	$952,000.00	$26,843,000.00	$167,589,633.75	$140,746,633.75
3	15.18	1,069,950	$8,349,000.00	$834,900.00	$3,415,500.00	N/A	$0.00	$12,599,400.00	$44,135,437.50	$31,536,037.50
4	50.75	5,588,673	$27,912,500.00	$2,791,250.00	$11,418,750.00	6,300	$4,410,000.00	$55,352,500.00	$230,532,761.25	$175,180,261.25
4B	27.68	3,162,295	$15,224,000.00	$1,522,400.00	$6,228,000.00	4,200	$2,940,000.00	$31,794,400.00	$130,444,668.75	$98,650,268.75
5	14.31	513,722	$7,870,500.00	$787,050.00	$3,219,750.00	N/A	$0.00	$11,877,300.00	$21,191,032.50	$9,313,732.50

1. POTENTIAL CONSTRUCTION COST BASED ON $550,000.00 PER ACRE TO ESTABLISH BASE GRADE
2. MAINTENANCE COST = 10% OF CONSTRUCTION COST
3. POTENTIAL CLOSURE COST BASED ON $225,000.00 PER ACRE
4. CURRENT STREAM MITIGATION DATA APPROXIMATES A $700.00 PER LINEAL FOOT OF DISTURBED STREAM
5. POTENTIAL REVENUE WAS TABULATED UTILIZING THE AIRSPACE GENERATED, THE CURRENT DISPOSAL RATE, AND THE CURRENT COMPACTION RATE FOR THE SMITH GAP LANDFILL
5. ALL ESTIMATIONS WERE TABULATED UTILIZING PRESENT VALUES. NO INFLATION FACTORS EXTRAPOLATING TO FUTURE DATES WERE APPLIED.

APPENDICES

BUSINESS - INFORMATION
ITEM# II.C

AT A REGULAR MEETING OF THE ROANOKE VALLEY RESOURCE AUTHORITY (RVRA); ROANOKE, VIRGINIA; HELD AT THE RVRA TINKER CREEK TRANSFER STATION

MEETING DATE: January 22, 2025

AGENDA ITEM: DRAFT Updated Purchasing Policy

SUBMITTED BY: Jonathan A. Lanford, Chief Executive Officer

SUMMARY OF INFORMATION:

RVRA staff with tremendous support from Jim Guynn's office have been working to update our Purchasing Policy. Attached you will find a draft version for presentation and discussion.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY

Adopted this <DATE> of <MONTH>, 2025
NO. <NUMBER>

A RESOLUTION adopting new procurement regulations pursuant to the Virginia Public Procurement Act in the form of a new Procurement Manual for the Roanoke Valley Resource Authority.

BE IT RESOLVED by the Roanoke Valley Resource Authority that:

1. The attached document entitled “Roanoke Valley Resource Authority, Procurement Manual,” dated <DATE>, 2025, is hereby adopted as the procurement regulations of the Roanoke Valley Resource Authority to implement the Virginia Public Procurement Act pursuant to section 2.2-4302 of the Code of Virginia.

2. All prior resolutions or other actions of the Roanoke Valley Resource Authority addressing the subject of public procurement of goods, services, construction, and insurance from nongovernmental sources are hereby superseded and repealed.

ROANOKE VALLEY RESOURCE AUTHORITY
PROCUREMENT MANUAL

Approved via Resolution No. <NUMBER>,
adopted <DATE>, 2025

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ROANOKE VALLEY RESOURCE AUTHORITY
PROCUREMENT MANUAL

1. General Provisions.

1.1 Title. The regulations set forth below may be cited as the "Roanoke Valley Resource Authority Procurement Regulations."

1.2 Definitions.

A. The following words and phrases have the following meanings ascribed to them unless the context clearly indicates that a different meaning is intended:

1. *"Purchaser"* means the Chief Executive Officer of the RVRA or an employee of the RVRA authorized by the Chief Executive Officer to procure and make purchases pursuant to these regulations.

2. *"RVRA"* means the Roanoke Valley Resource Authority.

4. *"Va. Code"* means the Code of Virginia when used to cite to provisions thereof.

5. *"VPPA"* means the Virginia Public Procurement Act, Va. Code §§ 2.2-4300 et seq.

B. Terms used in these regulations that are defined in the VPPA or Va. Code tit. 15.2, ch. 43.1 have the meanings ascribed to them in such statutes.

1.3 Applicability. These regulations apply to and govern all procurement by the RVRA from nongovernmental sources subject to the VPPA. Should there be a conflict between these regulations and the VPPA, the VPPA will govern.

1.4 Authority. The RVRA implements the VPPA by adopting these regulations pursuant to Va. Code § 2.2-4302. Pursuant to Va. Code §§ 2.2-4302 and 15.2-5113(E), the Chief Executive Officer is designated hereby to act on behalf of the RVRA in accordance with these regulations for all purposes that these regulations address, including, but not limited to, the signing of contracts with the effect of binding the RVRA thereby.

1.5 Procurement and Contract Forms. The RVRA, with the assistance of its general counsel, shall develop and, from time to time, modify contract and procurement forms and form language for the purpose of implementing these regulations.

1.6 RVRA Board—Approvals and Reporting. Except in the case of an emergency purchase, the Chief Executive Officer must obtain the RVRA Board's approval for each contract for construction by whatever means procured and each contract for professional services by whatever means procured prior to signing that contract. The Chief Executive Officer shall

report any emergency purchase of construction or professional services to the RVRA Board at its next meeting.

2. General Procurement Policies.

2.1 Procurement Method Determination. For each purchase from a nongovernmental source, the purchaser must determine, in order:

1. Whether the requirement necessitates an emergency purchase;

2. If not, whether the requirement necessitates a sole source purchase;

3. If not, whether a cooperative contract will satisfy the requirement;

4. If not, whether the estimated contract value is $10,000 or less;

5. If not, whether the estimated contract value is the amount specified in Va. Code § 2.2-4303(G) or less;

6. If so, whether unsealed bidding or unsealed request for proposals should be used; or

7. If not, whether competitive sealed bidding, competitive negotiation, or, for construction, design-build or construction management at-risk should be used.

2.2 Estimated Contract Value. The purchaser must determine the estimated or anticipated total value of the contract unless the purchase is an emergency. The estimated or anticipated total value of the contract includes all monetary and non-monetary considerations from all parties for the initial period of the contract, and includes all possible renewal periods. The expected trade-in value of equipment should not be considered when determining the anticipated value of a contract. When determining the estimated or anticipated total value of a contract, the purchaser must factor in all cost elements such as travel related expenses (e.g., travel, lodging, and meals) and direct bill expenses (e.g., copying costs, postage, shipping, and handling costs, and long-distance charges).

2.3 Contact with Contractors. Suppliers' and manufacturers' representatives are valuable sources of information and may be contacted when developing purchase requirements. Visits to contractors should be arranged in a manner that will assure a full, courteous, and mutually beneficial exchange of information. Such assistance must be considered normal sales effort and does not entitle a contractor to any preference. Commitments cannot be made which would lead a supplier to believe they will subsequently receive an order. Under no circumstances shall a bidder or offeror be permitted to evaluate or assist in evaluating competitors' bids or offers.

2.4 Solicitation of DSBSD-certified Contractors. The RVRA shall include businesses selected from the Virginia Department of Small Business and Supplier Diversity's directory

listing (https://directory.sbsd.virginia.gov/#/directory) pursuant to Va. Code § 2.2-4310(A) whenever the RVRA makes solicitations.

2.5 Price Reasonableness Determination. A written price reasonableness determination is required to determine if prices bid or offered are fair and reasonable when:

(i) When competition is restricted or lacking;

(ii) When the prices offered do not appear to be fair and reasonable;

(iii) For sole source procurements;

(iv) When a single response (quotation, bid, or offer) is received;

(v) For contract changes and modifications; or

(vi) For contract renewals.

The written determination of a fair and reasonable price requires that the price is acceptable to both the RVRA and the bidder or offeror, considering all circumstances. Circumstances include, but are not limited to, the degree of competition, market conditions, quality, location, inflation, value, technology and unique requirements of the RVRA. The written determination may be based on price analysis (i.e., comparison with prices previously paid, prices charged for functionally similar items, prices paid by other consumers, prices set forth in a public price list or commercial catalog, or state estimates) or through the analysis of price-to-unit variations, value analysis (i.e., make-or-buy study), or cost analysis. The purchaser should carefully research the good or service and determine in writing what is a fair and reasonable price. For example, if the good or service has been provided before, the purchaser should find out what price was previously paid and research and determine if another public body has purchased the same commodity. This will provide valuable pricing information that can be used in the course of negotiations and in determining price reasonableness. The written analysis must be supported by factual evidence in sufficient detail to demonstrate why the proposed price is deemed to be reasonable. If a determination is made that the prices offered are not fair and reasonable, then a decision has to be made whether to rebid seeking broader competition, revise specifications and rebid the requirement, or to negotiate, if authorized. A combination of these methods may be necessary. If it is a negotiated procurement, then the price should be negotiated to one that is fair and reasonable. The purchaser shall ensure that such written determination is attached to the applicable order or is otherwise made a part of the procurement file.

2.6 Public Posting.

2.6.1 Requirement. Whenever these regulations require or provide for an item or notice to be advertised, issued, posted, or published, the RVRA employee required to advertise, issue, post, or publish the item or notice shall do so by posting the item or notice on the RVRA's website. Examples of items and notices to which this requirement applies include, but are

not limited to, informal solicitations, invitations for bid, requests for proposals, requests for qualifications, notices of intent to award, and notices of award. The RVRA also may advertise the item or notice in a newspaper of general circulation in the geographic area in which its member jurisdictions are located or post the advertisement in the public area where invitations for bids and requests for proposals generally are posted, or both.

2.6.2 Documentation. Documentation to support the RVRA's compliance with the posting requirements must be contained in or attached electronically to the procurement file. It is not necessary to date-and-time stamp routine award notices or to file them when they are removed from posting; however, the RVRA must ensure that the posting requirement is met and be able to withstand a protest or challenge pertaining to compliance with the posting requirement. If a protest is anticipated, the notice of intent to award should be date-and-time stamped when it is posted and removed, and the notice of intent to award should be made part of the procurement file.

2.7 Cancellation of Solicitations. An invitation for bids, a request for proposals, any other solicitation, or any and all bids or proposals, may be canceled or rejected. When canceling a written solicitation, the purchaser must post a cancellation notice. The reason for cancellation shall be made a part of the procurement file. The RVRA shall not cancel or reject an invitation for bids, a request for proposals, or any other solicitation, bid, or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror. Those responsible for opening bids or proposals must be notified of the cancellation to prevent responses from being inadvertently opened. The purchaser must return sealed bids or proposals on canceled programs unopened if hard copy bids or proposals were received. If a procurement is canceled after receipt and opening of bids or proposals, original documents will remain a part of the procurement file. Bidders or offerors should be notified in writing that the procurement has been canceled and that duplicate proposals, if provided, will be destroyed unless the offeror requests their return.

2.8 Paper Responses. Invitations for bids, requests for proposals, requests for qualifications, and informal solicitations must provide an option for suppliers to respond electronically. If paper responses are accepted, an electronic date-and-time stamp machine should be used to establish receipt times. When paper responses are received, the responses must be date stamped and the time noted or stamped on the envelope showing the time of receipt. The receipt time deadline must strictly comply with the date and time stated in the solicitation. The purchaser shall be responsible for deciding when the receipt deadline has arrived. It is the responsibility of the bidder or offeror to have the bid or proposal at the specified location by the appointed time.

2.8.1 Sealed Bids. Sealed bids must be held unopened in a secure area until the date and time established for opening in the solicitation. They shall then be publicly opened, and only the following information is read aloud:

A. Bidders' names;

B. Unit prices or lot prices, as may be applicable;

C. Discount terms offered, if discount terms are to be considered in making the award; and

D. Brand names and model numbers, if requested by the attendees.

Questions on other bid contents should not be answered until after evaluation is complete and an award decision has been made.

2.8.2 Sealed Proposals. Sealed proposals must be held unopened in a secure area until after the solicitation close date and time. Public openings are not required by law for proposals submitted under competitive negotiation, but doing so avoids the appearance of impropriety. If a public opening of proposals is conducted, only the names of the firms submitting proposals shall be disclosed. Questions on the proposals of other offerors should not be answered until after evaluation and negotiations are complete and an award decision has been made.

2.8.3 Late Bids Proposals, or Other Responses. Bids, proposals, or qualification statements received after the date and time specified for receipt in the solicitation shall not be considered. For late sealed bids, proposals, or qualification statements, the envelope shall be date and time stamped, marked "late," and retained unopened in the procurement file. Late unsealed bids or proposals in response to an informal solicitation will be marked "late" and placed in the procurement file.

2.9 Acceptable Signatures. The bid, proposal, or qualification statement and all addenda returned by the bidder or offeror must be signed. The bid, proposal, or qualification statement must be signed. The person signing the bid or proposal or submitting the bid, proposal, or qualification statement electronically must be a person authorized by the bidder or offeror to submit and sign the bid, proposal, or qualification statement. The person signing must include his or her title, and if requested, must verify his or her authority to bind the company to the contract. Failure to sign the face of the bid, proposal, or qualification statement in the space provided will result in rejection of the bid, proposal, or qualification statement unless the unsigned bid, proposal, or qualification statement is accompanied by other signed documents indicating the bidder's or offeror's intent to be bound.

2.10 Single Response to a Solicitation. There are occasions when only one bid or proposal is received for a solicitation, even though multiple sources are solicited. When considered to have a significant budgetary impact and competitive sources are known to exist, the purchaser should investigate to determine why other bidders or offerors did not respond and make a determination whether to award or to reject the bid or proposal and resolicit. If it is determined to make the award based on a single response, the buyer must make a written price reasonableness determination.

2.11 Amendment or Withdrawal prior to Submission Deadline. A bidder or offeror may amend or withdraw its bid or proposal if the purchaser receives such a request in a writing

signed by a person authorized to represent the bidder or offeror before the deadline for the submission of bids or proposals.

2.12 Waiver of Informalities. An informality is a minor defect or variation of a bid or proposal from the exact requirements of the invitation for bids, or the request for proposals, which does not affect the price, quality, quantity, or delivery schedule for the goods, services, or construction being procured. The purchaser may, in the purchaser's sole discretion, waive such an informality or permit the bidder or offeror to correct the defect or variation, whichever is in the best interests of the RVRA. Examples include the failure of a bidder or offeror to:

A. Return the number of signed bids or proposals required by the solicitation;

B. Sign the face of the bid or proposal in the space provided, but only if the unsigned bid or proposal is accompanied by other signed documents indicating the bidder's or offeror's intent to be bound.; or

C. Acknowledge receipt of an addendum to the solicitation, but only if it is clear from the bid or proposal that the bidder or offeror received the addendum and intended to be bound by its terms, or the addendum involved had a negligible effect on price, quantity, quality, or delivery.

2.13 Contract Security.

2.13.1 Bid Bonds. A bid bond in the amount of five percent of the bid and meeting all requirements of Va. Code § 2.2-4336 is required for all non-transportation-related construction contracts in excess of the amount set forth in Va. Code § 2.2-4336, unless the contract is awarded as an emergency purchase. Nothing shall preclude the RVRA from requiring a bid bond for a non-transportation-related construction contracts with a value at or less than the amount set forth in Va. Code § 2.2-4336 or other contracts.

2.13.2 Performance and Payment Bonds. Both a performance bond and a payment bond, each in the sum of the contract amount and meeting all requirements of Va. Code § 2.2-4337, are required for all non-transportation-related construction contracts in excess of the amount set forth in Va. Code § 2.2-4337. Nothing shall preclude the RVRA from requiring a bid bond for a non-transportation-related construction contracts with a value at or less than the amount set forth in Va. Code § 2.2-4337 or other contracts.

2.13.3 Forms and Review. The Chief Executive Officer, with the assistance of the RVRA's general counsel, will develop and, from time to time, modify both forms for bid, performance, and payment bonds to be included with solicitations and procedures for reviewing submitted bonds. The purchaser shall ensure the solicitation requires the bidders and contractor to use the RVRA's forms for surety bonds.

2.13.4 Alternative Forms of Security. In lieu of a bid bond, a performance bond, or a payment bond, the RVRA may accept (i) a certified check, a cashier's check, or a cash escrow in

the face amount required for that bond or (ii) if approved by the RVRA's general counsel, a personal bond, a property bond, or a bank or savings institution's letter of credit on certain designated funds in the face amount required for that bond.

2.14 Responsibility Determination. In determining whether a bidder or offeror is responsible, a number of factors, including but not limited to the following, are considered. The bidder or offeror should:

A. Be a regular dealer, supplier, or when required in the solicitation an authorized dealer of the goods or services offered;

B. Have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;

C. Have a satisfactory record of performance;

D. Have a satisfactory record of integrity; and

E. Have the necessary facilities, organization, experience, technical skills, and financial resources to fulfill the terms of the purchase order or contract

2.15 Responsiveness Determination. To be considered for an award, a bid must comply in all material respects with the invitation for bids. Responsiveness relates to compliance with the provisions of the solicitation, including specifications and terms and conditions. Failure to comply with the requirements set forth in the invitation for bids may result in a bid being declared nonresponsive, e.g., failure to sign a bid, failure to return the required bid documents, substitution of vendor's terms, deletion of terms and conditions stated in the invitation for bids, failure to offer a product or service that meets the requirements of the invitation for bids, and the like. A bidder who fails to provide prices for all categories of labor in the pricing schedule of a time and materials service contract is considered nonresponsive. This is true whether the price was left blank or the bidder entered a figure of $0. To avoid inconsistent treatment of bidders the following statement should be included in the pricing schedule of such solicitations: "Any bidder who enters $0 on a pricing blank or leaves it blank shall be considered nonresponsive." Bidders who provide multiple prices for goods and services where a single price was solicited are also nonresponsive. If a bid is found to be nonresponsive, the purchaser must prepare a written determination as to why the bid is nonresponsive and include it in the procurement file.

2.16 Multiple Awards. When the terms and conditions of multiple awards are so provided in the invitation for bids or request for proposals, awards may be made to more than one bidder or offeror. Unless otherwise specified in the solicitation, the RVRA may award a multiple line-item procurement in whole or in part or on an individual line-item basis. In determining whether to make separate line-item awards on a multiple line-item solicitation, consideration should be given to the administrative costs to the RVRA of processing individual purchase documents, and separate invoices and checks.

2.17 Public Access to Procurement Records.

A. Procurement records are open to the public in accordance with the Virginia Freedom of Information Act, subject to the provisions of Va. Code § 2.2-4342.

B. Unsealed bids and unsealed proposal records shall be open to the inspection of any citizen, or any interested person, firm or corporation in accordance with the Virginia Freedom of Information Act only after award of the contract.

C. The RVRA, with the assistance of its general counsel, may develop forms to be used when bidders or offerors request that the RVRA protect portions of their bids or proposals as trade secrets or proprietary information. The classification of an entire bid or proposal document, a prequalification application, line-item prices, or total bid or proposal prices, or any of them, as proprietary or trade secrets is prohibited. If, after being given reasonable time, the bidder or offeror refuses to withdraw an entire classification designation, the bid will be considered nonresponsive or the proposal will be rejected.

D. To protect the RVRA and its employees from possible claims for damages because of the improper release of information, the RVRA will not release any information that a bidder, offeror, or contractor has claimed to be a trade secret or proprietary information unless ordered to do so by a court of competent jurisdiction. If a party seeking information disagrees with the designation of the information as proprietary or a trade secret, upon concurrence of the RVRA's general counsel, the RVRA may advise the party seeking the information that the party will have to obtain a court order and request to be named as a defendant in the suit involving the bidder, offeror, or contractor which designated the information as proprietary as well as the RVRA.

3. Emergency Purchases.

3.1 General. An emergency is an occurrence of a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements must be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is not considered an emergency.

3.2 Types of Emergency Procurements. The nature of the emergency will determine what pre-award action the purchaser will take, as follows:

A. For an emergency purchase required to protect personal safety or property, the purchaser should direct the purchaser's efforts to finding a source and directing the contractor to proceed; however, such procurement must be made with such competition as is practicable under the circumstances. The purchaser is responsible for negotiating a fair and reasonable price and subsequently documenting the procurement action.

B. For other types of emergency purchases, the purchaser should seek competition to the maximum extent possible, check the contractor's qualifications, and verify insurance coverage, information on any warranty offered, and any other data pertinent to the procurement.

3.3 Approval. The purchaser shall communicate the need for an emergency purchase to the Chief Executive Officer and obtain the Chief Executive Officer's approval before beginning an emergency procurement. This communication and the Chief Executive Officer's approval should be in a writing, e.g., via electronic mail or text, if practicable under the circumstances, and the writing should be included in the procurement file.

3.4 Award. The purchaser, with the assistance of the business manager, shall prepare a confirming contract as soon as practicable after directing the contractor to proceed. The purchaser shall ensure that this contract describes in detail any agreements, including price, that the purchaser made orally with the contractor.

3.5 Documentation and Notice.

A. The purchaser shall prepare a written determination for signature by the Chief Executive Officer stating the nature of the emergency and the reason for selection of the particular contractor. The business manager shall include this determination with the procurement file.

B. The purchaser, with the assistance of the business manager, shall issue, post, or publish the required notice of an emergency award. The notice must at a minimum state that the procurement has been declared an emergency and state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. The notice of an emergency award shall be posted on the RVRA's website and at a prominent location in the offices of the RVRA where public notices are posted regularly.

4. Sole Source Purchases.

4.1 General. A sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation, distinguishing it from a proprietary purchase where the product required is restricted to the manufacturer stipulated but is sold through distributors and competition between those distributors can be obtained. A sole source justification based solely on a single contractor's capability to deliver in the least amount of time is not appropriate because availability alone is not a valid basis for justifying a sole source procurement. For sole source requirements exceeding $10,000, a written quotation must be obtained from the contractor.

4.2 Approval Requirements.

4.2.1 Up to and Including $10,000. Sole source procurement procedures are not required for purchases of $10,000 or less.

4.2.2 Over $10,000. The Chief Executive Officer must approve all sole source procurements with an estimated contract value over $10,000. The business manager shall include the written determination in the procurement file. Sole source procurements that originally included a renewal provision, for which approval for multiple years was obtained, do not need to be forwarded for approval until expiration of the term for which approval was obtained.

4.3 Negotiating a Contract. Upon satisfying the approval requirements above, the purchaser shall negotiate and award a contract that is in the best interest of the RVRA without competitive sealed bidding or competitive negotiation. Negotiations can be conducted on adding terms and conditions favorable to the RVRA and deleting or changing terms that are one-sided in favor of the contractor. It is important to know the market and the contractor's situation in regard to the market. In noncompetitive negotiation, one must be exceptionally well prepared and negotiate to the extent that is practicable. The purchaser shall include written documentation of the negotiations in the procurement file.

4.4 Price Reasonableness Determination. The purchaser must prepare a written price reasonableness determination and include this determination in the procurement file.

4.5 Award and Execution of Contract. After obtaining approval, negotiating a contract, and making a price reasonableness determination, the purchaser shall issue a contract for signature by the contractor and the Chief Executive Officer.

4.6 Posting Requirements. The purchaser, with the assistance of the business manager, shall issue, post, or publish the required notice of a sole source award. The notice must at a minimum state that only one source was determined to be practicably available and state that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. The notice of a sole source award shall be posted on the RVRA's website.

5. Joint and Cooperative Procurement.

5.1 General.

5.1.1 Joint Procurement. Subject to the requirements of these regulations, the RVRA may participate in, sponsor, conduct, or administer a joint procurement agreement in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, the District of Columbia or the United States General Services Administration, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods, services, or construction.

5.1.2 Cooperative Procurement. Subject to the requirements of these regulations and to the extent permitted by Va. Code § 2.2-4304(B), the RVRA may purchase from another public body's contract or from the contract of the Metropolitan Washington Council of Governments or the Virginia Sheriffs' Association even if it did not participate in the request for proposals or invitation for bids, if the request for proposals or invitation for bids specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies. The purchaser is responsible for identifying the requisite cooperative procurement language in the other public body's solicitation (as opposed to in the awarded contract) prior to making any order off of the other public body's contract.

5.2 Procurement Policies and Procedures to Be Followed. If the RVRA is the party conducting the procurement, the procurement shall comply with the policies and procedures set forth within these regulations. If the RVRA is not the party conducting the procurement, then the procurement shall comply with the policies and procedures of the public body conducting the procurement.

5.3 Sponsoring a Cooperative Contract. When it desires to allow the use of a contract by other public bodies, the RVRA must include the cooperative procurement provision in the special terms and conditions incorporated into the invitation for bids or request for proposals.

6. Small Purchases.

6.1 General. The VPPA permits the RVRA to establish small purchase procedures, if adopted in writing, not requiring the use of competitive sealed bidding or competitive negotiation for single or term contracts if the aggregate or sum of all phases up to and including the amounts specified in Va. Code § 2.2-4303(G) for goods, nonprofessional services, non-transportation-related construction, and professional services; however, such small purchase procedures must provide for competition wherever practicable. The RVRA has established the following small purchase procedures for use by its purchasers when acquiring goods, nonprofessional services, non-transportation-related construction, and professional services up to and including these amounts.

6.2 Single Quote. Where the purchaser's estimated contract value is up to and including $10,000, the purchaser may make the purchase upon receipt of a minimum of one written or oral (e.g., telephone) quotation. The purchaser may consider additional quotations, whether solicited or unsolicited. If more than one quote is received, the award shall be made to the lowest responsive and responsible quoter. If prices do not appear to be fair and reasonable, the purchaser shall document the procurement file to that effect, including stating the basis for the determination, and then obtain additional quotations.

6.3 Informal Solicitation. When the purchaser's estimated contract value is over $10,000 up to and including the applicable amount specified in Va. Code § 2.2-4303(G), the purchaser shall procure using unsealed bids if precise specifications or scope of work can be prepared or unsealed proposals if precise specifications or scope of work cannot be prepared.

6.3.1 Unsealed Bids.

A. The purchaser must state in or attach to the solicitation all of the following:

1. A cover sheet.

2. Detailed line-item descriptions of what is being procured;

3. The RVRA's general terms and conditions;

4. Any appropriate special terms and conditions;

5. The term of the resulting contract;

6. Instructions for responding electronically to the solicitation;

7. A deadline for the submission of unsealed bids not less than three business days, or 24 business hours, after the solicitation is posted.

B. A reasonable amount of time should be allowed for vendors to respond based on the nature of the procurement and any subsequent amendments. All responses must be received at the designated location by the date and time stated in the solicitation.

C. Award must be made to the lowest responsive and responsible bidder

D. An award notice must be posted on the RVRA's website for ten days.

6.3.2 Unsealed Proposals.

A. The purchaser must state in or attach to the solicitation all of the following:

1. A cover sheet;

2. A general description of what is being sought;

3. Detailed line-item descriptions;

4. The evaluation criteria and weights to be used in evaluation;

5. The RVRA's general terms and conditions;

6. Any appropriate special terms and conditions, including unique capabilities or qualifications that will be required;

7. The term of the resulting contract;

8. Instructions for responding electronically to the solicitation; and

9. A deadline for the submission of unsealed bids not less than three business days, or 24 business hours, after the solicitation is posted.

B. All responses must be received at the designated location by the date and time stated in the solicitation. Offers may be opened and evaluated upon receipt.

C. The purchaser must evaluate and rank the offers received and, upon completion of the evaluation, conduct negotiations with the offeror or offerors selected.

D. Award must be made to the highest-ranking offeror.

E. An award notice must be posted on the RVRA's website for ten days.

7. Prequalification.

7.1 General. The RVRA may prequalify contractors for a particular construction project and limit consideration of bids or proposals to prequalified contractors. The RVRA must use the procedures contained in this section for prequalification of contractors for a particular construction project.

7.2 Objective. For projects that will be procured via the design-bid-build method as defined in section 10.3(C), the objective of prequalification is to identify as many fully qualified bidders as possible to bid on the proposed work. For projects that will be procured via the construction management at risk method as defined in section 10.3.(B)(2) or the design-build contract method as defined in section 10.3(D), the objective of prequalification shall be to determine which offerors' submissions demonstrate the greatest conformance with the requirements set forth in the request for qualifications, resulting in a "short list" of not less than three and not more than five offerors. Prequalification is most frequently used for projects with sophisticated building systems, a unique site or constructability issue or where project scheduling or sequencing is critical.

7.3 Advertisement, Due Date, and Forms. The RVRA shall advertise the request for qualifications on the RVRA's website. The date set for receipt of the responses to a request for qualifications must be at least 30 calendar days from the date of the initial advertisement. The request for qualifications may require that applications for prequalification submitted by contractors when applying to be prequalified for a particular construction project be submitted on a form included with the request for qualifications.

7.4 Evaluation Panel. The purchaser shall establish and chair an evaluation panel for the prequalification to review the prequalification applications submitted by interested contractors and determine which, if any, of those contractors shall be prequalified. The evaluation panel must consist of at least three members and may include architects, engineers, and project managers contracted to assist with the procurement for which the prequalification is being conducted. The panel's composition must comply with the

requirements of these regulations concerning design-build and construction management procurements if the procurement is for a design-build or construction management contract.

7.5 Denial of Prequalification.

A. Va. Code § 2.2-4317(C) permits the RVRA to deny prequalification to any construction contractor only if the RVRA finds at least one of the following:

1. The contractor does not have sufficient financial ability to perform the contract. Evidence that the contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required for the project shall be sufficient to establish financial ability;

2. The contractor does not have appropriate experience to perform the construction project in question;

3. The contractor or any officer, director or owner thereof has had judgments entered against him within the past ten years for the breach of contracts for governmental or nongovernmental construction;

4. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body, without good cause. The RVRA may not utilize this provision to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto was given to the contractor at that time, with the opportunity to respond;

5. The contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting;

6. The contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and

7. The contractor failed to provide to the RVRA, in a timely manner, any information requested by the RVRA relevant to (1) through (6) above.

B. The RVRA shall deny prequalification to any contractor who does not have the requisite Virginia license issued by the Virginia Board of Contractors to perform work in Virginia.

7.6 Written Notification of Decision and Rebuttal.

A. In accordance with Va. Code § 2.2-4357, the RVRA shall notify any contractor refused permission to participate, or disqualified from participation, in public contracts shall be notified in writing. Prior to the issuance of a written determination of disqualification or ineligibility, the RVRA shall (i) notify in writing each contractor that submitted the prequalification application of the results of the evaluation, (ii) disclose the factual support for the determination, and (iii) allow the contractor an opportunity to inspect any documents that relate to the determination, if so requested by the contractor within five business days after receipt of the notice. The written notice to each contractor shall be delivered by electronic mail to the electronic mail address provided with the contractor's prequalification application.

B. Within ten business days after receipt of the notice, the contractor may submit rebuttal information challenging the evaluation. The RVRA shall issue its written determination of disqualification or ineligibility based on all information in possession of the RVRA, including any rebuttal information, within five business days of the date the RVRA received such rebuttal information.

C. If the evaluation reveals that the contractor should be allowed permission to participate in the public contract, the RVRA shall cancel the proposed disqualification action. If the evaluation reveals that the contractor should be refused permission to participate, or disqualified from participation, in the public contract, the RVRA shall so notify the contractor. The notice shall state the basis for the determination, which shall be final unless the contractor appeals the decision within ten days after receipt of the notice by instituting legal action as provided in Va. Code § 2.2-4364. If, upon appeal, it is determined that the action taken was improper, the sole relief shall be restoration of eligibility.

7.7 Establishing Contractor Qualification Criteria. Contractor experience qualification criteria must be sufficiently general so that contractors with the qualifications and experience to satisfactorily complete the proposed project will not be arbitrarily excluded. Therefore, experience criteria must be expressed in terms related to the project's construction—e.g., functional type, job site access, height and physical size, foundation system, structural system, exterior wall system, electrical service and distribution, mechanical system, number of subcontractors used on a typical job, roofing system, and other similar criteria.

7.8 Prequalification of Non-construction Contractors. It is sometimes necessary to prequalify products or suppliers and only solicit those who have been prequalified. In such cases, a list is maintained of specific products or contractors which have been evaluated and determined to be acceptable in meeting predetermined minimum acceptable levels of quality or performance pursuant to Va. Code § 2.2-4317(A). This prequalification is performed in advance of any particular purchase. By having a prequalification procedure, the time in the purchase cycle can be reduced. The prequalification requirements must be

established and potential contractors advised by letter or public posting, or both, sufficiently in advance of the anticipated procurement to allow for evaluation and qualification of potential contractors or products, or both. A contractor whose product or service has been determined not qualified must be advised in writing. Solicitations are sent only to those contractors determined to be qualified.

8. Competitive Sealed Bidding.

8.1 General. Competitive sealed bidding is a method for acquiring goods, printing, non-capital outlay construction and nonprofessional services for public use when the estimated cost is over $100,000.

8.2 When Used. The goods or service to be procured when using this method must be capable of being described so that bids submitted by potential contractors can be evaluated against the description in the invitation for bids and an award made to the lowest responsive and responsible bidder. When the terms and conditions of multiple awards are so provided in the invitation for bids, awards may be made to more than one bidder.

8.3 General Process. Competitive sealed bidding includes the issuance of a written invitation for bids containing the specifications, scope of work, or purchase description and the contractual terms and conditions applicable to the procurement. The terms or conditions of the solicitation must include how the RVRA will publicly post the notice of the award or make the announcement of the decision to award the contract. The requirements set forth in the invitation for bids may include special qualifications required of potential contractors, life-cycle costing, value analysis, and any other criteria such as testing, quality, workmanship, delivery and suitability for a particular purpose which may help in determining acceptability. Invitations for bids must describe the requirements accurately and completely. Unnecessarily restrictive specifications or terms and conditions that unduly limit competition must be avoided. In addition to the public notice, bids are to be solicited directly from potential bidders. In the competitive sealed bid process, bids are publicly opened and read aloud. The bids are evaluated based upon the requirements set forth in the invitation for bids.

8.4 Preparation and Issuance of Invitation for Bids.

8.4.1 Format. Prepare the invitation for bids using the RVRA's standard format and contents. Establish a due date and time that will allow sufficient time for potential bidders to seek clarification and for the issuance of an addendum, if necessary. The due date shall not be less than ten days from the issue date of the invitation for bids. The solicitation must provide an option for suppliers to respond electronically. Instructions for identifying and addressing bids shall be included with the invitation for bids.

8.4.2 Scope. Specify in detail the materials, equipment, and supplies to be furnished or the scope of work to be performed by the contractor, including or incorporating by reference the specifications, drawings, and contractual terms and conditions applicable to the procurement.

8.4.3 Prebid Conferences and Site Visits. All prebid conferences and site visits must be mentioned in both the invitation for bids and any advertisement. If attendance at such a conference or site visit is a prerequisite for submitting a bid, the public notice period must be at least ten days after issuance to provide adequate opportunity for potential bidders to obtain a copy of the invitation for bids and attend.

8.4.4 Addenda. If it is necessary to amend an invitation for bids, the purchaser shall prepare and post an addendum. Signed acknowledgment of addenda must be returned to the RVRA prior to the date and time of the opening or with the bid. Failure to return the addendum may be grounds for declaring the bid nonresponsive. When an addendum for an invitation for bids is issued, there must be a minimum of ten days from the date of the addendum to the due date set for the receipt of bids. If there are not ten days from the date of the addendum to the due date set for receipt of bids, then the due date shall be extended to meet the minimum ten days' notice.

8.5 Receipt and Opening of Bids. Bids shall be received until the date and time specified in the invitation for bids. Bids are then publicly opened and read aloud. Late bids shall not be considered. Bid receipt deadlines and public openings scheduled during a period of suspended state business operations will be deemed rescheduled for processing at the appropriate times on the next regular business day. The public opening of bids for construction type contracts shall be held 24 hours after the date and time set for submission of bids.

8.6 Evaluation of Bids. After bid opening, each bid is evaluated to determine if it is responsive to the invitation for bids. The responsive bids are then evaluated according to the criteria or evaluation procedure, or both, described in the invitation for bids to determine which is the lowest bid and whether any preferences must be applied. The lowest responsive bidder is then evaluated to determine if the bidder is responsible.

8.7 Negotiation with the Lowest Responsible Bidder. If the bid from the lowest responsible bidder exceeds available funds, the RVRA may negotiate with the apparent low bidder to obtain a contract price within available funds. If the purchaser decides to negotiate in such circumstances, the decision must be documented in writing in advance of the negotiations. Otherwise, unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted. "Available funds" are those budgeted by the RVRA for the requirement and designated as such prior to the issuance of the invitation for bids. The purpose of this provision is not to force a bidder to take a lower price but rather to negotiate an acceptable change in requirements, including price, that is agreeable to both parties. Negotiations might include an extended delivery date, reduced quantity, or different accessories, with a corresponding reduction in price.

8.8 Mistakes in Bids. Bids containing mistakes shall not be corrected or withdrawn after award of a contract or issuance of a purchase order. No plea or claim of mistake in a bid or resulting contract shall be available as a defense in any legal proceeding brought upon a contract or purchase order awarded to a bidder as a result of the breach or nonperformance

of such contract or purchase order. If the RVRA denies the request for withdrawal of a bid, the RVRA shall notify the bidder in writing, stating the reasons for its decision, and shall award the contract to such bidder at the bid price, provided such bidder is a responsive and responsible bidder.

8.8.1 Mistake in Judgment. Bids may not be withdrawn if the mistakes are attributable to errors in judgment, and such mistakes may not be waived or corrected.

8.8.2 Mistake Not due to Judgment.

8.8.2.1 Mistake Where the Intended Correct Bid is Evident. If the mistake and the intended correct bid are clearly evident from the bid itself, the bid shall be corrected to the intended correct bid and may not be withdrawn. Examples of mistakes that may be clearly evident in the bid document are typographical errors, errors in extending unit prices, transposition errors, and arithmetical errors.

8.8.2.2 Mistake Where the Intended Correct Bid is Not Evident. A bidder may be permitted to withdraw a low bid if a mistake is clearly evident from the bid documents submitted by the bidder or a comparison with other bids, or both.

8.8.3 Mistakes in Construction Bids. A bidder for a public construction contract may withdraw the bidder's bid from consideration if the bid price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, the mistake was a clerical mistake as opposed to a judgmental mistake, and mistake was actually because of an unintentional arithmetic error or an unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents, and materials used in the preparation of the bid sought to be withdrawn. The bidder shall submit to the purchaser the bidder's original work papers, documents, and materials used in the preparation of the bid within one day after the date fixed for submission of bids. The work papers shall be delivered by the bidder in person or by registered mail at or prior to the time fixed for the opening of bids. Such work papers, documents and materials may be considered as trade secrets or proprietary information subject to the conditions of Va. Code § 2.2-4342(F) if the statutory requirements are met. The bids shall be opened one day following the time fixed by the RVRA for the submission of bids. Thereafter, the bidder shall have two hours after the opening of bids within which to claim in writing any mistake as defined herein and withdraw the bidder's bid. The RVRA shall not award contract until the two-hour period has elapsed. Such mistake shall be proved only from the original work papers, documents and materials delivered as required herein.

8.9 Consequences of Withdrawal of Bids.

A. If a bid is withdrawn, the lowest remaining bid shall be deemed to be the apparent low bid.

B. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

C. No bid may be withdrawn when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.

8.10 Denial of Withdrawal of Bid. If the RVRA denies the withdrawal of a bid, the RVRA shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder. The decision denying withdrawal of a bid shall be final and conclusive unless the bidder appeals the decision within ten days after receipt of the decision by instituting legal action as provided in the Va. Code § 2.2-4364.

8.11 Award. The contract must be awarded to the lowest responsive and responsible bidder. The purchaser shall post the appropriate award notice and contract. For non-construction contracts, the purchaser shall post a notice of intent to award for ten days prior to the Chief Executive Officer's execution of the contract if a protest is anticipated or a notice of award for ten days following the Chief Executive Officer's execution of the contract if a protest is not anticipated. For construction contracts, the purchaser shall post a notice of intent to award for at least ten days prior to the Chief Executive Officer's execution of the contract; this notice period affords time to ensure contract security, insurance, and other requirements are met before signature and affords the requisite time for any protest.

9. Competitive Negotiation.

9.1 General.

A. Competitive negotiation may be the procurement method used for goods, nonprofessional services, and construction up to the contract amount set forth in Va. Code § 2.2-4303(D) when it is not practicable or fiscally advantageous to use competitive sealed bidding.

B. Competitive negotiation has the advantage of flexibility for describing in general terms what is being sought and the factors to be used in evaluating responses. It offers the opportunity, through negotiation, to change the content of an offer and pricing after opening. Negotiation is the dialogue that occurs to achieve mutually satisfactory objectives and benefits and to reconcile differences through mediation. This discussion provides the means for both the buyer and seller to reach agreement on a contract's content, terms, and conditions. In the course of negotiation, both parties should be able to reach a mutually acceptable agreement. Competitive negotiation is not "horse trading," "haggling," or an auction. Competitive

negotiation, properly carried out, requires skill and extensive preparation on the part of the negotiators to achieve specific procurement objectives.

C. This method of procurement requires the issuance of a request for proposals that describes in general terms the requirement, the factors that will be used to evaluate the proposal, the RVRA's general terms and conditions, and any special conditions, including any unique capabilities or qualifications that will be required. In a sealed procurement, all responses must be held unopened until the date and time specified for their receipt.

9.2 For Other Than Professional (i.e. "Nonprofessional") Services.

9.2.1 Preparation and Issuance of a Requests for Proposals.

A. A written request for proposals is issued to describe in general terms that which is to be procured. The request for proposals must specify and list the specific requirements to be addressed by the offerors that will be used in evaluating the proposals and will contain other applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractor. When the terms and conditions of multiple awards are so provided in the request for proposals, awards may be made to more than one offeror. The terms or conditions of the request for proposals must state the manner in which public notice of the award or the announcement of the decision to award shall be given by the RVRA.

B. If the method for receiving "best and final offers" is to be used in the negotiation and evaluation process, then this must be stated in the request for proposals for the offerors' notification and consideration.

C. Mandatory requirements should be kept to a minimum and refer only to those areas that are required by law or regulation or are such that they cannot be waived and are not subject to negotiation. The use of "shall" or "must" indicates a mandatory requirement. The request for proposals should specify any optional information desired. The criteria to be used in evaluation and the weights, expressed as a percentage, for each criterion shall be stated in the request for proposals. A breakout of subcomponent weights need not be listed. Price shall be one of the factors considered, but it need not be the determining factor.

D. In writing the scope of work or technical specifications for a request for proposals, the purchaser should use the term "contractor" to describe the person or firm that is to perform the requirements of the contract after award and the term "offeror" to describe who is to submit a response to the request for proposals. Instructions for identifying and addressing proposals shall be included with the request for proposals.

E. The purchaser shall establish a proposal submission due date and time which provides sufficient time for potential offerors to develop a proposal. The minimum

time period is ten days from issue date of the request for proposals. The time period used may be greater than the required ten days based on the complexity of the requirement and whether or not a preproposal conference is required. When an addendum for a sealed solicitation is issued, there must be a minimum of ten days from the date of the addendum to the due date set for the receipt of bids, or the due date shall be extended.

F. All preproposal conferences or site visits must be mentioned in the request for proposals and any advertisement of the request for proposals. If attendance at such a conference or site visit is a prerequisite for submitting a proposal, the public notice period must be at least ten days after issuance to provide adequate opportunity for potential offerors to obtain a copy of the request for proposals and attend.

G. Advertisement of the request for proposals shall be posted publicly in accordance with these regulations. In addition to advertising in eVA, request for proposals may be advertised in a newspaper of general circulation in the area in which the contract is to be performed. Posting on the Department of General Services' central electronic procurement website ("eVA") is required if the purchaser elects not to publish notice of the request for proposals in a newspaper of general circulation in the area in which the contract is to be performed. The advertisement should be a brief statement about the requirement, information on how to receive a copy of the solicitation, and any preproposal conference. The solicitation shall also provide an option for suppliers to respond electronically.

H. If it is necessary to amend a request for proposals, the purchaser shall prepare and post an addendum. Signed acknowledgment of addenda must be returned to the RVRA prior to the date and time of the opening or with the proposal. Failure to return the addendum may be grounds for declaring the bid nonresponsive. When an addendum for a request for proposals is issued, there must be a minimum of ten days from the date of the addendum to the due date set for the receipt of proposals. If there are not ten days from the date of the addendum to the due date set for receipt of proposals, then the due date shall be extended to meet the minimum ten days' notice.

9.2.2 Receipt and Evaluation of Sealed Proposals.

A. Public openings of proposals are not required. If a public opening is held, the name of each individual or firm that submitted a proposal in a timely manner is the only information read aloud and made available to the offerors and general public.

B. The purchaser or an evaluation panel shall evaluate the proposals. As an option, evaluators may request presentations or discussions with offerors, as necessary, to clarify material in the offerors proposals, to help determine those fully qualified and best suited. Proposals are evaluated on the basis of the criteria set forth in the request for proposals, using the scoring weights previously determined. All request for proposals responses are to be evaluated. Proposals not meeting requirements

should be scored lower. Only bids in response to an invitation for bids may be determined to be nonresponsive. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the purchaser. Offerors who fail to submit required documentation or meet mandatory requirements, in such time, for evaluation purposes may be eliminated from further consideration. Two or more offerors determined to be fully qualified and best suited are then selected for negotiation. Price is considered, but need not be the sole determining factor.

C. During the evaluation phase the evaluators may determine that only one offeror is fully qualified, or that one offeror is *clearly* more highly qualified than the others under consideration. The purchaser shall prepare and retain in the procurement file a written determination to document the meaningful and convincing facts supporting the decision for selecting only one offeror and negotiating with that offeror. The determination shall be signed by the Chief Executive Officer.

9.2.3 Negotiation and Award.

A. Negotiations are conducted with each of the offerors so selected. Negotiation allows the modification of proposals, including price. Offers and counter offers may be made as many times with each offeror as is necessary to secure a reasonable contract. After negotiations have been conducted with each of the selected offerors, the proposals shall be rescored unless there have been no changes in any of the items negotiated or only one proposal is under consideration. The evaluators select the offeror which, in their opinion, has made the best proposal. In all cases, the purchaser shall obtain written confirmation from the offeror on any modifications of the original proposal. Once a notice of intent to award is posted, no further negotiation shall be conducted.

B. When a provision for receiving best and final offers is included in the request for proposals, after negotiations, offerors are given the opportunity to submit a best and final offer. After the offeror submits a best and final offer, no further negotiation shall take place with that offeror. The offeror's proposal, if already received and scored, may be rescored to combine and include the information contained in the best and final offer with the technical evaluation score previously assigned, and the award decision made. The procurement file shall be documented to show the basis for the award, and include the final rescoring of the proposals following negotiation and receipt of best and final offers.

C. For competitively negotiated procurements, once evaluation and negotiations have been completed with selected offeror or offerors, the purchaser must prepare a written narrative summarizing the rationale for the ratings that are developed for each proposal negotiated. The summary must address the merits of the proposal relative to the evaluation ratings; it shall not compare proposals to each other. The purchaser is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Offerors may inspect the

proposal records after evaluation and negotiations are complete, but prior to award. Any record of evaluations by the purchaser or an evaluation panel should be a compilation of the evaluation panel's ratings and not done by or for each panel member.

D. If a protest is anticipated, the purchaser must post a notice of intent to award for ten days; otherwise, the purchaser must post a notice of award for ten days immediately following the actual time of award. The award document is a contract, bilaterally signed and incorporating, by reference, the terms and conditions of the request for proposals and the contractor's proposal, together with all written modifications thereof.

9.3 For Professional Services.

9.3.1 Overview.

A. The request for proposals shall indicate in general terms the nature of the project and the professional services which are sought, specify the factors which will be used in evaluating the proposals, and incorporate by reference the appropriate contractual terms and conditions of the RVRA. The contractual terms and conditions for a professional services contract may differ from the general terms and conditions applicable to contracts for construction, goods, and nonprofessional services. The request for proposals will state any unique capabilities or qualifications which will be required of the contractor.

B. The request for proposals may specify the method to be utilized during negotiations in arriving at the fee amount for services; however, it shall not call for offerors to furnish estimates of man-hours, labor rates, or cost for services with their proposals because the process of competitive negotiation for professional services is a qualification-based selection. If no method is specified, the offerors may propose methods for negotiating the fee amount. In addition, or architectural or professional engineering services, the RVRA shall not request or require offerors to list any exceptions to the RVRA's proposed contractual terms and conditions until after the qualified offerors are ranked for negotiations.

C. Proprietary information from offerors shall not be disclosed to the public or to the competitors provided such proprietary information is appropriately identified in the proposal, as required by Va. Code § 2.2-4342(F).

D. Offerors who submitted proposals but were not selected may contact the RVRA for a debriefing. The RVRA shall provide an explanation as to why the firm was not selected.

9.3.2 Advertisements for Professional Services Procurements. Public notice of the request for proposals shall be given a minimum of ten days prior to the date set for receipt of proposals. In addition to the above, proposals may be solicited directly from potential offerors.

9.3.3 Procedures for Contractor Selection.

9.3.3.1 Evaluation Panel. The purchaser shall assemble an evaluation panel including the purchaser, as chair, and two other RVRA employees. The evaluation panel shall base the selection on qualifications, suitability, and capability followed by competitive fee versus scope of work negotiations with the selected offeror.

9.3.3.2 Initial Review. The evaluation panel shall receive, evaluate, and rank the offerors based on the information provided in their proposals and verify that the top-ranked offeror is licensed to provide the solicited professional services in Virginia. Any offeror not properly registered and licensed shall be disqualified. Additionally, the evaluation panel shall verify that the offeror is not debarred or enjoined. Debarment and enjoinment status can be determined by registered users at the Commonwealth's eVA website.

9.3.3.3 Interviews. The evaluation panel shall interview a minimum of the top two ranked offerors who are deemed to be fully qualified, responsible, and suitable on the basis of their initial proposals. Discussions of fees, rates, costs, etc., shall not be included in these evaluations or the interviews. The evaluation panel shall allow the offeror to present more detailed information on the request for proposals criteria; on specific qualifications and expertise of the personnel proposed to be assigned to the RVRA; on the concepts, methods and approaches proposed for the provision of the professional services; and other pertinent information. The evaluation panel shall evaluate responses of each interviewed offeror along with other material and data submitted, the offeror's past performance, and responses from references, and rank in order the offerors as best suited for the project.

9.3.3.4 Negotiation. The evaluation panel shall negotiate with the offeror ranked first as to overall suitability and qualifications. If a contract satisfactory and advantageous to the RVRA can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the RVRA, the award shall be made to that offeror. Otherwise, negotiations with the first-ranked offeror shall be terminated formally in writing, and the evaluation panel then shall proceed to negotiate with the offeror ranked second. If not successful, the evaluation panel shall terminate the negotiations with the second-ranked offeror and proceed to the third-ranked offeror, and so on. At any time, negotiations may be terminated and the procurement readvertised.

9.3.4 Award Process. Once agreement has been reached with the highest-ranked offeror with whom the RVRA can reach agreement, the purchaser shall prepare an award recommendation for the Chief Executive Officer's approval. If a protest is anticipated, the purchaser shall post a notice of intent to award for ten days prior to the Chief Executive Officer's execution of the contract. Otherwise, the purchaser shall post a notice of award for ten days following the Chief Executive Officer's execution of the contract.

9.3.5 Term Contracts for Architectural and Professional Engineering Services. Term contracts are a useful and effective tool for the RVRA in managing its planning, maintenance, and renovation programs and quickly handling the emergency procurement

of professional services. Term contracts shall include the terms and conditions and pricing for work which may be issued during the term of the contract. The regulations below govern the use of these contracts.

9.3.5.1 Applicability.

A. Term contracts for architectural and professional engineering services may be used for engaging one or more architectural or professional engineering contractors to provide investigations, cost estimates, designs, and related services for multiple small projects for a period of time subject to the limitations below. The projects must require similar expertise.

B. Some advantages for the RVRA include a reduction in the cost and time of advertising for services, a shorter response time from the contractor, and an improved efficiency and clarity in the production of the contract documents for the RVRA. For the contractor, it is usually more cost effective to provide the services on multiple small projects.

9.3.5.2 Limitations. For each term contract for architectural and professional engineering services:

A. The contract must be limited to the duration set forth in Va. Code § 2.2-4303.1;

B. The contract must be renewable for no more renewal terms than permitted by Va. Code § 2.2-4303.1;

C. The sum of all projects performed in a contract term shall not exceed the amount set forth in Va. Code § 2.2-4303.1; and

D. The fee for any single project shall not exceed the amount set forth in Va. Code § 2.2-4303.1.

9.3.5.3 Request for Proposals. The request for proposals shall include a description of the nature and types of the potential projects, the disciplines or expertise required by the contract, and the nature of services expected to be required. The request for proposals shall also describe factors pertinent to the evaluation and selection process.

9.3.5.4 Term Contracts Not Exclusive. The term contract is not exclusive. The RVRA may issue separate requests for proposals for similar work and other projects as the need may occur.

9.3.5.5 Multiple Contract Awards from a Solicitation. If the terms and conditions for multiple awards are included in the request for proposals, the RVRA may award contracts to more than one offeror. Where multiple awards are made, the RVRA must have established procedures for distributing the projects among the contractors during the contract term.

9.3.5.6 Survival of Contract until Work Completed. It is understood that the contractor's work on a project may not be completed during the contract's term; however, all terms and conditions of the contract, including all rights and obligations, shall survive until that work is completed, except the RVRA's right to issue, and the contractor's right to accept, additional projects.

9.3.5.7 Renewal of Contract. The RVRA may, at its sole discretion, renew the contract for up to the number of renewal terms permitted by Va. Code § 2.2-4303.1, provided the option to renew was indicated in the request for proposals. If the RVRA exercises its option to renew, the next contract term will begin no sooner than 12 months following the execution of the contract resulting from the original solicitation or the RVRA's previously exercised renewal. A new aggregate limit for the sum of all projects performed in a single contract term of the amount set forth in Va. Code § 2.2-4303.1 shall apply to the next contract term, without regard to the dollar amounts of projects issued to that contractor during the previous contract term. Any unused amounts from the previous contract term are forfeited and shall not carry forward to the next contract term. Subsequent renewals shall follow the same procedures.

10. Design-Build and Construction Management Contracting.

10.1 Scope. This regulation applies to all RVRA construction contracts using the design-build or construction management methods of contracting. This regulation does not apply to construction contracts procured by competitive negotiation pursuant to Va. Code § 2.2-4303(D).

10.2 Purpose. The purpose of this regulation is to implement the authority granted by Va. Code § 2.2-4382 to engage in design-build and construction management contracting.

10.3 Definitions. For purposes of this section 10, the words and phrases set forth in this section have the meanings ascribed to them by this section unless the context clearly indicates that a different meaning is intended.

A. *"Complex project"* has the meaning set forth for that term in Va. Code § 2.2-4379.

B. *"Construction management contract"* means a contract in which a party is retained by the RVRA to coordinate and administer contracts for construction services for the benefit of the RVRA, and may also include, if provided in the contract, the furnishing of construction services to the RVRA.

1. *"Construction management agency"* means a construction project delivery method in which the RVRA enters into contracts for the delivery of a construction project and the construction manager administers those contracts on the RVRA's behalf.

2. *"Construction management at-risk"* means a construction project delivery method in which (i) the construction manager is required to deliver the

project within a Guaranteed Maximum Price and (ii) provides or is at-risk for all or a portion of the construction to be provided.

C. *"Design-bid-build"* means a project delivery method in which the RVRA sequentially awards two separate contracts, the first for professional services to design the project and the second utilizing competitive sealed bidding for construction of the project according to the design.

D. *"Design-build contract"* means a contract between the RVRA and another party in which the party contracting with the RVRA agrees to both design and build the structure, roadway or other item specified in the contract.

E. *"Guaranteed Maximum Price"* means a pricing arrangement in a construction management contract in which the construction manager is compensated for actual costs incurred plus a fixed fee subject to a ceiling price, the construction manager is responsible for cost overruns, and cost savings are returned to the RVRA.

10.4 Background. Pursuant to Va. Code § 2.2-4382(A), the RVRA adopted these regulations in order to authorize the use of construction management and design-build contracting for the delivery of construction projects.

10.5 Policy.

10.5.1 General. The process of competitive sealed bidding is the default method of construction procurement for the RVRA. However, under certain circumstances, the RVRA may use design-build contracting or construction management contracting, or both, for the delivery of specific construction projects in accordance with the requirements of these regulations.

10.5.2 Process to Be Followed. In general, the procurement procedure for these types of contracts will consist of a combination of the procedure for prequalification of construction contractors set forth in Va. Code § 2.2-4317(B) and the procedure for the procurement of goods and non-professional services set forth in Va. Code § 2.2-4302.2. All procurement and contracting procedures for design-build and construction management contracts shall be as set forth in these regulations.

10.5.3 Professional Advisor. Prior to making a determination as to the use of a design-build contract or a construction management contract for a specific construction project, the RVRA shall have an architect or professional engineer with professional competence appropriate to the project who will advise the RVRA regarding the use of design-build or construction management contracting for that project and who will assist the RVRA with the preparation of the request for proposals and the evaluation of proposals submitted by interested offerors in response to the request for proposals for that project. The RVRA shall have (i) an architect or professional engineer meeting the requirements of this section in its employ, (ii) made arrangements with a member of the RVRA for the use of an architect or professional engineer meeting the requirements of this section employed with that member

or (iii) an architect or professional engineer meeting the requirements of this section under contract.

10.6 Procedures.

10.6.1 Procedures for Design-Build Contracting.

10.6.1.1 Criteria for Use of Design-Build Contracting. Pursuant to Va. Code § 2.2-4382(E)(1), design-build contracts may be used for projects, provided that (i) the project is a complex project and (ii) the procurement method for the project is approved by the RVRA Board. The approval by RVRA Board must be provided on a "per project" basis in a public forum and prior to the RVRA issuing a request for qualifications for the project. The written approval of the RVRA Board shall be maintained in the procurement file.

10.6.1.2 Written Determination Required for Procurement of Design-Build Contract. In order for a design-build contract to be procured for a particular construction project:

A. The purchaser must submit a memorandum to the Chief Executive Officer requesting the use of a design-build contract.

B. The memorandum requesting the use of a design-build contract must:

1. Justify and substantiate that the criteria for use of a design-build contract set forth in section 10.6.1.1 are met;

2. Indicate how the RVRA will benefit from using a design-build contract;

3. Identify the architect or professional engineer meeting the requirements of section 10.5.3 for the project for which the design-build contract is sought and set forth the competency of that architect or professional engineer in the following categories:

a. Education, training and general experience;

b. Prior experience with projects of similar size, scope and complexity; and

c. Prior experience with design-build contracts or substantially similar experience; and

4. Include a written justification that the design-bid-build project delivery method is not practical or not fiscally advantageous, or both.

C. The Chief Executive Officer must determine and set forth in writing in advance of the commencement of any procurement of a design-build contract that the design-bid-build project delivery method is either not practicable or not fiscally

advantageous, and such writing shall document the basis for the determination to utilize design-build, including the determination of the project's complexity.

10.6.1.3 Evaluation Panel. The Chief Executive Officer shall appoint an evaluation panel of no fewer than three voting members, including the architect or professional engineer identified pursuant to section 10.6.1.2(B)(3).

10.6.1.4 Two-Step Selection Process. On projects approved for design-build contracting, procurement of the contract shall be a two-step competitive negotiation process. The first step shall consist of a prequalification based on an advertised request for qualifications, and the second step shall consist of a competitive negotiation based on a request for proposals issued to prequalified and selected offerors.

10.6.1.5 Step 1—Prequalification.

10.6.1.5.1 Request for Qualifications.

A. The purchaser shall prepare a request for qualifications for approval by the Chief Executive Officer. The request for qualifications shall:

1. Indicate in general terms that which is sought to be procured;

2. Include the determination made by the Chief Executive Officer pursuant to section 10.6.1.2(C);

3. Contain the RVRA's facility requirements, the building and site data, and any available site and survey data;

4. Require that each potential offeror have both a contractor appropriately licensed and in good standing as a Class A general contractor in the Commonwealth of Virginia and an architect or professional engineer registered in the Commonwealth of Virginia as part of its project team;

5. Include any unique capabilities or qualifications which will be required of the offeror;

6. Specify the factors which will be used in evaluating the potential offeror's qualifications;

7. Include an evaluation of the potential offeror's past ten years' experience to determine whether the potential offeror has constructed, by any method of project delivery, at least three projects of similar program and size;

8. Request of potential offerors only such information as is appropriate for an objective evaluation of all potential offerors pursuant to such criteria; and

9. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for qualifications can be received and considered prior to the time set for receipt of qualifications.

B. Once the Chief Executive Officer has approved the request for qualifications, the purchaser shall publish notice of the request for qualifications from potential offerors at least 30 days prior to the date set for receipt of qualifications by posting on the RVRA's website. The request for qualifications must specify whether qualifications submittals must be submitted only on paper or electronic submittals are acceptable.

10.6.1.5.2 Selection of Qualified Offerors. The evaluation panel shall evaluate each responding potential offeror's qualifications submittal and any other relevant information and shall select between three and five offerors deemed fully qualified and best suited among those submitting their qualifications on the basis of the selection criteria set forth in the request for qualifications. An offeror may be denied prequalification only upon those grounds specified in Va. Code § 2.2-4317(C). At least 30 days prior to the date established for the submission of proposals, the RVRA shall advise in writing each offeror which sought prequalification whether that offeror has been prequalified and whether that offeror is one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications. In the event that an offeror is denied prequalification or is not one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications, the written notification to such offeror shall state the reasons for such denial of prequalification or selection and the factual basis of such reasons.

10.6.1.6 Step 2—Competitive Negotiation.

10.6.1.6.1 Request for Proposals.

A. The purchaser shall prepare a request for proposals for approval by the Chief Executive Officer. The request for proposals shall:

1. Include and define the criteria of the specific construction project in areas such as site plans; floor plans; exterior elevations; basic building envelope materials; fire protection information plans; structural, mechanical (e.g., HVAC), and electrical systems; and special telecommunications;

2. Define the criteria to be used by the evaluation panel to evaluate each proposal;

3. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for proposals can be received and considered prior to the time set for receipt of proposals; and

4. Define such other requirements, if any, as the Chief Executive Officer determines appropriate for that particular construction project.

B. At least 30 days prior to the date set for receipt of proposals, the RVRA shall invite those potential offerors prequalified and selected under section 10.6.1.5.2 to submit sealed technical and cost proposals. The request for proposals must specify whether proposals must be submitted only on paper or electronic submittals are acceptable. An offeror's cost proposal shall be sealed separately from its technical proposal. Upon receipt of an offeror's technical and cost proposals, the RVRA shall secure and keep sealed the offeror's cost proposal until evaluation of all technical proposals is completed.

10.7.1.6.2 Selection of Design-Build Contractor.

A. The evaluation panel shall evaluate each of the technical proposals based on the criteria set forth in the request for proposals. As a part of the evaluation process, the evaluation panel may require presentations or discussions with offerors, as necessary, to clarify material in the offeror's proposal. In its conversations with offerors, the evaluation panel shall exercise care to discuss the same RVRA information with all offerors. In addition, the evaluation panel shall not disclose any trade secret or proprietary information for which the offeror has invoked protection pursuant to Va. Code § 2.2-4342(F).

B. Based upon its review of each offeror's technical proposal, the evaluation panel shall determine whether any changes to the offeror's technical proposal should be made to clarify the proposal. If such changes are required, the purchaser shall require each such offeror to provide the necessary revisions to its technical proposal within an appropriate period of time determined by the purchaser.

C. Based on any revisions to the technical proposals, the evaluation panel and an offeror may negotiate additive or deductive modifications, or both, to the offeror's cost proposal. In addition, an offeror may submit sealed additive or deductive modifications, or both, to its original sealed cost proposal which are not based upon revisions to the technical proposals.

D. At the conclusion of this process, the evaluation panel shall open and tabulate the cost proposals. The evaluation panel shall add to or deduct from the appropriate cost proposal any cost adjustments contained in amendments submitted by an offeror.

E. Based on any revisions to the technical proposals, the evaluation panel shall evaluate and rank the proposals. Price must be a critical basis for award of the contract but need not be the sole determining factor. After ranking the proposals, the evaluation panel shall conduct negotiations with two or more offerors submitting the highest ranked proposals.

F. Should the Chief Executive Officer determine in writing that only one offeror is fully qualified or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

G. After negotiations have been conducted with each offeror selected for negotiations pursuant to subsections (E) or (F) of this section, the evaluation panel shall make its recommendation on the selection of the construction manager to the Chief Executive Officer based on its evaluation and negotiations. The Chief Executive Officer shall select the offeror which the Chief Executive Officer determines is fully qualified and has submitted the proposal providing the best value in response to the request for proposals.

H. The purchaser will notify all offerors who submitted proposals which offeror was selected for the project by posting an intent to award the contract and, once awarded, a notice of award of the contract in accordance with these regulations' requirements for posting notices of intent to award and notices of award. Upon request, the RVRA shall make available to the unsuccessful offerors documentation of the process used for the final selection.

10.6.2 Procedures for Construction Management Contracting.

10.6.2.1 Criteria for Use of Construction Management Contracting.

A. Pursuant to Va. Code § 2.2-4382(E)(1), construction management contracts may be used for projects, provided that (i) the project is a complex project and (ii) the procurement method for the project is approved by the RVRA Board. The approval by the RVRA Board must be provided on a "per project" basis in a public forum and prior to the RVRA issuing a request for qualifications for the project. The written approval of the RVRA Board shall be maintained in the procurement file.

B. Pursuant to Va. Code § 2.2-4382(E)(3), the construction management contract must be entered into no later than the completion of the schematic phase of design, unless prohibited by authorization of funding restrictions.

10.6.2.2 Written Determination Required for Procurement of Construction Management Contract. In order for a construction management contract to be procured for a particular construction project:

A. The purchaser must submit a memorandum to the Chief Executive Officer requesting the use of a construction management contract.

B. The memorandum requesting the use of a construction management contract must:

1. Justify and substantiate that the criteria for use of a construction management contract set forth in section 10.6.2.1 are met;

2. Indicate how the RVRA will benefit from using a construction management contract;

3. Identify the architect or professional engineer meeting the requirements of section 10.5.3 for the project for which the construction management contract is sought and set forth the competency of that architect or professional engineer in the following categories:

   a. Education, training and general experience;

   b. Prior experience with projects of similar size, scope and complexity; and

   c. Prior experience with construction management contracts or substantially similar experience;

4. Identify the specific type of construction management contract that the purchaser desires to procure (i.e., construction management agency or construction management at-risk) and the reasons for selecting that specific type of construction management contract; and

5. Include a written justification that the design-bid-build project delivery method is not practical or not fiscally advantageous, or both.

C. The Chief Executive Officer must determine and set forth in writing in advance of the commencement of any procurement of a construction management contract that the design-bid-build project delivery method is either not practicable or not fiscally advantageous to the public, and such writing shall document the basis for the determination to use construction management contracting, including the determination of the project's complexity.

10.6.2.3 Evaluation Panel. The Chief Executive Officer shall appoint an evaluation panel of no fewer than three voting members, including the architect or professional engineer identified pursuant to section 10.6.3.

10.6.2.4 Two-Step Selection Process. On projects approved for construction management contracting, procurement of the contract shall be a two-step competitive negotiation process. The first step shall consist of a prequalification based on an advertised request for qualifications, and the second step shall consist of a competitive negotiation based on a request for proposals issued to prequalified and selected offerors.

10.6.2.5 Step 1—Prequalification.

10.6.2.5.1 Request for Qualifications.

A. The purchaser shall prepare a request for qualifications for approval by the Chief Executive Officer. The request for qualifications shall:

1. Indicate in general terms that which is sought to be procured;

2. Include the determination by the Chief Executive Officer made pursuant to section 10.6.2.2;

3. Contain the RVRA's facility requirements, the building and site data, and any available site and survey data;

4. Require that each potential offeror provide:

   a. Evidence that such offeror is appropriately licensed and in good standing as a Class A general contractor in the Commonwealth of Virginia;

   b. Evidence that such offeror has the ability to obtain appropriate insurance coverage for the project;

   c. Evidence that such offeror has the appropriate bonding capacity for the project;

   d. A listing of experience of at least three projects of similar scope and complexity, including for each such project the construction cost, the construction schedule, and contact information for the owner or owner's representative; and

   e. A list of at least three references, including contact information for each;

5. Include any unique capabilities or qualifications which will be required of the offeror;

6. Specify the factors which will be used in evaluating the potential offeror's qualifications;

7. Include an evaluation of the potential offeror's past ten years' experience to determine whether the potential offeror has constructed, by any method of project delivery, at least three projects of similar program and size;

8. Request of potential offerors only such information as is appropriate for an objective evaluation of all potential offerors pursuant to such criteria; and

9. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for

qualifications can be received and considered prior to the time set for receipt of qualifications.

B. Once the Chief Executive Officer has approved the request for qualifications, the purchaser shall publish notice of the request for qualifications from potential offerors at least 30 days prior to the date set for receipt of qualifications by posting on the RVRA's website. The request for qualifications must specify whether qualifications submittals must be submitted only on paper or electronic submittals are acceptable.

10.6.2.5.2 Selection of Qualified Offerors. The evaluation panel shall evaluate each responding potential offeror's qualifications submittal and any other relevant information and shall select between three and five offerors deemed fully qualified and best suited among those submitting their qualifications on the basis of the selection criteria set forth in the request for qualifications. An offeror may be denied prequalification only upon those grounds specified in Va. Code § 2.2-4317(C) At least 30 days prior to the date established for the submission of proposals, the RVRA shall advise in writing each offeror which sought prequalification whether that offeror has been prequalified and whether that offeror is one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications. In the event that an offeror is denied prequalification or is not one of the between three and five offerors selected on the basis of the criteria set forth in the request for qualifications, the written notification to such offeror shall state the reasons for such denial of prequalification or selection and the factual basis of such reasons.

10.6.2.6 Step 2—Competitive Negotiation.

10.6.2.6.1 Request for Proposals.

A. The purchaser shall prepare a request for proposals for approval by the Chief Executive Officer. The request for proposals shall:

1. Include and define the criteria of the specific construction project in areas such as site plans; floor plans; exterior elevations; basic building envelope materials; fire protection information plans; structural, mechanical (e.g., HVAC), and electrical systems; and special telecommunications;

2. Define the pre-design phase, design phase, bid phase, and construction phase services to be provided by the construction manager;

3. Require the offeror's cost proposal to include the offeror's lump sum price for all requested pre-construction phase (e.g., the predesign phase, design phase and bid phase) services;

4. Provide for the establishment of a lump sum price or a Guaranteed Maximum Price for all requested construction services;

5. Define the criteria to be used by the evaluation panel to evaluate each proposal;

6. Include, for any Guaranteed Maximum Price construction management contract, contract terms providing that:

   a. Not more than ten percent of the construction work, as measured by the cost of the work, shall be performed by the construction manager with its own forces;

   b. The remaining 90 percent of the construction work shall be performed by subcontractors of the construction manager which the construction manager shall procure by publicly advertised competitive sealed bidding to the maximum extent practical; and

   c. The construction manager shall provide documentation detailing the reasons any construction work is not procured by publicly advertised competitive sealed bidding, and such documentation is to be placed in the contract file. However, sections 10.6.2.6.1(A), (B), and (C) herein shall not apply to construction management contracts involving infrastructure projects.

   d. Unless the Chief Executive Officer has waived this requirement, the Guaranteed Maximum Price shall be established at the completion of working drawings.

7. Include or incorporate by reference a procedure whereby comments concerning specifications or other provisions in the request for proposals can be received and considered prior to the time set for receipt of proposals; and

8. Define such other requirements, if any, as the Chief Executive Officer determines appropriate for that particular construction project.

B. At least 30 days prior to the date set for receipt of proposals, the RVRA shall invite those potential offerors prequalified and selected under section 10.6.2.5.2 to submit sealed technical and cost proposals. The request for proposals must specify whether proposals must be submitted only on paper or whether electronic submittals are acceptable. An offeror's cost proposal shall be sealed separately from its technical proposal. Upon receipt of an offeror's technical and cost proposals, the RVRA shall secure and keep sealed the offeror's cost proposal until evaluation of all technical proposals is completed.

10.6.2.6.2 Selection of Construction Management Contractor.

A. The evaluation panel shall evaluate each of the technical proposals based on the criteria set forth in the request for proposals. As a part of the evaluation process, the evaluation panel may require presentations or discussions with offerors, as necessary, to clarify material in the offeror's proposal. In its conversations with offerors, the evaluation panel shall exercise care to discuss the same RVRA information with all offerors. In addition, the evaluation panel shall not disclose any trade secret or proprietary information for which the offeror has invoked protection pursuant to Va. Code § 2.2-4342(F).

B. Based upon its review of each offeror's technical proposal, the evaluation panel shall determine whether any changes to the offeror's technical proposal should be made to clarify the proposal. If such changes are required, the purchaser shall require each such offeror to provide the necessary revisions to its technical proposal within an appropriate period of time determined by the purchaser.

C. Based on any revisions to the technical proposals, the evaluation panel shall evaluate and rank the proposals. Price must be a critical basis for award of the contract but need not be the sole determining factor. After ranking the proposals, the evaluation panel shall conduct negotiations with two or more offerors submitting the highest ranked proposals.

D. Should the Chief Executive Officer determine in writing that only one offeror is fully qualified or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

E. After negotiations have been conducted with each offeror selected for negotiations pursuant to subsections (C) or (D) of this section, the evaluation panel shall make its recommendation on the selection of the construction manager to the Chief Executive Officer based on its evaluation and negotiations. The Chief Executive Officer shall select the offeror which the Chief Executive Officer determines is fully qualified and has submitted the proposal providing the best value in response to the request for proposals.

F. The purchaser will notify all offerors who submitted proposals which offeror was selected for the project by posting an intent to award the contract and, once awarded, a notice of award of the contract in accordance with these regulations' requirements for posting notices of intent to award and notices of award. Upon request, the RVRA shall make available to the unsuccessful offerors documentation of the process used for the final selection.

G. The RVRA may post on its website when and where the general contractor plans to advertise bid packages for subcontracting opportunities when appropriate.

10.7 Solicitation Language, Contract Language, and Forms.

10.7.1 General. The RVRA will cause its general counsel to develop and, from time to time, modify all language for solicitations of design-build contracts and construction management contracts pursuant to these regulations. Each design-build contract and construction management contract must be approved as to form by the RVRA's general counsel or the designee thereof prior to its signature by the Chief Executive Officer.

10.7.2 Guaranteed Maximum Price Contracts. Each Guaranteed Maximum Price construction management contract shall include contract terms providing that:

A. Not more than ten percent of the construction work, as measured by the cost of the work, shall be performed by the construction manager with its own forces;

B. The remaining 90 percent of the construction work shall be performed by subcontractors of the construction manager which the construction manager shall procure by publicly advertised competitive sealed bidding to the maximum extent practical; and

C. The construction manager shall provide documentation detailing the reasons any construction work is not procured by publicly advertised competitive sealed bidding, and such documentation is to be placed in the contract file. However, sections 10.7.2(A), (B), and (C) herein shall not apply to construction management contracts involving infrastructure projects.

D. The Guaranteed Maximum Price shall be established at the completion of working drawings, unless the Chief Executive Officer has waived this requirement.

10.7.3 Forms. The Chief Executive Officer may cause to be produced and require the use by his subordinates, potential offerors, and contractors of such forms and checklists related to the solicitation and administration of design-build contracts and construction management contracts pursuant to these regulations as the Chief Executive Officer deems appropriate.

10.8 Responsibilities.

10.8.1 Purchaser. The purchaser, with the assistance of the business manager, is responsible for:

A. Identifying the architect or professional engineer to serve as professional advisor pursuant to section 10.5.3.

B. Preparing and submitting to the Chief Executive Officer the memorandum requesting and justifying the use of a design-build contract.

C. Preparing and submitting to the Chief Executive Officer requests for qualifications and requests for proposals.

D. Administering any resulting design-build contract or construction management contract.

E. Reporting capital project data annually to the Commonwealth of Virginia's Department of General Services if required by Va. Code § 2.2-4383(B).

10.8.2 Chief Executive Officer. The Chief Executive Officer is responsible for:

A. Making the written determination that the design-bid-build project delivery method is either not practicable or not fiscally advantageous.

B. Appointing the evaluation panel for the procurement of each design-build contract and construction management contract.

C. Reviewing and approving requests for qualifications and requests for proposals prior to their issuance.

D. Reviewing and approving the selection of a design-build contractor or a construction management contractor based on the recommendations of the evaluation panel.

10.8.3 General Counsel. The RVRA's general counsel is responsible for:

A. Developing and modifying all language for solicitations of design-build contracts and construction management contracts pursuant to these regulations.

B. Approving as to form each design-build contract and construction management contract prior to its signature by the Chief Executive Officer.

C. Providing legal advice to the RVRA throughout the procurement processes described in these regulations.

Statutory Parameters – January 1, 2025

§ 2.13 – When Bonds Required for Construction Contracts

Bid Bond Required ..... over $500,000
Performance and Payment Bonds Required ..... over $500,000

§ 5.1.2 – Cooperative Procurement Exclusions

A. Contracts for architectural or engineering services; and
B. Construction, except for:
    1. The installation of artificial turf and track surfaces;
    2. Stream restoration;
    3. Stormwater management practices; or
    4. The installation of playground equipment, including all associated and necessary construction and maintenance.

§ 6 – Small Purchase Thresholds

Goods $200,000
Nonprofessional Services $200,000
Non-transportation-related Construction $300,000
Professional Services (e.g., A/E) $80,000
Transportation-related Construction $25,000

§ 9.3.5 – Limitations on Term A/E Contracts

Term ..... One year
Renewals ..... No more than three one-year renewal terms
Maximum amount expendable under contract $10,000,000
Maximum amount per project $2,500,000

ROANOKE VALLEY RESOURCE AUTHORITY
TINKER CREEK TRANSFER STATION
1020 HOLLINS ROAD, N.E.
ROANOKE, VIRGINIA 24012

MINUTES OF DECEMBER 4, 2024

The Roanoke Valley Resource Authority met at 12:00 p.m. at the Tinker Creek Transfer Station, 1020 Hollins Road NE, Roanoke, Virginia.

OPENING CEREMONIES

Call to Order: Chair Owens called the meeting to order, followed by roll call.

Members Present:
Steve Bandy, Roanoke County
Doug Blount, Roanoke County
Laurie Gearheart, Roanoke County
Rob Light, City of Salem
Mike McEvoy, City of Roanoke
Rebecca Owens, Roanoke County
Pete Peters, Town of Vinton
Todd Simmons, Roanoke County

Members Absent: Jeffrey Powell, City of Roanoke

Staff Present:
Jim Guynn, Attorney
Jon Lanford, Chief Executive Officer
Jeff Harbin, Director of Operations - Field Services
Jeremy Garrett, Director of Operations – Technical Services
Brad Brewer, Finance Manager
Lorie Bess, Board Secretary

REQUESTS TO POSTPONE, ADD TO, OR CHANGE THE ORDER OF AGENDA ITEMS

None

BUSINESS – ACTION ITEMS

A. Resolution establishing the Authority's regular meeting schedule for calendar year 2025.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY
Adopted this 4th day of December 2024
RA# 2024-1030

A RESOLUTION establishing the Authority's regular meeting schedule for calendar year 2025.

BE IT RESOLVED by the Roanoke Valley Resource Authority that the Authority's Regular Meeting Scheduled for calendar year 2025 shall be as follows:

January 22, 2025
(Reorganization Meeting)

February 26, 2025

March 26, 2025

April 23, 2025

May 28, 2025

June 25, 2025

No July meeting

August 27, 2025

September 24, 2025

October 22, 2025

No November meeting

December 3, 2025 at 11:30 a.m.
(Board Strategic Planning session at 11:30 a.m. followed by regular meeting.)

Notice is further given that other emergency or special meetings of the Authority may be scheduled in accordance with applicable law.

MOTION: That the Board authorize the resolution to establish the Authority's regular meeting schedule for calendar year 2025, as presented.
MOTION: Mr. Peters
SECOND: Mr. Light
AYES: Unanimous
ABSENT: Mr. Powell
RESOLUTION: RA2024-1030

B. Resolution establishing paid holidays for the Roanoke Valley Resource Authority for the calendar year 2025 including three floating holidays for Authority employees.

Historically, the RVRA Board establishes a Holiday Schedule for the upcoming calendar year at its December meeting. On dates designated as a holiday, RVRA employees will receive eight hours of pay compensation. RVRA's facilities will be closed on these designated holidays and employees will be excused from work with the exception of such designated holidays that require some or all of RVRA's facilities to remain open to meet the necessary and essential services of its members and customers. In such instances, the Chief Executive Officer determines the level of service necessary for the RVRA to meet these needs and any employees assigned to work on dates designated as a holiday will be compensated with their holiday pay plus their actual wages for any and all hours worked. Of note is the addition of Christmas Eve revised hours.

Holiday	**Date**
New Year's Day	January 1, 2025
Martin Luther King, Jr. Day	January 20, 2025 (8:00 a.m. – 2:00 p.m.)
Presidents' Day	February 17, 2025 (8:00 a.m. – 2:00 p.m.)
Memorial Day	May 26, 2025
Juneteenth Freedom Day	June 19, 2025 (8:00 a.m. – 2:00 p.m.)
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Thanksgiving Day	November 27, 2025
Day after Thanksgiving	November 28, 2025 (8:00 a.m. – 2:00 p.m.)
Christmas Eve	December 24, 2025 (7:00 a.m. – 12:00 p.m.)
Christmas Day	December 25, 2025
Three Floating Holidays	Any Day 2025

MOTION: That the Board authorize a resolution establishing paid holidays for the Roanoke Valley Resource Authority for calendar year 2025, including three floating holidays, for Authority employees, as presented.
MOTION: Mr. McEvoy
SECOND: Mr. Bandy
AYES: Unanimous
ABSENT: Mr. Powell
RESOLUTION: RA2024-1031

BUSINESS – INFORMATION ITEM

CONSENT AGENDA

A. Minutes of October 23, 2024

It was noted the Board did not meet in November.

MOTION: That the Board approve the consent agenda item, as presented.
MOTION: Mr. Blount
SECOND: Mr. Peters
AYES: Unanimous
ABSENT: Mr. Powell
RESOLUTION: RA2024-1032

REPORTS

Financial Reports

Mr. Brewer reviewed the following financial reports for month ending October 2024.

Roanoke Valley Resource Authority
Reconciliation of Net Income to Cash Provided by Operations
As of October 31, 2024
(Cash Basis)

	ANNUAL BUDGET	ACTUAL TO DATE
Net Income	$ 1,195,994	$ (421,411)
Adjustments to Net Income		
Principal payment on Loans	(1,195,994)	(1,195,994)
Increase (Decrease) in cash provided by operations	$ -	$ (1,617,405)

Roanoke Valley Resource Authority
Statement of Cash Balances
As of October 31, 2024

Cash held by Roanoke County			
Operating Fund	$	2,184,255	
Contingency		1,483,939	
Closure Fund - Smith Gap Landfill		1,068,870	
Renewal and Replacement Fund		1,694,372	
Additional Reserves Fund		3,305,871	**
Closure Fund - Rutrough Road Landfill		36,871	
Total	$	9,774,178	
Cash held in Escrow			
VRA 2021A Bond Issuance - principal	$	195,599	
VRA 2021A Bond Issuance - interest		77,790	
Total	$	273,389	

** $78,705 of this amount is held by the County for assurance on construction projects

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WASTE TONNAGE REPORT
Mr. Lanford reviewed the Waste Tonnage report noting we are having a good first quarter and GFL continues to perform above where we projected.

PROJECT STATUS REPORT
None.

RECEIVE AND FILE REPORTS
All reports were provided to the Board in their agenda packet.

MOTION: That the Board receive and file all reports, as presented.
MOTION: Mrs. Gearheart
SECOND: Mr. Light
AYES: Unanimous
ABSENT: Mr. Powell
RESOLUTION: RA2024-1033

INFORMATION
None.

PUBLIC QUESTIONS AND COMMENTS
None.

EXECUTIVE DIRECTOR REPORT
Mr. Lanford offered the following updates:

Loss Control Policy: *Effective November 1, we implemented a new Loss Control Policy for consistency across facilities to reduce accidents and effectuate standard protocol for reporting accidents/incidents internally and externally.*

Master Plan Update: *Work continues on Master Planning. We met with Thompson Litton staff last Tuesday. Topography and environmental regulations significantly impact remaining life a Smith Gap.*

Major Permit Modification: *We will advertise for Public Comment on December 7 with a 30-day open comment period. Permit documents will be hand delivered to Glenvar Public Library on December 5, for public review. I have briefed Keith Garman on what modifications would entail.*

Tinker Creek Best Of 2024: *We received notice from the Better Business Bureau early this week of an award for "Roanoke Best of 2024 for Customer Service" at our Tinker Creek facility. This award is based upon outstanding online reviews from customers.*

Mr. Lanford also informed the Board that LaBella would be visiting the office in the next week to assist with an operations assessment.

BOARD MEMBER COMMENTS
Ms. Owens thanked Mr. Lanford and staff for the work being done on the Master Plan. She then inquired about the Host Community Fund. Mr. Lanford replied that staff had discussed it, and the group is trying to get together, possibly with a community picnic in the spring.

Ms. Owens noted Mr. Lanford had celebrated his one-year anniversary with the Authority on November 13 and has done a phenomenal job. She then wished everyone a wonderful holiday season.

ADJOURNMENT
Hearing no other questions or comments, Chair Owens adjourned the meeting at 12:31 p.m.

Respectfully submitted,

Lorie C. Bess, Board Secretary

Roanoke Valley Resource Authority
Statement of Cash Balances
As of December 31, 2024

Cash held by Roanoke County			
Operating Fund	$	2,902,411	
Contingency		1,483,939	
Closure Fund - Smith Gap Landfill		1,068,870	
Renewal and Replacement Fund		1,673,369	
Additional Reserves Fund		3,229,606	**
Closure Fund - Rutrough Road Landfill		37,078	
Total	$	10,395,273	
Cash held in Escrow			
VRA 2021A Bond Issuance - principal	$	195,599	
VRA 2021A Bond Issuance - interest		80,064	
Total	$	275,663	

** $78,705 of this amount is held by the County for assurance on construction projects

Roanoke Valley Resource Authority
Statement of Operations
As of December 31, 2024
(Cash Basis)

	ANNUAL BUDGET	ACTUAL TO DATE	PERCENTAGE
Operating Revenues			
Tipping Fees	$ 16,469,590	$ 8,819,434	54%
Sale of Recyclable Material	50,000	24,410	49%
Sale of Mulch	50,000	30,983	62%
Miscellaneous Revenue	30,000	3,570	12%
Beginning balance	57,030	-	0%
Total Operating Revenue	16,656,620	8,878,397	53%
Operating Expenses			
Administration			
Personnel	1,020,840	518,498	51%
Operating	966,071	367,508	38%
Unappropriated Balance	11,783	-	0%
Sub total	1,998,694	886,006	44%
Transfer Station			
Personnel	1,053,832	514,179	49%
Operating	3,352,487	1,561,059	47%
Unappropriated Balance	41,906	-	0%
Sub total	4,448,225	2,075,238	47%
Smith Gap			
Personnel	1,073,654	482,817	45%
Operating	2,780,359	1,502,846	54%
Unappropriated Balance	34,334	-	0%
Sub total	3,888,347	1,985,663	51%
Salem Transfer Station			
Personnel	690,417	350,293	51%
Operating	2,184,862	1,063,133	49%
Unappropriated Balance	27,311	-	0%
Sub total	2,902,590	1,413,426	49%
Total Operating Expenses	13,237,856	6,360,333	48%
Income from Operations	3,418,764	2,518,064	74%
Non Operating Revenues (Expenses)			
Investment Income	150,000	194,633	130%
Interest Expense	(705,120)	(362,022)	51%
Non operating Expenses (net)	(555,120)	(167,389)	30%
Income (loss) before Operating Transfers	2,863,644	2,350,675	82%
Operating Transfers In (Out)			
Transfer to Future Site Development	(1,667,650)	-	0%
Net Income Before Transfer of FY24 Net Surplus	1,195,994	2,350,675	
Transfer of FY24 Net Surplus to:			
Equipment Reserve	-	(100,000)	
Future Site Development	-	(1,943,851)	
Net Income	$ 1,195,994	$ 306,824	

Roanoke Valley Resource Authority
Reconciliation of Net Income to Cash Provided by Operations
As of December 31, 2024
(Cash Basis)

	ANNUAL BUDGET	ACTUAL TO DATE
Net Income	$ 1,195,994	$ 306,824
Adjustments to Net Income		
Principal payment on Loans	(1,195,994)	(1,195,994)
Increase (Decrease) in cash provided by operations	$ -	$ (889,170)

Roanoke Valley Resource Authority
Summary of Reserve Funds
As of December 31, 2024

	Beginning Balance	Deposits	Expenditures	Ending Balance	Encumbrances	Remaining Balance
Closure Fund	$ 1,070,870	$ -	$ 2,000	$ 1,068,870	$ -	$ 1,068,870
Contingency Fund	1,483,939	-	-	1,483,939	-	1,483,939
Renewal and Replacement Reserve						
Equipment Reserves	462,663	161,204	70,928	552,939	-	552,939
Environmental Fund	500,000	-	-	500,000	-	500,000
Host Community Improvement	250,000	-	-	250,000	-	250,000
Property Value Protection	370,430	-	-	370,430	-	370,430
	1,583,093	161,204	70,928	1,673,369	-	1,673,369
Additional Deposits						
Further Site Development	1,163,539	1,943,851	102,378	3,005,012	66,769	2,938,243 **
Capital Improvement	224,594	-	-	224,594	-	224,594
	1,388,133	1,943,851	102,378	3,229,606	66,769	3,162,837
Grand Total	$ 5,526,035	$ 2,105,055	$ 175,306	$ 7,455,784	$ 66,769	$ 7,389,015

** $78,705 of this amount is held by the County for assurance on construction projects

Roanoke Valley Resource Authority
Summary of Cash Reserves Transferred from RVRSWMB *
As of December 31, 2024

	CLOSURE & POST CLOSURE
Beginning Balance July 1, 2024	$ 47,477
Revenue	
Interest Income	771
Expenditures	
Contractual Services	-
Professional Services	(1,344)
Landfill Gas Monitoring	(8,434)
Warrants and Fees	(1,392)
Building Maintenance	-
Cash Balance (less vouchers payable)	37,078
Accrued Landfill Closure Liability	(3,499,446)
Unrestricted Balance	$ (3,462,368)

* **Roanoke Valley Regional Solid Waste Management Board**

ITEM# IV.A.6

Roanoke Valley Resource Authority 2024-25
Cumulative Statement of Operations
For the Month Ended December 31, 2024

	ANNUAL BUDGET	ACTUAL Jul 2024	ACTUAL Aug 2024	ACTUAL Sep 2024	ACTUAL Oct 2024	ACTUAL Nov 2024	ACTUAL Dec 2024	ACTUAL Jan 2025	ACTUAL Feb 2025	ACTUAL Mar 2025	ACTUAL Apr 2025	ACTUAL May 2025	ACTUAL Jun 2025	MONTHLY Average
Operating Revenues														
Tipping Fees	$ 16,469,590	$ 1,267,538	$ 1,435,812	$ 1,517,570	$ 1,594,769	$ 1,321,234	$ 1,682,511	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,469,906
Sale of Recyclable Material	50,000	3,513	4,613	3,621	4,164	4,664	3,835	-	-	-	-	-	-	4,068
Sale of Mulch	50,000	4,179	6,184	-	3,988	6,276	10,356	-	-	-	-	-	-	5,164
Miscellaneous Revenue	30,000	-	-	-	3,070	500	-	-	-	-	-	-	-	595
Beginning balance	57,030	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Revenue	16,656,620	1,275,230	1,446,609	1,521,191	1,605,991	1,332,674	1,696,702	-	-	-	-	-	-	1,479,733
Operating Expenses														
Administration														
Personnel	1,020,840	70,329	117,347	86,586	77,650	89,432	77,154	-	-	-	-	-	-	86,416
Operating	966,071	75,756	25,876	86,213	61,600	44,815	73,248	-	-	-	-	-	-	61,251
Unappropriated Balance	11,783	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	1,998,694	146,085	143,223	172,799	139,250	134,247	150,402	-	-	-	-	-	-	147,667
Transfer Station														
Personnel	1,053,832	70,465	114,180	80,961	81,343	84,491	82,739	-	-	-	-	-	-	85,697
Operating	3,352,487	134,730	288,902	260,664	228,185	272,429	376,149	-	-	-	-	-	-	260,177
Unappropriated Balance	41,906	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	4,448,225	205,195	403,082	341,625	309,528	356,920	458,888	-	-	-	-	-	-	345,874
Smith Gap														
Personnel	1,073,654	64,516	116,697	70,587	76,328	75,919	78,770	-	-	-	-	-	-	80,470
Operating	2,780,359	126,312	225,559	339,323	310,804	245,681	255,167	-	-	-	-	-	-	250,474
Unappropriated Balance	34,334	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	3,888,347	190,828	342,256	409,910	387,132	321,600	333,937	-	-	-	-	-	-	330,944
Salem Transfer Station														
Personnel	690,417	46,861	66,789	78,374	51,898	52,546	53,825	-	-	-	-	-	-	58,382
Operating	2,184,862	116,051	162,618	187,702	101,342	249,007	246,413	-	-	-	-	-	-	177,189
Unappropriated Balance	27,311	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub total	2,902,590	162,912	229,407	266,076	153,240	301,553	300,238	-	-	-	-	-	-	235,571
Total Operating Expenses	13,237,856	705,020	1,117,968	1,190,410	989,150	1,114,320	1,243,465	-	-	-	-	-	-	1,060,056
Income from Operations	3,418,764	570,210	328,641	330,781	616,841	218,354	453,237	-	-	-	-	-	-	419,677
Non Operating Revenues/(Expenses)														
Investment Income	150,000	3,145	34,620	51,334	48,890	33,448	23,196	-	-	-	-	-	-	32,439
Interest Expense	(705,120)	(88,908)	-	(175,268)	(97,846)	-	-	-	-	-	-	-	-	(60,337)
Non operating Revenues/(Expenses), net	(555,120)	(85,763)	34,620	(123,934)	(48,956)	33,448	23,196	-	-	-	-	-	-	(27,898)
Income (loss) before Operating Transfers	2,863,644	484,447	363,261	206,847	567,885	251,802	476,433	-	-	-	-	-	-	391,779
Operating Transfers In (Out)														
Transfer to Future Site Development	(1,667,650)	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income	1,195,994	484,447	363,261	206,847	567,885	251,802	476,433	-	-	-	-	-	-	391,779
Transfer of FY24 Net Surplus to:														
Equipment Reserve	-	-	-	-	(100,000)	-	-	-	-	-	-	-	-	(16,667)
Future Site Development	-	-	-	-	(1,943,851)	-	-	-	-	-	-	-	-	(323,975)
Net Income	$ 1,195,994	$ 484,447	$ 363,261	$ 206,847	$(1,475,966)	$ 251,802	$ 476,433	$ -	$ -	$ -	$ -	$ -	$ -	$ 51,137

Roanoke Valley Resource Authority
VRA 2021A Bond Issuance
As of December 31, 2024
(Cash Basis)

	Annual Budget	Actual To Date	Outstanding Encumbrance	Remaining Balance
Tinker Creek Transfer Station Conversion				
Building Improvements/Additions	$ -	$ -	$ -	$ -
Sub total	-	-	-	-
Smith Gap Rail Spur Conversion				
Buildings	195,599	57,522	133,004	5,073
Sub total	195,599	57,522	133,004	5,073
Unallocated				
Restricted Interest	74,108	-	-	74,108
Sub total	74,108	-	-	74,108
Total	$ 269,707	$ 57,522	$ 133,004	$ 79,181

Roanoke Valley Resource Authority **WASTE TONNAGE REPORT**

ITEM No. IV.B.

Month 2024-2025	Actual Received	Budget Projected	Municipal		Commercial		Wood Waste	
			Actual	Budget	Actual	Budget	Actual	Budget
JULY	**28,216**	23,197	**9,966**	9,250	**17,303**	12,791	**947**	1,156
AUGUST	**29,134**	26,253	**9,492**	10,027	**18,816**	15,080	**826**	1,146
SEPTEMBER	**26,449**	25,051	**9,065**	9,131	**16,485**	14,869	**899**	1,051
OCTOBER	**30,560**	24,855	**10,818**	8,978	**18,328**	14,930	**1,414**	947
NOVEMBER	**26,602**	24,834	**8,544**	9,307	**17,253**	14,692	**805**	835
DECEMBER	**27,534**	23,854	**9,661**	8,667	**17,382**	14,340	**491**	847
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
TOTAL	**168,495**	**148,044**	**57,546**	**55,360**	**105,567**	**86,702**	**5,382**	**5,982**

Notes

6month **20,451** Tons Above Budget **13.81%**

Respectfully submitted,

Jonathan A. Lanford
Chief Executive Officer

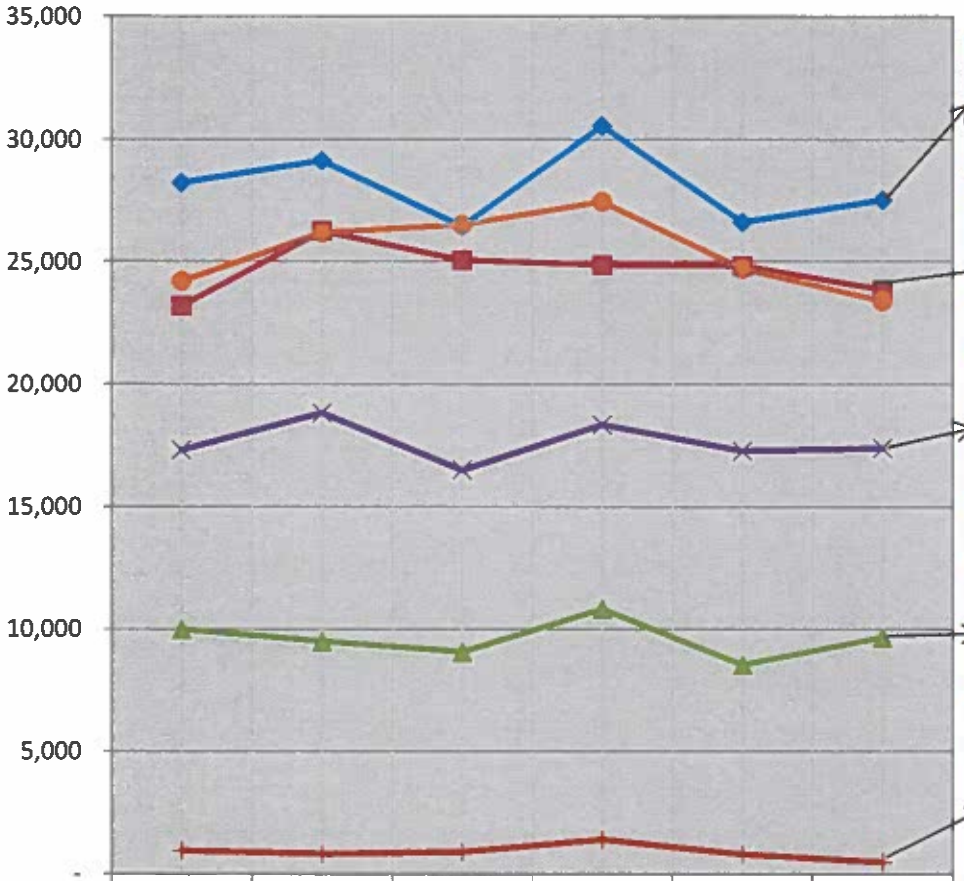
ROANOKE VALLEY RESOURCE AUTHORITY
WASTE TONNAGE AND TIRES
FISCAL YEAR 2024-2025

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR-TO-DATE TOTAL	BUDGET	%
MUNICIPAL															
CITY OF ROANOKE	3,753	3,513	3,453	4,100	3,183	3,853	-	-	-	-	-	-	21,855	41,000	53.3%
COUNTY OF ROANOKE	3,489	3,259	3,161	3,880	3,007	3,356	-	-	-	-	-	-	20,152	37,000	54.5%
CITY OF SALEM	1,393	1,328	1,310	1,440	1,155	1,292	-	-	-	-	-	-	7,918	16,000	49.5%
TOWN OF VINTON	274	338	297	336	257	304	-	-	-	-	-	-	1,806	3,200	56.4%
	8,909	8,438	8,221	9,756	7,602	8,805	-	-	-	-	-	-	51,731	97,200	53.2%
RESIDENTIAL	1,052	1,043	838	1,051	937	852	-	-	-	-	-	-	5,773	12,400	46.6%
	9,961	**9,481**	**9,059**	**10,807**	**8,539**	**9,657**	**-**	**-**	**-**	**-**	**-**	**-**	**57,504**	**109,600**	**52.5%**
COMMERCIAL															
AFFORDABLE CS	368	453	468	422	263	301	-	-	-	-	-	-	2,275	4,200	54.2%
REPUBLIC SERVICES	2,725	2,697	2,451	2,662	2,270	2,417	-	-	-	-	-	-	15,222	26,000	58.5%
JRR LLC	109	77	91	129	82	78	-	-	-	-	-	-	566	1,300	43.5%
FIRST PIEDMONT	1,558	1,413	1,362	1,505	1,371	1,277	-	-	-	-	-	-	8,486	15,000	56.6%
COUNTY WASTE	6	-	5	-	-	-	-	-	-	-	-	-	11	500	0.0%
TIDY SERVICES	922	1,039	822	923	901	722	-	-	-	-	-	-	5,329	11,000	48.4%
WASTE MANAGEMENT	1,849	1,945	1,907	2,040	1,672	1,665	-	-	-	-	-	-	11,078	26,000	42.6%
CONTRACTED WASTE	5,609	6,975	6,365	6,300	6,487	6,926	-	-	-	-	-	-	38,662	50,000	77.3%
PRIVATE	4,103	4,159	2,991	4,285	4,172	3,967	-	-	-	-	-	-	23,677	40,000	59.2%
	17,249	**18,758**	**16,462**	**18,266**	**17,218**	**17,353**	**-**	**-**	**-**	**-**	**-**	**-**	**105,306**	**174,000**	**60.5%**
WOOD WASTE															
CITY OF ROANOKE	276	282	269	459	206	157	-	-	-	-	-	-	1,649	2,900	56.9%
COUNTY OF ROANOKE	29	43	31	136	23	14	-	-	-	-	-	-	276	4,000	6.9%
CITY OF SALEM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
TOWN OF VINTON	15	13	4	16	5	2	-	-	-	-	-	-	55	140	39.3%
RESIDENTIAL	101	137	91	147	117	43	-	-	-	-	-	-	636	800	79.5%
COMMERCIAL	24	30	26	50	26	30	-	-	-	-	-	-	186	1,000	18.6%
PRIVATE	502	321	478	606	428	245	-	-	-	-	-	-	2,580	3,400	75.9%
	947	**826**	**899**	**1,414**	**805**	**491**	**-**	**-**	**-**	**-**	**-**	**-**	**5,382**	**12,240**	**44.0%**
TIRES - TON															
CITY OF ROANOKE	4	8	5	9	3	3	-	-	-	-	-	-	32	60	53.3%
COUNTY OF ROANOKE	1	2	1	2	2	1	-	-	-	-	-	-	9	40	22.5%
CITY OF SALEM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOWN OF VINTON	-	1	-	-	-	-	-	-	-	-	-	-	1	-	
COMMERCIAL	13	11	-	14	-	3	-	-	-	-	-	-	41	20	205.0%
PRIVATE	41	47	23	48	35	26	-	-	-	-	-	-	220	850	25.9%
	59	69	29	73	40	33	-	-	-	-	-	-	303	970	31.2%
TOTAL TONNAGE	28,216	29,134	26,449	30,560	26,602	27,534	-	-	-	-	-	-	168,495	296,810	56.8%
TIRES - EACH															
CITY OF ROANOKE	8	5	7	30	20	20	-	-	-	-	-	-	90	-	0.0%
COUNTY OF ROANOKE	-	-	7	-	-	3	-	-	-	-	-	-	10	40	25.0%
CITY OF SALEM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
TOWN OF VINTON	-	-	-	4	-	-	-	-	-	-	-	-	4	30	13.3%
RESIDENTIAL	142	242	187	114	104	75	-	-	-	-	-	-	864	1,100	78.5%
COMMERCIAL	7	48	20	30	8	25	-	-	-	-	-	-	138	785	17.6%
PRIVATE	82	94	74	82	68	57	-	-	-	-	-	-	457	785	58.2%
TOTAL TIRES	**239**	**389**	**295**	**260**	**200**	**180**	**-**	**-**	**-**	**-**	**-**	**-**	**1,563**	**2,740**	**57.0%**

ROANOKE VALLEY RESOURCE AUTHORITY
WASTE TONNAGE AND TIRES
FISCAL YEAR 2024-2025

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR-TO-DATE TOTAL	BUDGET	%
MUNICIPAL	9,966	9,492	9,065	10,818	8,544	9,661	-	-	-	-	-	-	57,546	**109,700**	**52.5%**
COMMERCIAL	17,303	18,816	16,485	18,328	17,253	17,382	-	-	-	-	-	-	105,567	**174,870**	**60.4%**
WOOD WASTE	947	826	899	1,414	805	491	-	-	-	-	-	-	5,382	**12,240**	**44.0%**
	28,216	29,134	26,449	30,560	26,602	27,534	-	-	-	-	-	-	**168,495**	**296,810**	**56.8%**
MUNICIPAL	10,387	9,967	9,460	11,576	8,895	9,877	-	-	-	-	-	-	60,162	**117,540**	**51.2%**
COMMERCIAL	17,829	19,167	16,989	18,984	17,707	17,657	-	-	-	-	-	-	108,333	**179,270**	**60.4%**
	28,216	29,134	26,449	30,560	26,602	27,534	-	-	-	-	-	-	**168,495**	**296,810**	**56.8%**
RECYCLED (Residential Area)	91	94	64	96	85	76	-	-	-	-	-	-	**506**	**1,400**	**36.1%**
RECYCLED (Wood and RSA)	1,037	921	963	1,511	888	567	-	-	-	-	-	-	**5,887**	**13,640**	**43.2%**
Previous FY 2023 - 2024 Waste	24,195	26,173	26,508	27,457	24,716	23,402	-	-	-	-	-	-	**152,451**	**313,440**	**48.6%**
Monthly Tonnage Projections	23,197	26,253	25,051	24,855	24,834	23,854	-	-	-	-	-	-	**148,044**	**296,810**	**49.9%**
City of Roanoke	4,033	3,803	3,727	4,568	3,392	4,013	-	-	-	-	-	-	23,536	43,960	**53.5%**
County of Roanoke	3,519	3,304	3,193	4,018	3,032	3,371	-	-	-	-	-	-	20,437	41,040	**49.8%**
Town of Vinton	289	352	301	352	262	306	-	-	-	-	-	-	1,862	3,340	**55.7%**
City of Salem	1,393	1,328	1,310	1,440	1,155	1,292	-	-	-	-	-	-	7,918	16,000	**49.5%**
Commercial	13,183	14,640	13,497	14,045	13,072	13,419	-	-	-	-	-	-	81,856	135,020	**60.6%**
Private	4,646	4,527	3,492	4,939	4,635	4,238	-	-	-	-	-	-	26,477	44,250	**59.8%**
Residents	1,153	1,180	929	1,198	1,054	895	-	-	-	-	-	-	6,409	13,200	**48.6%**
	28,216	**29,134**	**26,449**	**30,560**	**26,602**	**27,534**	-	-	-	-	-	-	**168,495**	**296,810**	**56.8%**

WASTE TONNAGE FY 2025



	JUL	AUG	SEP	OCT	NOV	DEC
Actual Tonnage	28,216	29,134	26,449	30,560	26,602	27,534
Budgeted	23,197	26,253	25,051	24,855	24,834	23,854
Municipal	9,966	9,492	9,065	10,818	8,544	9,661
Commercial	17,303	18,816	16,485	18,328	17,253	17,382
Wood	947	826	899	1,414	805	491
Previous FY 2024	24,195	26,173	26,508	27,457	24,716	23,402

YTD Actual
168,495 T 113.81
+20,451

YTD Budget
148,044T 56.8%

YTD
Commercial
105,567T 121.76%
+18,865

YTD Municipal
57,549T 103.95%
+2,186

YTD Wood
5382 89.97%
-600

DAILY TRAILER REPORT DECEMBER 2024

DAY	DATE	TCTS LOADED OUT	STS LOADED OUT	TO GAP	TO NRV	GRAND TOTAL	
Sun	12/1/2024	0	0	0		0	
Mon	12/2/2024	26	24	50		50	
Tue	12/3/2024	24	24	48		48	
Wed	12/4/2024	24	25	49		49	
Thu	12/5/2024	30	20	50		50	
Fri	12/6/2024	13	14	27		27	
Sat	12/7/2024	4	1	5		5	
WEEKLY TOTAL		121	108	229	0	229	
Sun	12/8/2024	0	0	0		0	
Mon	12/9/2024	24	27	51		51	
Tue	12/10/2024	29	22	51		51	
Wed	12/11/2024	21	25	46		46	
Thu	12/12/2024	29	15	44		44	
Fri	12/13/2024	17	19	36		36	
Sat	12/14/2024	4	1	5		5	
WEEKLY TOTAL		124	109	233	0	233	
Sun	12/15/2024	0	0	0		0	
Mon	12/16/2024	26	17	43		43	
Tue	12/17/2024	25	19	44		44	
Wed	12/18/2024	24	31	55		55	
Thu	12/19/2024	28	21	49		49	
Fri	12/20/2024	17	17	34		34	
Sat	12/21/2024	3	3	6		6	
WEEKLY TOTAL		123	108	231	0	231	
Sun	12/22/2024	0	0	0		0	
Mon	12/23/2024	31	25	56		56	
Tue	12/24/2024	15	9	24		24	
Wed	12/25/2024	Holiday				0	
Thu	12/26/2024	25	25	50		50	
Fri	12/27/2024	32	19	51		51	
Sat	12/28/2024	0	1	1		1	
WEEKLY TOTAL		103	79	182	0	182	
Sun	12/29/2024					0	
Mon	12/30/2024	27	20	47		47	
Tue	12/31/2024	32	30	62		62	
						0	
						0	
						0	
						0	
WEEKLY TOTAL		59	50	109	0	109	0
				GAP	NRV	Total	
MONTHLY TOTAL		530	454	984	0	984	
TOTAL TONS LOADED (Est. Tons)		10643	8620				
		19263					

	PERCENT	TONS
SHIPPED TO NRV	0.00%	0.0
SHIPPED TO GAP	100.00%	19,263.00

OF TRAILERS LOADED 984

AVG TONS PER TRAILER 20.08 TCTS
AVG TONS PER TRAILER 18.99 STS

AVG TONS PER TRAILER 19.53 TCTS/STS

Roanoke Valley Resource Authority

RESIDENTIAL WASTE REPORT
ITEM No. IV.D.

Month 2024-2025	Mixed Waste		Wood		Tires		Fees	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
JULY	**1,153**	1,079	**101**	81	**142**	146	**$ 61,847**	$ 61,375
AUGUST	**1,180**	967	**137**	66	**242**	118	**$ 61,627**	$ 61,375
SEPTEMBER	**929**	1,190	**91**	63	**187**	124	**$ 61,679**	$ 61,375
OCTOBER	**1,198**	1,004	**147**	65	**114**	123	**$ 61,549**	$ 61,375
NOVEMBER	**936**	942	**117**	42	**104**	66	**$ 61,706**	$ 61,375
DECEMBER	**852**	831	**43**	40	**75**	112	**$ 61,537**	$ 61,375
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
TOTAL	**6,247**	**6,013**	**636**	**357**	**864**	**689**	**369,945**	$ 368,250

100.5% Fees - Budget to Actual

Respectfully submitted,

Jonathan A. Lanford
Chief Executive Officer

ROANOKE VALLEY RESOURCE AUTHORITY
RESIDENTIAL HOMEOWNER DISPOSAL
FISCAL YEAR 2024-2025

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR-TO-DATE TOTAL	BUDGET	%
CITY OF ROANOKE															
RESIDENT WASTE	615.92	580.72	465.70	566.75	497.37	458.00	-	-	-	-	-	-	3,184.46	5,394	59.0%
WOOD WASTE	67.50	96.25	59.51	96.00	73.50	29.25	-	-	-	-	-	-	422.01	348	121.3%
TONNAGE	**683.42**	**676.97**	**525.21**	**662.75**	**570.87**	**487.25**	**-**	**-**	**-**	**-**	**-**	**-**	**3,606.47**	**5,742**	**62.8%**
TIRES	75	143	127	83	81	73	-	-	-	-	-	-	582	479	121.5%
TRANSACTIONS	2,757	2,759	2,134	2,685	2,308	1,978	-	-	-	-	-	-	14,621	-	-
DISPOSAL FEES	$ 26,849	$ 26,745	$ 26,861	$ 26,754	$ 26,820	$ 26,697	$ -	$ -	$ -	$ -	$ -	$ -	$ 160,726	$ 320,378	50.2%
COUNTY OF ROANOKE															
RESIDENT WASTE	267.76	299.88	238.65	306.54	292.58	247.12	-	-	-	-	-	-	1,652.53	5,171	32.0%
WOOD WASTE	27.50	31.50	26.36	41.25	38.50	12.25	-	-	-	-	-	-	177.36	334	53.1%
TONNAGE	**295.26**	**331.38**	**265.01**	**347.79**	**331.08**	**259.37**	**-**	**-**	**-**	**-**	**-**	**-**	**1,829.89**	**5,505**	**33.2%**
TIRES	46	72	36	21	7	(3)	-	-	-	-	-	-	179	459	39.0%
TRANSACTIONS	1,180	1,345	1,075	1,398	1,321	1,034	-	-	-	-	-	-	7,353	-	-
DISPOSAL FEES	$ 25,896	$ 25,700	$ 25,710	$ 25,712	$ 25,781	$ 25,741	$ -	$ -	$ -	$ -	$ -	$ -	$ 154,540	$ 307,121	50.3%
CITY OF SALEM															
RESIDENT WASTE	124.07	116.49	96.00	140.50	111.64	107.75	-	-	-	-	-	-	696.45	1,389	50.1%
WOOD WASTE	2.25	3.50	3.75	2.75	1.50	0.25	-	-	-	-	-	-	14.00	90	15.6%
TONNAGE	**126.32**	**119.99**	**99.75**	**143.25**	**113.14**	**108.00**	**-**	**-**	**-**	**-**	**-**	**-**	**710.45**	**1,479**	**48.0%**
TIRES	11	19	16	10	11	4	-	-	-	-	-	-	71	123	57.7%
TRANSACTIONS	511	484	405	577	456	434	-	-	-	-	-	-	2,867	-	-
DISPOSAL FEES	$ 6,892	$ 6,930	$ 6,874	$ 6,874	$ 6,896	$ 6,874	$ -	$ -	$ -	$ -	$ -	$ -	$ 41,340	$ 82,488	50.1%
TOWN OF VINTON															
RESIDENT WASTE	44.25	45.25	37.19	37.00	34.75	39.36	-	-	-	-	-	-	237.80	446	53.3%
WOOD WASTE	3.25	6.00	1.50	6.75	3.75	1.50	-	-	-	-	-	-	22.75	29	78.4%
TONNAGE	**47.50**	**51.25**	**38.69**	**43.75**	**38.50**	**40.86**	**-**	**-**	**-**	**-**	**-**	**-**	**260.55**	**475**	**54.9%**
TIRES	10	8	8	-	5	1	-	-	-	-	-	-	32	40	80.0%
TRANSACTIONS	194	207	157	176	157	166	-	-	-	-	-	-	1,057	-	-
DISPOSAL FEES	$ 2,210	$ 2,252	$ 2,234	$ 2,210	$ 2,210	$ 2,225	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,339	$ 26,514	50.3%
RESIDENTIAL TOTALS															
RESIDENT WASTE	1,052.00	1,042.34	837.54	1,050.79	936.34	852.23	-	-	-	-	-	-	5,771.24	12,400	46.5%
WOOD WASTE	100.50	137.25	91.12	146.75	117.25	43.25	-	-	-	-	-	-	636.12	801	79.4%
TONNAGE	**1,152.50**	**1,179.59**	**928.66**	**1,197.54**	**1,053.59**	**895.48**	**-**	**-**	**-**	**-**	**-**	**-**	**6,407.36**	**13,201**	**48.5%**
TIRES	142	242	187	114	104	75	-	-	-	-	-	-	864	1,101	78.5%
TRANSACTIONS	4,642	4,795	3,771	4,836	4,242	3,612	-	-	-	-	-	-	25,898	-	-
DISPOSAL FEES	$ 61,847	$ 61,627	$ 61,679	$ 61,549	$ 61,706	$ 61,537	$ -	$ -	$ -	$ -	$ -	$ -	$ 369,946	$ 736,500	50.2%

Roanoke Valley Resource Authority

WOOD WASTE REPORT
ITEM No. IV.E.

Month 2024-2025	Wood Received		Bulk Mulch		Loading Fees	
	Actual	Budget	Loads	Tons	Actual	Budget
JULY	**947**	1,156	**53**	**999**	**$6,185**	$5,050
AUGUST	**826**	1,146	**36**	**644**	**$3,988**	$4,150
SEPTEMBER	**899**	1,051	**23**	**369**	**$2,287**	$3,950
OCTOBER	**1,414**	647	**78**	**1,673**	**$10,356**	$4,050
NOVEMBER	**805**	835	**26**	**482**	**$2,986**	$2,650
DECEMBER	**491**	847	**6**	**114**	**$705**	$2,500
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
TOTAL	**5,382**	5,682	**222**	**4,282**	**$26,506**	$22,350

FEE STRUCTURE

118.6% Budget to Actual

Pick up trucks & small trailers — No Charge

Bulk Mulch Sales — $ 6.19 per ton

Respectfully submitted,

J.A.L

Jonathan A. Lanford
Chief Executive Officer

Roanoke Valley Resource Authority

RECYCLING REPORT
ITEM No. IV.F.

2024-2025 Month	Waste Received	Materials Recycled or Diverted				Total Recycled	%
		Wood	Metal	Tires	Other		
JULY	**28,216**	947	30	61	-	**1,038**	**3.7%**
AUGUST	**29,134**	826	25	69		**920**	**3.2%**
SEPTEMBER	**26,449**	899	26	38		**963**	**3.6%**
OCTOBER	**30,560**	1,414	26	70		**1,510**	**4.9%**
NOVEMBER	**26,602**	805	23	62		**890**	**3.3%**
DECEMBER	**27,534**	491	22	54		**567**	**2.1%**
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
TOTALS	**168,495**	**5,382**	**152**	**354**	**-**	**5,887**	**3.5%**

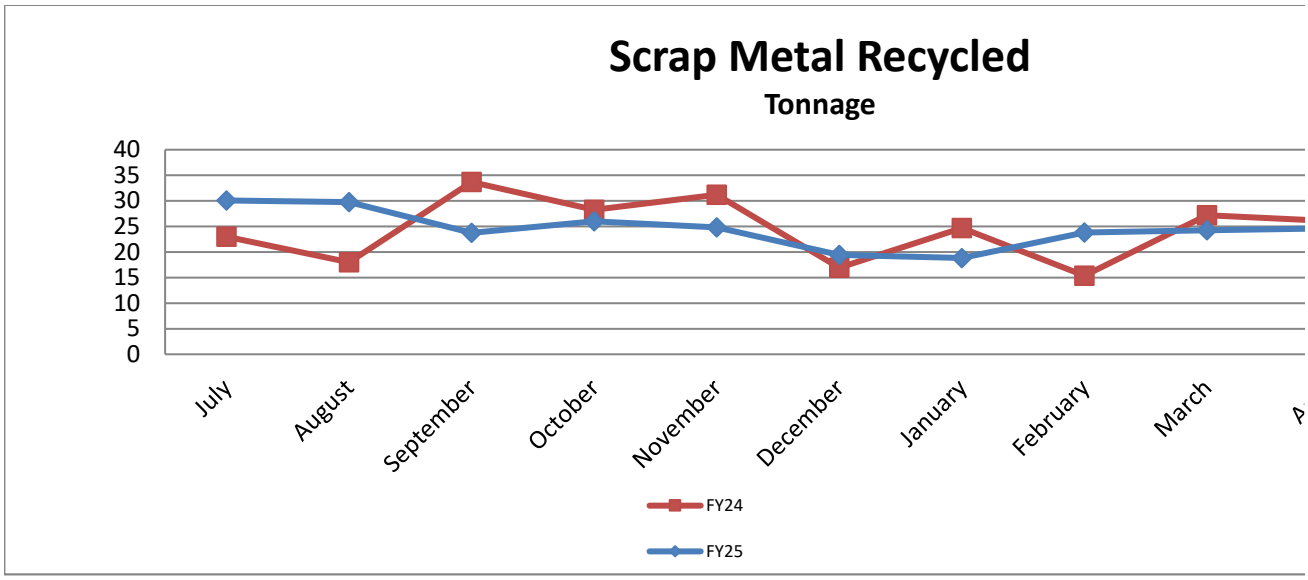
NOTES :

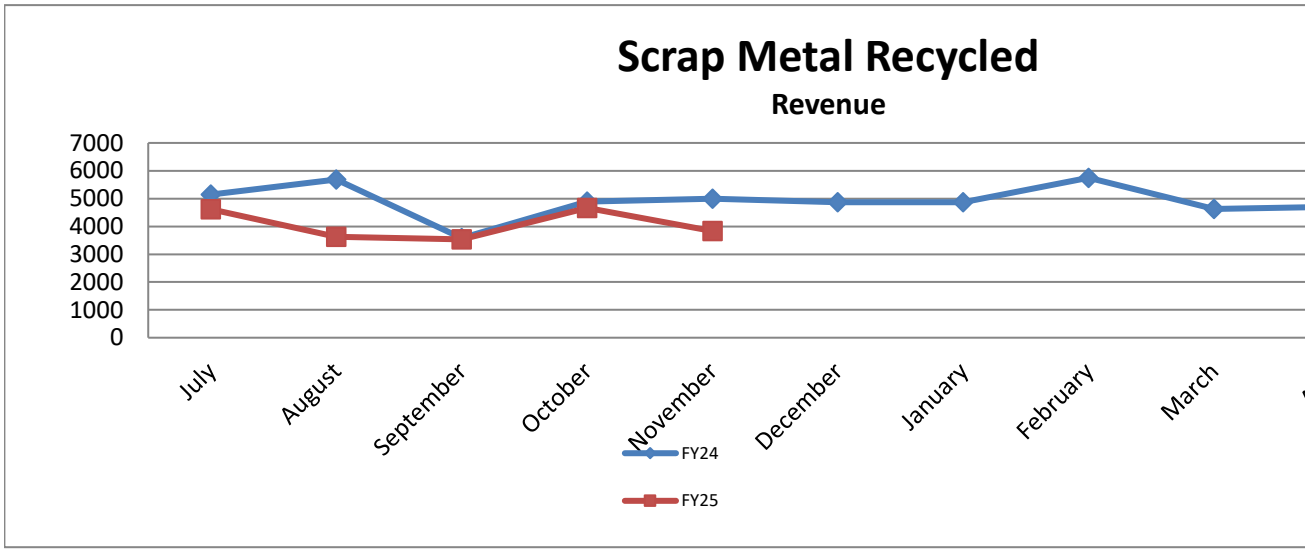
1. All numbers expressed as tons.

Respectfully submitted,

J.A.L

Jonathan A. Lanford
Chief Executive Officer



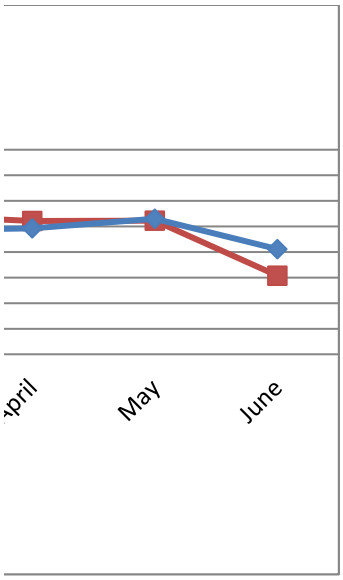


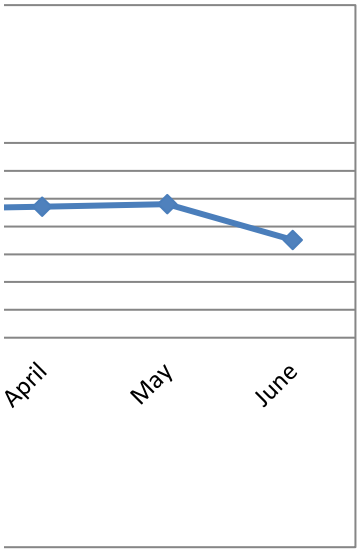
	Revenue FY24	*Long Ton FY24	Rev/Ton FY24	**Short Ton FY23	Revenue FY25	*Long Ton FY25	Rev/Ton FY25
July	5143.74	30.08	171.002	33.68	4612.4	28.28	163.0975955
August	5680.56	29.74	191.0074	33.3	3621.53	21.17	171.0689655
September	3584.91	23.74	151.0072	26.58	$3,534.51	20.66	171.0798645
October	4893.04	26.02	188.0492	29.14	4,664.15	24.41	191.0753789
November	4994.49	24.84	201.0664	27.82	3,834.95	21.18	181.0646837
December	4874.33	19.41	251.1247	21.73			#DIV/0!
January	4869.11	18.83	258.5826	22.2			#DIV/0!
February	5747.42	23.84	241.0831	26.7			#DIV/0!
March	4630.05	24.24	191.0087	27.14			#DIV/0!
April	4706.78	24.6	191.3325	27.55			#DIV/0!
May	4796.5	26.5	181	29.68			181.1325
June	3,513.14	20.54	171.0389	23.12			#DIV/0!

FY Total	$ 57,434	292.38	$ 199	328.64	$ 20,268	115.70	#DIV/0!

* Scrap metal contract payments are based on long ton measurements after receipt at New River Recycling

** Short Ton is reported from Waste Works Scalehouse Program and deviates due to tare weight fluctuation





**Short Ton

FY25

31.67

23.71

23.3

27.33

23.72

``

129.73

IS

Roanoke Valley Resource Authority **Household Hazardous Waste**

FY 25 **ITEM# IV.G**

Contracted HHW Expenditures

Month	Labor Cost	Disposal Cost	Total	Residents Registered	Residents Served	Cost Per Resident
July	$1,000.00	$6,750.00	$7,750.00	92	59	$131.36
August	$1,000.00	$5,610.00	$6,610.00	98	65	$101.69
September	$1,000.00	$6,515.00	$6,615.00	83	74	$89.39
October	$1,000.00	$4,664.00	$5,664.00	98	84	$67.43
November	$1,000.00	$5,630.00	$6,630.00	98	67	$98.96
December	$1,000.00	$5,450.00	$6,450.00	94	67	$96.27
January	$1,000.00					#DIV/0!
February	$1,000.00					#DIV/0!
March	$1,000.00					#DIV/0!
April	$1,000.00					#DIV/0!
May	$1,000.00					#DIV/0!
June	$1,000.00					#DIV/0!
Total	$ 12,000.00	$34,619.00	$ 39,719.00	563	416	$95.48
			YTD Combined Residents Total		965	$41.11

Daily HHW Quantities

*	Oil Gallons	Antifreeze Gallons	Batteries Each	Latex Paint Gallons	Total
YTD Total	460			2,265	52
YTD Residents Total	96			453	549

Registration by Municipality

Month	County of Roanoke		City of Roanoke		Town of Vinton		City of Salem		Total	
	Residents Registered	Residents Served	Residents Registered	Residents Served	Residents Registered	Residents Served	Residents Registered	Residents Served	Residents Registered	Residents Served
July	45	31	39	22	3	1	5	5	92	59
August	59	40	34	22	0	0	5	3	98	65
September	42	36	34	32	1	1	6	5	83	74
October	60	49	30	25	6	6	8	6	104	86
November	40	27	48	33	3	1	7	6	98	67
December	48	32	41	31	4	4	3	2	96	69
January									0	0
February									0	0
March									0	0
April									0	0
May									0	0

June									0	0
Total	294	215	226	165	17	13	34	27	571	420

**Note: Customers served assumption is 5 gallon limit per customer or 1 battery each*

Roanoke Valley Resource Authority

Smith Gap Landfill

Surveyed Dec 23, 2024

Coordinate Reference System: RVRA.jxl

DECEMBER AIRSPACE REPORT

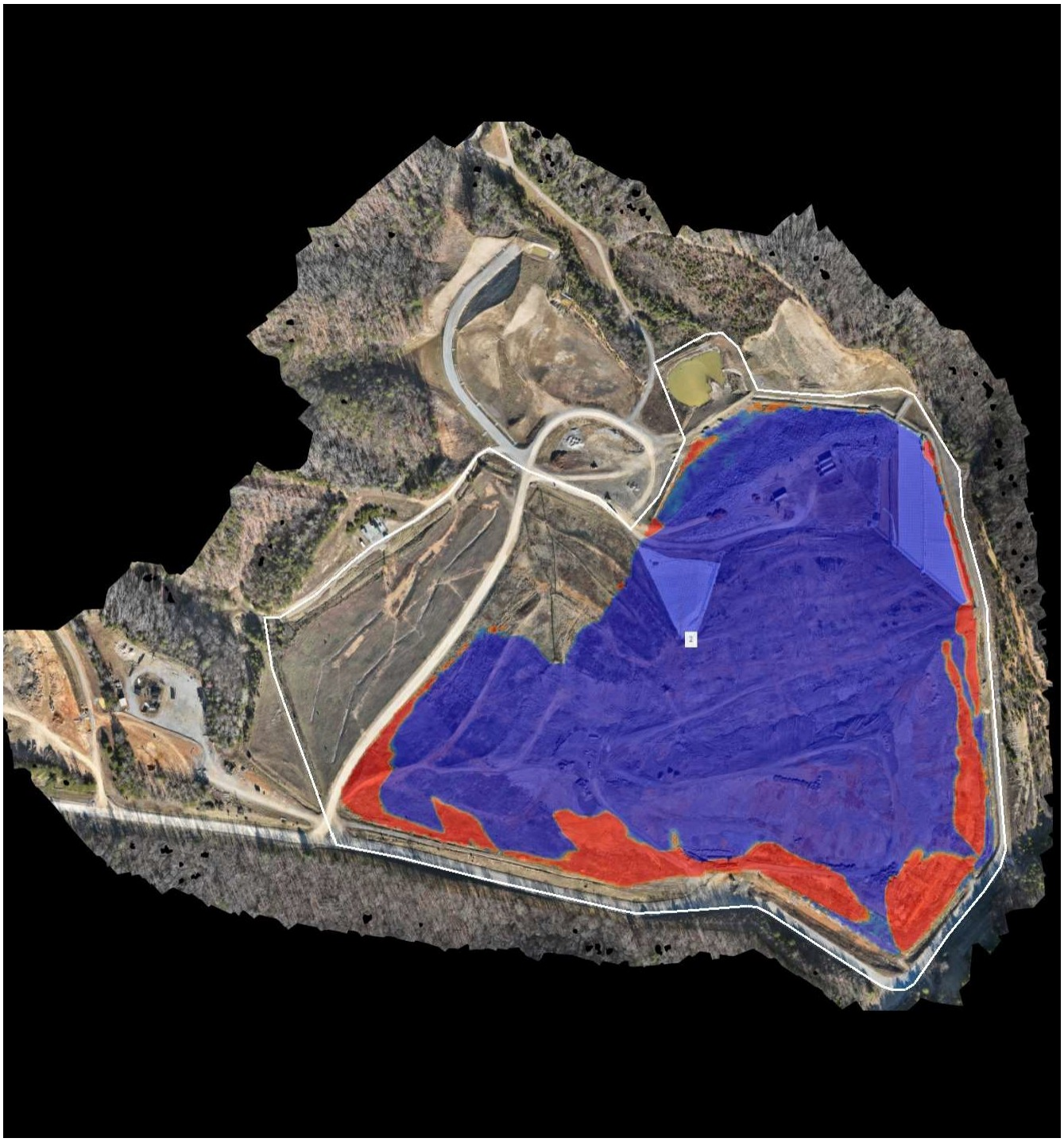
Prepared by Jeremy Garrett Jan 16, 2025

View in Propeller

propeller

Roanoke Valley Resource Authority

Surveyed Dec 23, 2024



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UTILIZATION BETWEEN SURVEYS

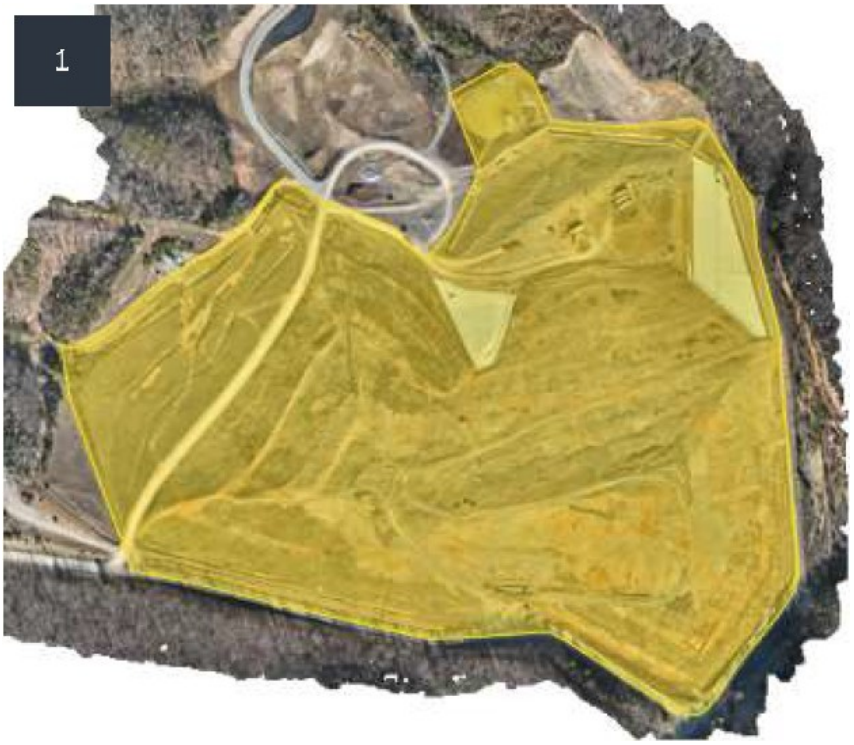
October 08, 2024 vs. December 23, 2024						
Actual Tonnage Received (Smith Gap): 80,302.6						
Volume Cut (yd^3)	Volume Fill (yd^3)	Volume Net (yd^3)	Density (t per yd^3)	Tonnage Cut (t)	Tonnage Fill (t)	Tonnage Net (t)
61,716	116,380.5	54,664.5	**0.7**	42,584.1	80,302.6	37,718.5

Note: The ratio of volume utilized and actual tonnage disposed allows for the calculation of the density factor for airspace utilization (Represented above as 0.7 tons per yd^3 or 1,400 lbs. per yd^3).

REMAINING AIRSPACE

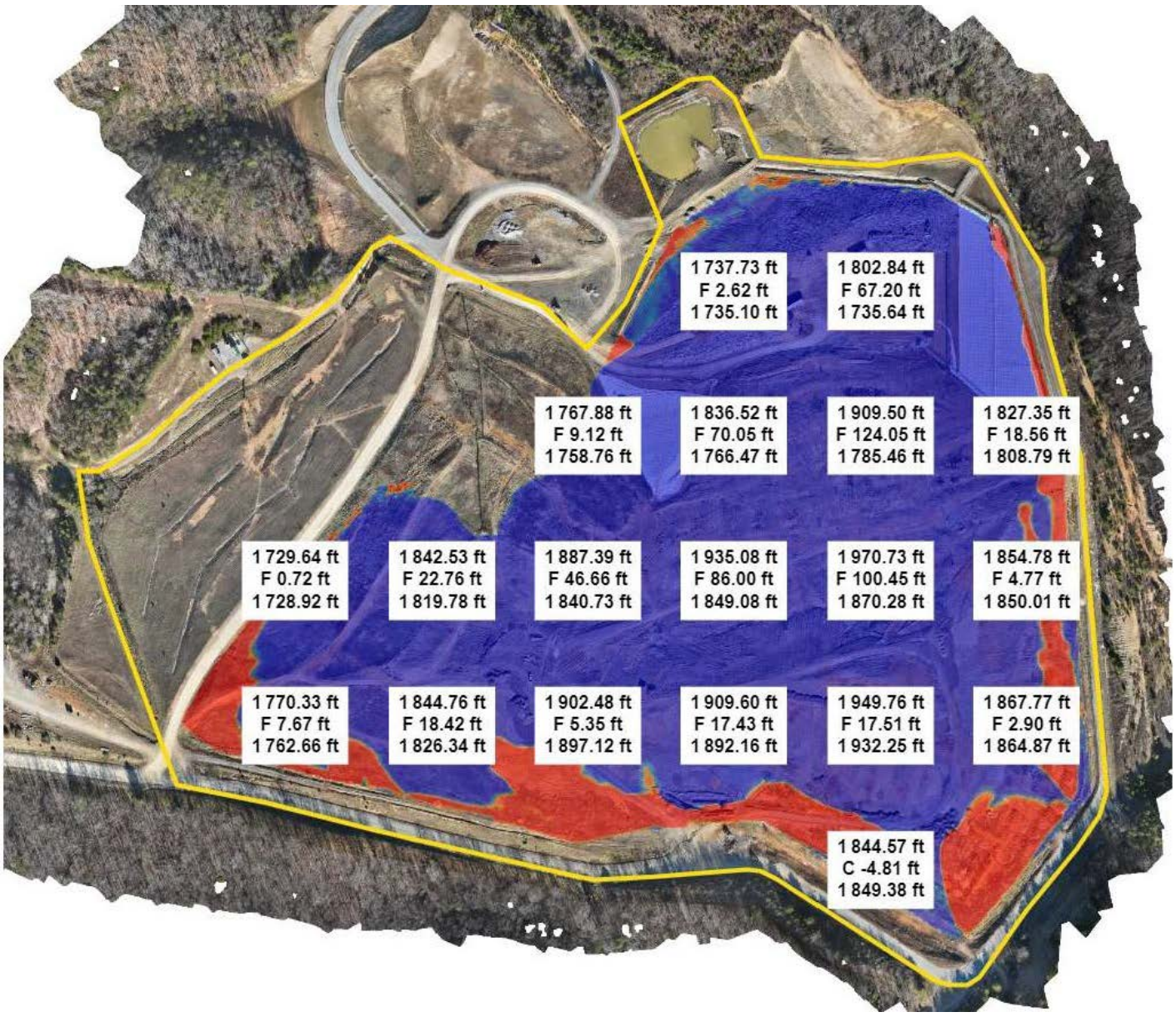
December 23, 2024 Survey vs. Permit Master Model Cells I-VII (Top of Intermediate Cover)						
Estimated Annual Tonnage (Smith Gap): 330,000						
Volume Cut (yd^3)	Volume Fill (yd^3)	Volume Net (yd^3)	Density (t per yd^3)	Tonnage Cut (t)	Tonnage Fill (t)	Tonnage Net (t)
53,687.2	3,296,131.4	3,242,444.1	0.7	37,044.2	2,274,330.7	2,237,286.5
					Estimated Remaining Airspace (Years)	**6.78**

Note: Airspace estimates do not directly include daily cover estimates; however, the density factor is also artificially low, as it does not include cover materials. This methodology significantly nullifies the error, but it should always be considered.



propeller

Roanoke Valley Resource Authority



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