



**Board of Supervisors of Northampton County**  
P.O. Box 66 • Eastville, Virginia 23347

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County Administrator

PHONE: 757-678-0440  
FAX: 757-678-0483

**TO:** Board of Supervisors  
**FROM:** Katie H. Nunez, County Administrator  
**DATE:** May 23, 2014  
**RE:** Bi-Monthly Report

**I. Projects:**

**A. Middle School Renovation:**

On Friday, May 23, 2014, the County finally obtained approval from USDA regarding the architectural and engineering service contract with DJG, Inc. for the renovation of the middle school. USDA was requiring the production of a Preliminary Architectural Feasibility Review which details the physical conditions of the building, the master plan/re-use of the building based upon the field investigation of the condition of the building and completion of environmental testing on the property.

The issue was that these elements were all contained in the proposed contract between the County and DJG, Inc. and would be work products coming from that contract. After a joint conference call with USDA, DJG and the County, we received a compromise in which we will split DJG, Inc.'s contract into 2 phases: the Phase One will encompass the Field Investigation, Programming/Conceptual Design/Master Plan Development, and Environmental Testing for a sum of \$64,780 which will result in the development of the Preliminary Architectural Feasibility report (PAR).

The PAR will be submitted to USDA and, once accepted by USDA, then Phase Two will commence which represents the balance of our contract with DJG for the development of bid specifications and renovation/construction on the property to commence.

I will be working with DJG, Inc. to update the calendar now that we have an executed contract to move this project forward.

**B. Update on Implementation of Commissioner of Revenue's Software (VISION):**

Progress is being made with the implementation of the new software, VISION, for property valuations in the Commissioner of Revenue's office. The staff has been working with the company to verify the conversion of the data from the old system into the new system to ensure that it has accurately been transferred. Please keep in mind that