



ServiceSource

A LEADING RESOURCE FOR PEOPLE WITH DISABILITIES

**Fairfax County Park Authority
Resident Curator Program
Curator Application**



**Ellmore Farmhouse 2739 West Ox Road
Herndon, Virginia 20171**

Fairfax County Park Authority
Resource Management Division
Attn: Stephanie Langton, Resident Curator Program Manager
12055 Government Center Pkwy
Fairfax, Virginia 22035-0000

Submitted March 14, 2019



March 14, 2019

Ms. Stephanie Langton
Resident Curator Program Manager
Fairfax County Park Authority
12055 Government Center Parkway
Fairfax, VA 22035-0000

Subject: Ellmore Farmhouse, 2739 West Ox Road, Herndon, VA, 20171

Dear Ms. Langton,

It is my pleasure to submit this application to Fairfax County Park Authority's Resident Curator Program for the Ellmore Farmhouse. ServiceSource has a 47-year history of providing high-quality, innovative programming in Northern Virginia. In FY 2018, we served more than 4,000 people with disabilities through community integration programs, day supports, senior services, employment services, family supports, and other high-quality programs/services. Serving as the Resident Curator for Ellmore Farmhouse would enhance our portfolio of services and provide excellent value for the County.

ServiceSource has a track record of success with public-private partnerships and we are fully-qualified, positioned, and prepared to manage, preserve, rehabilitate, and operate this historic property. We are familiar with the property from multiple visits and have also secured commitment from Pizzano Contractors to provide professional services throughout the project.

ServiceSource's proposed use of Ellmore Farmhouse will include community integrated activities for people with disabilities and enhancements for park visitors and staff. Our solution will maximize heritage conservation efforts for the property to benefit the Fairfax community, including Frying Pan Park visitors, adults with disabilities, and the general public. We look forward to further discussion regarding this unique and valuable opportunity.

Sincerely,

[Redacted signature]

[Redacted line]

[Redacted line]

[Redacted line]

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**Fairfax County Park Authority
Resident Curator Program
Curator Application**

Ellmore Farmhouse



**Ellmore Farmhouse
2739 West Ox Road, Herndon, Virginia 20171
Owner: Fairfax County Park Authority**

**Frying Pan Farm Park
Hunter Mill Supervisory District**

RESIDENT CURATOR PROGRAM
INVITATION TO SUBMIT APPLICATION FOR CURATOR

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RESIDENT CURATOR PROGRAM
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SECTION A: APPLICATION SUBMISSION

DUE DATE: before **Thursday, March 14th, 2019**

The County of Fairfax, Virginia ("County") and the Fairfax County Park Authority ("FCPA") invite interested parties to submit an application for the curatorship of

Ellmore Farmhouse
2739 West Ox Road
Herndon, Virginia 20171

Application Submittal Instructions

Submit five (5) copies of the completed Application by the due date to:
Fairfax County Park Authority
Resource Management Division
Attn: Stephanie Langton, Resident Curator Program Manager
12055 Government Center Pkwy
Fairfax, Virginia 22035-0000

(Include on the face of the envelope the property's name and address.)

Review of applications will begin upon expiration of the due date. Therefore, applicants are strongly advised to submit their applications on time to ensure consideration by the County and FCPA. The Invitation to Submit Application (ISA) consists of 31 pages. Applicants should examine the ISA and its table of contents to ensure that all pages are included. The County and FCPA assume no responsibility for an application submitted on the basis of an incomplete ISA package.

Applicants are expected to review all requirements and instructions and furnish all information required by this ISA. Failure to do so will be at the applicant's risk. The County and FCPA reserve the right to waive formalities in any application, and may, if they determine that such action is in the best interests of the County, select an application which does not conform in all details with the requirements of this ISA. Likewise, the County reserves the right to reject any and all applications.

This ISA does not commit the County to enter into any disposition of real property interest; or to pay any costs, including costs associated with any studies or designs, incurred by any party in the preparation and submission of an application.

A hard copy of this application can be obtained from the project manager upon request.

Applications will not be returned and will be retained in the records of FCPA subject to the Virginia Freedom of Information Act and the document retention policies of the Library of Virginia.

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Inquiries and Explanations

All inquiries concerning this ISA should be directed, in writing, to:

Fairfax County Park Authority

Resource Management Division

Attn: Stephanie Langton, Resident Curator Program Manager

12055 Government Center Pkwy.

Fairfax, Virginia 22035-0000

Stephanie.Langton@fairfaxcounty.gov

(703) 324 - 8791

Any explanation desired by an applicant regarding the meaning or interpretation of this ISA must be submitted and received in writing no less than seven (7) business days prior to the application due date to allow sufficient time for a reply to reach the applicant prior to the submission of their application. Verbal explanations or instructions shall not be binding on FCPA or the County.

Application Instructions

Applications must follow the outline, supply all of the information requested below, and demonstrate the ability of the potential curator to undertake a challenging and complex assignment. Applications must be feasible and should reflect an understanding of the historic qualities of the property and their value. It is intended that the substance of an application, as approved by FCPA and the County, will be incorporated into all agreements.

A cover letter is required with all applications.

Applications must include responses to all sections. **No section should be left blank.** If a section does not apply, "not applicable" should be indicated. Failure to answer all questions completely will delay the processing of an application. Provide responses in the spaces provided and attach additional sheets or documentation as necessary.

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SECTION B: APPLICANT INFORMATION

List the names, addresses and telephone numbers of each individual applicant, or all principals, partners, members or shareholders. Attach additional sheets if necessary.

Applicant's Name ServiceSource, Inc. [REDACTED]		
Address [REDACTED]		
City [REDACTED]	State [REDACTED]	Zip [REDACTED]
Email [REDACTED]		Telephone [REDACTED]
Alternative Telephone Number [REDACTED]		

Additional Applicant's Name, if applicable n/a		
Address		
City	State	Zip
Email		Telephone
Alternative Telephone Number		

Additional Applicant's Name, if applicable n/a		
Address		
City	State	Zip
Email		Telephone
Alternative Telephone Number		

SECTION C: PROPOSED USE

Part 1: Use Summary

Provide a narrative summary of the proposed use of this property. Be sure to describe how the proposed use is compatible with:

- The long-term preservation of the house and its associated cultural landscape;
- FCPA's mission and management of park;
- The surrounding neighborhoods;
- The historic value of the house; and
- The historic context and heritage associated with the park

Introduction

ServiceSource is pleased to submit this application to the Fairfax County Park Authority (FCPA) regarding the management, preservation, rehabilitation, and operation of the Ellmore Farmhouse, an historic property located within Frying Pan Park. ServiceSource is a nonprofit organization with a mission to facilitate services and partnerships to support people with disabilities, their families, their caregivers, and community members in order to build more inclusive communities. ServiceSource has been serving residents of Fairfax County for over 47 years and currently provides supports and services to more than 4,000 people annually through community integration programs, employment supports, senior services, and other programs.

ServiceSource is well-versed in managing properties and serving the community: we own/lease and operate eight (8) Long-Term and Community Integration Centers providing day services to over 500 people with significant disabilities throughout Northern Virginia. Each of these sites is fully-compliant with the accessibility regulations outlined in the Americans with Disabilities Act (ADA) and outfitted with additional features to enhance accessibility for people with a variety of disabilities (e.g., visual, mobility-related) including program participants, staff, and visitors.

Benefits of the ServiceSource Solution

- 47+ years of experience providing high-quality services in Fairfax County
- Existing multi-faceted partnership with Fairfax County Park Authority
- Proven capability to manage and operate programs and facilities
- Renovated a residential property built in 1949 for daily use by people with disabilities
- Experienced with implementing Americans with Disabilities Act's accessibility regulations
- Ability to leverage relationships and strong leadership team and resources for quick startup

To rehabilitate and renovate this historic property, ServiceSource has selected Pizzano Contractors as a partner for this project. They are a locally owned firm that was established in 1958—the tail end of Frying Pan Park's hey day as a dairy farm. Pizzano Contractors is well-positioned to support ServiceSource in this effort. We have an established relationship with this firm and have worked with them on two other projects.

Pizzano Contractors was an early adopter in the "Green Building" movement and continues to demonstrate leadership in this area. Pizzano Contractors was part of the team that constructed the first LEED Platinum-certified building in Washington, DC in 2009. Pizzano Contractors continue to include LEED design and best

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practices in their projects and employees hold accreditations and attend training/seminars to support them in continuing to follow/implement green building and LEED best practices. Additionally, Pizzano Contractors has extensive experience in renovating historic properties, including former residences, for modern times—a major asset for the Ellmore Farmhouse project. Pizzano Contractors—and the Pizzano Family—have contributed to the Fairfax Community for 60+ years and we are proud to collaborate with them on this important project.

After rehabilitation and renovations are completed, ServiceSource proposes using the Ellmore Farmhouse as a “launchpad” for one of our Long-Term and Community Integration Services (LTCIS) programs. A group of approximately 15 people with disabilities and staff will gather at the Ellmore Farmhouse from 8:00am-4:30pm Monday-Friday. While the daily schedule will vary, programming may include:

- Community Engagement activities (to include volunteering)
- Skill building with ServiceSource’s experienced staff
- Training opportunities
- Music, dance, and art classes
- Visits to local sites and small businesses
- Meetings with family members, Community Services Board staff, ServiceSource employees, and other stakeholders to develop and/or discuss individuals’ goals and annual plans
- Classes on computers, nutrition, and other essential living topics
- Reading groups

The ServiceSource solution for Ellmore Farmhouse includes:

- Establishing and operating a LTCIS program for a group of approximately 15 people with disabilities
- Successfully integrating people with disabilities into the Fairfax community
- Leveraging current relationships and expanding our partnerships to continue providing exceptional services to our participants and the Fairfax community
- Exploring opportunities for community engagement including, but not limited to:
 - Volunteering in the Visitor Center and at Kidwell Farm
 - Attending age-appropriate featured events with the general public
 - Exercising on Frying Pan Park’s local trails and enjoying the sights and sounds of the peaceful streams and natural wildlife
 - Supporting special events (e.g., 4-H Fair and Carnival) via pre-event volunteering
- Discussing opportunities to supplement amenities available to visitors and park guests with FCPA, including, but not limited to:
 - Operating a small café featuring beverages, light bites, and treats. ServiceSource is experienced in designing, implementing, and managing multiple food service operations, including the *Blossom Daily Café* in Oakton and several federally contracted food service operations. This opportunity would create valued, meaningful employment opportunities for adults with disabilities. Additionally, we will seek a local, established business to serve as a partner to provide ice cream—a treat that speaks to Ellmore Farmhouse’s rich history as a dairy farm.
 - Selling handcrafted items made by people with disabilities. ServiceSource participants regularly participate in classes and craft soy-based candles, organic soaps, and handwoven scarves and tote bags. This is part of ServiceSource’s Self-Employment Program and the individuals who create the items receive 100% of the proceeds from each sale.

This proposed solution for Ellmore Farmhouse is multi-faceted. In considering use of the space, we consulted with an architect who created the following proposed floor plan to best match our needs with the space.

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Figure A: Proposed Floor Plan for Ellmore Farmhouse



Drawing Title: PROPOSED PROGRAM ELLMORE FARMHOUSE
Project: CURATOR PROGRAM ELLMORE FARMHOUSE
2739 WEST OX ROAD

CONTXURE
GRAPHIC STUDIO

A. 8620 Westshore Center Dr.
Suite 110
Tysons Center, VA
P. 703.551.2830
F. 703.551.8121
E. info@contxure.com

Client: SERVICE SOURCE

Long-Term Preservation and Associated Cultural Landscape

ServiceSource understands and respects the historical significance of the Ellmore Farmhouse. Throughout its history, the Ellmore Farmhouse has been a place where people gathered, resources were created for the community, and people celebrated. ServiceSource's proposed use for Ellmore Farmhouse is to continue this legacy through the lens of inclusion.

FCPA's Mission and Management of Frying Pan Park

ServiceSource has a long history of providing high-quality programming to support the full inclusion and community integration of people with disabilities. In our Long-Term and Community Integration Services (LTCIS) programs throughout Northern Virginia, our approach focuses on providing skill building and opportunities for community engagement. According to Virginia's Department of Behavioral Health and Developmental Services (DBHDS), community engagement fosters the ability of each individual to "acquire, retain, or improve skills necessary to build positive behavior, interpersonal competence, greater independence, employability, and personal choice necessary to access typical activities in community life" (DBHDS, Services and Support Options, 2018). ServiceSource's LTCIS programs have evolved to include a dynamic and creative array of community engagement activities selected by our participants.

At the heart of ServiceSource's LTCIS programs are meaningful, valued, and innovative person-centered activities. As both a member of and provider of services to the Herndon community, we are familiar with community needs and offerings. ServiceSource has identified several exciting opportunities to build relationships and enhance our offerings to reflect the interests, personalities, and goals of the people we serve. These opportunities include volunteering at Frying Pan Park. Individuals who attend ServiceSource's LTCIS programs have been recognized for their volunteer work and dedication to improving the Fairfax community. Additionally, individuals who attend ServiceSource's LTCIS programming at the Ellmore Farmhouse will benefit from hiking the wooded trails of Frying Pan Park—individuals currently visit and participate in hikes on these trails where they increase physical fitness and enjoy the beauty of nature.

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ServiceSource's proposed use for the Ellmore Farmhouse complements FCPA's mission "to enrich quality of life for all members of the community through an enduring park system that provides a healthy environment, preserves natural and cultural heritage, offers inspiring recreational experiences, and promotes healthy lifestyles." As the curator for Ellmore Farmhouse, ServiceSource will deepen our connections with the community and provide an enhanced park experience for visitors through volunteering and the operation of a "light bites" café (pending discussion/approval from the County).

Our solution to serving as the curator for Ellmore Farmhouse is compatible with the management of Frying Pan Park. Pending discussion with FCPA, ServiceSource proposes operating a small café featuring beverages, light bites, and treats. The Ellmore Farmhouse is located adjacent to the Visitor's Center and the Country Store is approximately a half-mile walk away. Operating a light bites café would provide an opportunity for refreshments to individuals on the East end of the park and provide an option for visitors, volunteers, and employees to purchase meals on-site. ServiceSource proposes operating this venue during regular business hours of peak visits times and—in consultation with the County—ServiceSource will also explore expanding hours to encompass special events. Finally, ServiceSource will seek out materials/packaging that are environmentally-friendly, provide recycling receptacles, and ensure that employees are available to clean-up items purchased from this café to maintain the park's appearance, prevent litter, and ensure safety for local plant and animal life.

Finally, ServiceSource is committed to building more inclusive communities where individuals with disabilities can succeed and thrive. By locating a program for adults with disabilities within Frying Pan Park, one of the most popular parks in Fairfax County, we hope to increase visibility, awareness, and inclusion of people with disabilities. Individuals and staff involved in the LTCIS program at Ellmore Farmhouse would have the opportunity to contribute to the park's diversity and serve as role models for inclusion.

Surrounding Neighborhoods

ServiceSource is committed to facilitating community engagement and inclusion activities for individuals who attend our LTCIS programs. We have evaluated opportunities to engage with the Herndon community through volunteering and patronizing local businesses. We will contribute to the local community by engaging with the Herndon Senior Center; visiting the Greater Reston Arts Center; touring the Udvar-Hazy Center; and hiking on local trails. These potential activities will support individuals with disabilities to meet a variety of goals, including socialization, participating in groups, decision-making, learning new skills, and practicing safety in the community. Additionally, individuals will have the opportunity to visit and patronize local businesses, thus supporting the local economy.

Our solution is compatible with surrounding neighborhoods as we will contribute to the local community and respect our neighbors. We currently operate three (3) ServiceSource day program sites within residential communities: Annandale House (located on Poplar Street in Annandale, VA); the Woodmont Community Integration Center (located on Filmore Street in Arlington, VA); and Prince William Neighborhood Place (located on Portner Avenue in Manassas, VA). At these locations, we collaborate with neighbors—inviting them to special events and alerting them of any after-hours activities. We enjoy solid relationships with our neighbors and have a positive reputation in each of these communities.

There are several additional benefits to ServiceSource serving as the curator for Ellmore Farmhouse. As a LTCIS program site, the Ellmore Farmhouse would provide enriching, meaningful activities to people with disabilities in Fairfax County. Of the nearly 500 people served through our LTCIS programs, approximately

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74% are residents of Fairfax County. Locating an LTCIS program at Ellmore Farmhouse would continue to benefit residents of Fairfax County (including individuals served and their families) as well as providing valuable space in our program (for which there is currently a waiting list).

The Historic Value of Ellmore Farmhouse

ServiceSource understands the historic value of Ellmore Farmhouse. Our solution will maximize heritage conservation efforts for the property to benefit people with disabilities and the greater community, including Frying Pan Park visitors, and Fairfax County residents. In rehabilitating this property, ServiceSource will engage Pizzano Contractors, a local firm with expertise in both LEED standards and “green building” best practices. Our approach to curating Ellmore Farmhouse uses a “heritage conservation” lens—one that focuses on protection/care of tangible cultural heritage with a modern-day interpretation. This progressive approach will allow us to rehabilitate the property with modern upgrades (including heating/ventilation/air condition) and innovations that will maximize use for the future. In our work to rehabilitate the property, we will do so in a way that reflects Ellmore Farmhouse’s “hey day” as a dairy farm from the 1920s-1950s but also embraces the current/future needs of Fairfax County.

ServiceSource owns and operates Annandale House, a former residence that was acquired in 2000. This property is a private, 1,200 square foot residence built in 1949 with three bedrooms and one bathroom. ServiceSource rehabilitated this property and completed renovations to improve accessibility, including the installation of ramps, a “roll under” bathroom sink, and grab bars in addition to enlarging doorways and the bathroom to allow for full accessibility (including for people who use wheelchairs). If selected as the Resident Curator for Ellmore Farmhouse, ServiceSource will leverage our success from renovating the Annandale House and Pizzano Contractor’s experience in implementing ADA-compliant, green-building designs to present a solution that respects the heritage, historic features, and appearance of Ellmore Farmhouse.

The Historic Context and Heritage of Frying Pan Park

In rehabilitating the Ellmore Farmhouse, ServiceSource will maintain an appearance that is consistent with Frying Pan Park’s preservation/interpretation/heritage of farm life during the 1920s-1950s.

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Part 2: Zoning Considerations

Section C: Part 2 is not applicable to applicants proposing a single-family residential use. Applicants proposing a single-family residential use may move on to Section D: Public Benefit.

Applicants proposing any use in place of or in addition to single-family residential must contact the Zoning Administration Division of the Fairfax County Department of Planning and Zoning, in accordance with the instructions below.

The Zoning Administration Division is responsible for making determinations as to how a use is classified under the provisions of the Fairfax County Zoning Ordinance, and whether that use is allowed in the applicable zoning district or requires any special approvals prior to being established. It is important for applicants proposing a use that is in place of or in addition to single-family residential to identify as early in the process as possible, the required permits and processes, if any, related to implementing their proposed use. This information will help determine the timeline for application approval as well as any additional permitting fees that may be involved.

This information is issued to the applicant in the form of a Use Determination letter sent by the Zoning Administration Division to the applicant within thirty (30) days of receiving an adequate description of the proposed use.

Applicants are required to demonstrate that a Use Determination request has been made to the Zoning Administration Division of the Fairfax County Department of Planning and Zoning. Applicants must attach a copy of their written request to this application package for submittal. Submittal of the Use Determination letter issued by the Zoning Administration Division is not required at the time of this application deadline.

Instructions for requesting a Use Determination are as follows:

1. Written requests must be sent via:

Mail:

Ordinance Administration Branch/Department of Planning and Zoning
12055 Government Center Parkway, Suite 807
Fairfax, VA 22035

Fax: 703-803-6372

Email: ORDADMIN@fairfaxcounty.gov

2. Use the subject line: Resident Curator Program-Use Determination
3. A written request for a use determination should include the following information:
 - A detailed description of the business operation
 - The address of the proposed location

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- A floor plan (does not need to be drawn by a licensed professional) and a description of the proposed floor area to be utilized for total business and any subcomponents of the business (such as areas for retail, office, production, outdoor storage, etc.)
- Days and hours of operation
- Number of employees, clients, customers, seats or other relevant information
- Number of company vehicles, as applicable
- Any other relevant information that will adequately and accurately convey the nature of the proposed use for which a determination is sought.

On March 13, 2019, ServiceSource submitted a Use Determination Request to Fairfax County. A copy of the request and supporting narrative is included under *Attachment A: Use Determination Request*.

SECTION D: PUBLIC BENEFIT

The Resident Curator Enabling Legislation requires reasonable public access consistent with the property's nature and use at least twice per year. Describe the scope and nature of the public access, and any projects / programs / services that will fulfill this requirement.

ServiceSource will provide reasonable public access to Ellmore Farmhouse via the following services/programs/projects:

- Light Bites Café – Visitors will have access to the Ellmore Farmhouse via the Café Monday-Friday throughout regular business hours, during peak visiting months. We propose having an outside dining area and a small dining room on the first floor. We will post period-relevant artwork and information about Ellmore Farmhouse's history and notable residents, with a focus on Mrs. Mary Ellmore, William H. Ellmore, Mason F. Smith, Jr., and their families who lived in the Farmhouse.
- ServiceSource proposes offering tours of the Ellmore Farmhouse twice per year, partnered with special events (i.e., art shows, musical features, etc). This will have the dual benefit of introducing the public to the space and building interpersonal skills for people with disabilities who are supported through ServiceSource's LTCIS programs.
- ServiceSource will also explore ways that we can partner with the County to host meetings and special events within Ellmore Farmhouse outside of Monday-Friday regular business hours. We will also explore opening the space to small groups during these hours, provided that there is not a disruption to the operation of ServiceSource's LTCIS program.

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REHABILITATION AND MAINTENANCE PLAN SUMMARY

Curator terms are comprised of a Rehabilitation Phase and a Continued Maintenance Phase. The Rehabilitation Phase involves the major improvements required by contract, as well as routine maintenance of the curator structures and grounds in accordance with the Resident Curator Program's "Maintenance Guidelines and Checklist". Upon completion of the Rehabilitation Phase, the curator enters into the Continued Maintenance phase, during which the curator shall continue to repair and maintain the property, including the curator structures and grounds, as necessary on a continuous basis during the remaining lease term.

SECTION E: REHABILITATION PHASE

Work Plan with General Schedule

Applicants are expected to review the property's Historic Structure Report and Treatment Plan.

Each property in the Resident Curator Program has a Historic Structure Report and Treatment Plan, completed by a professional third-party consultant, to assess the condition of the property and determine the necessary improvements, with itemized cost estimates. This document serves as the basis for the curator's rehabilitation work-plan. Curators are required to address each of these improvements in their work plan, unless directed otherwise.

Link: [Historic Structure Report and Treatment Plan](#)

Link to Mechanical, Electrical and Plumbing Assessment: [MEP Assessment](#)

Also available on the Resident Curator Program website: [Resident Curator Program](#)

Describe how the rehabilitation phase of the project will be carried out, including the required improvements listed in "Treatment Plan," in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR Part 68 (2013), as amended (See link on "Resources").

Designate who will complete the work and include a general schedule with milestones for improvements. The selected applicant for curator will develop a detailed schedule of improvements that will be included in the lease.

ServiceSource owns/leases and operates several locations throughout the Washington, D.C. metropolitan area which are regularly used by people with significant disabilities. In acquiring and renovating these spaces to fit our needs, ServiceSource uses our internal facilities management expertise and collaborates with professional architects and contractors to ensure the most up-to-date accessible features are available. If selected as the resident curator for Ellmore Farmhouse, ServiceSource, in consultation with our construction team, will prepare and submit a full Rehabilitation Plan to FCPA. All renovations will be made in compliance with Resident Curator Program standards.

Safety is a cornerstone of programming at ServiceSource and a core value of Pizzano Contractors. In rehabilitating the Ellmore Farmhouse, we will ensure that it is done with the highest quality materials to ensure safety, sustainability, and accessibility while balancing the requirements of Fairfax County with regards to the historical significance of the property. In making these renovations, ServiceSource will take a heritage conservation approach—we will be mindful of preserving the historic appearance of Ellmore Farmhouse with

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an interpretation that include features to ensure all individuals can safely access the farmhouse and have a positive experience.

During the maintenance phase of the residency, ServiceSource will rely on our internal team of facilities experts, including a mechanical engineer, to ensure the appearance and structure of Ellmore Farmhouse are preserved and routine maintenance is performed in a timely, and accurate fashion.

A high-level overview of the general schedule/milestones for Ellmore Farmhouse is as follows:

Area	Schedule	Milestones <i>Note: Any deviation from the schedule are noted in parentheses</i>
Highest Priorities: Interior & Exterior	<p>High Priority</p> <p>Note: high priority items will be completed in a manner that facilitates safe completion of other items and prevents further damage to the home</p>	<ul style="list-style-type: none"> • In-depth structural review of: <ul style="list-style-type: none"> ○ Displaced foundation wall bowing inward on northwest façade ○ Cracks in parge coating at exterior and interior surfaces of foundation ○ Missing rafter supports in attic • Secure building envelope to prevent further water/moisture damage, including: <ul style="list-style-type: none"> ○ Window/door repairs ○ Removing vegetation near the home ○ Alter soil slope/downspout discharge ○ Clear gutters/roofs of debris ○ Install splash pads/extension pipes for downspouts ○ Reinstall disconnected downspouts ○ Reinstall missing light fixture outside of home
Exterior:		
General Exterior	Project Award and continuing through end of lease	<ul style="list-style-type: none"> • Remove vegetation in close proximity to the house/near the foundation (high priority) • Perform general grounds maintenance in accordance with (IAW) FCPA's standards for Frying Pan Park • Perform insect and pest control measures to minimize insect activity. • Perform and schedule cyclical maintenance tasks such as building envelope and site inspection, painting of exterior wood and metal elements, inspection and replacement of joint sealants, tree and vegetation care, cleaning of gutters, and other ongoing maintenance tasks to minimize impact to the historic site and building fabric. (Performed cyclically).
Wood Siding	High priority	<ul style="list-style-type: none"> • Fix wood siding boards located throughout the facades, and around window/vent openings • Remove all loose, soft, and deteriorated wood. Perform wood dutchman or full member replacement where required. Replaced members are to utilize in-kind materials. • Address cracks in siding

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		<ul style="list-style-type: none"> • Evaluate flashings to ensure they are properly placed and will minimize water shedding • Repaint/replace wood siding, as needed. All exterior wood elements will be cleaned and repainted on a cyclical basis.
Roof	High priority	<ul style="list-style-type: none"> • Conduct a structural evaluation of missing rafter supports and necessity at the historic section of the house • Repair cracked and split existing rafter supports • Perform close range survey to repair dented metal coping and evaluate displacement of metal piece
Gutters and Downspouts	High priority	<ul style="list-style-type: none"> • Install splash pads and/or downspout extensions at downspouts. Repair disconnected downspout at northwest elevation
Foundation	High priority	<ul style="list-style-type: none"> • Address foundation issues, including cracks, spalls, bowing, and deteriorating mortar joists. New mortar will match original mortar's color, texture, and profile.
Chimney	High priority	<ul style="list-style-type: none"> • Ensure structural integrity and Inspect flues/liners (prior to full scale restoration/use) • Replace loose, cracked, or broken bricks—store all surplus bricks if original location cannot be determined • Address dark staining
Doors	Prior to occupancy	<ul style="list-style-type: none"> • Remove all loose and deteriorated paint to a clean wood substrate. Evaluate isolated areas of separation at joinery to determine if repairs are required to re-engage connection. Remove and repair any soft or deteriorated wood. Perform isolated repairs, such as epoxy patches, if deterioration or damage is found once coatings have been removed. • Clean and repaint all doors once repairs, if required, have been made. • Replace deteriorated weather stripping at doors to ensure they are weathertight (high priority) • Replace/address door hardware issues • Address any issues with joinery, splintered wood, and etcetera (first month)
Windows	Prior to occupancy	<ul style="list-style-type: none"> • Repaint windows and re-caulk as needed, including sash channels and sills (to be performed cyclically) • Ensure windows are free of cracks (high priority)
Porch	Project Award, to be completed during initial 1-3 months	<ul style="list-style-type: none"> • Address deterioration at threshold, porch column, and stairs • Address foundation issues beneath the porch • Ensure railings are secure • Install ramps/access points for people with disabilities (prior to occupancy) • Address staining (prior to occupancy)
Fence	Prior to occupancy	<ul style="list-style-type: none"> • Remove/replace non-historic fence as current fence is cracked, missing wood, displaced, and bowing

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Deck	Prior to occupancy	<ul style="list-style-type: none"> Remove any loose, soft, and deteriorated wood. Perform consolidation, epoxy patch, or partial/full wood dutchman if required. Clean and seal wood deck.
Lighting Fixtures	High priority	<ul style="list-style-type: none"> Replace missing fixture on the upper corner of the façade Clean/maintain all lighting fixtures (to be performed cyclically)
Interior:		
Interior Walls	To be completed during initial phase, prior to occupancy, (once walls are ready to be closed, as necessary)	<ul style="list-style-type: none"> Consult a professional Industrial Hygienist to confirm the extent of microbial growth and best practices for treatment and removal at drywall and ceiling locations observed in cellar (highest priority) Repair/replace/address drywall, cracks, and drywall seams throughout Repair/replace damaged plaster work throughout Repair/replace baseboards and woodwork throughout Address gaps and separations for woodwork and wall/ceiling throughout Address issues with wood paneling/bowing in rooms 209 and 210 Address pipe penetrations in cellar Address microbial growth throughout
Staircases	High-priority	<ul style="list-style-type: none"> Remove wall covering at southeast and southwest walls to reopen the stairwell and expose the handrail, if still intact. Replace handrail with profiling and material representative of what exists if missing. We look forward to restoring the beauty of the original stairway. For the second staircase located at the northwest side of the home, we will reinstate an exterior egress for the second floor once future use and configuration of the Ellmore Farmhouse has been determined.
Wood	High priority	<ul style="list-style-type: none"> Verify condition of historic floor beams to ensure safety Check/address any wood-related issues in attic, including splitting at supports and missing wood
Masonry	High priority	<ul style="list-style-type: none"> Address spalling/cracking in the parge coat (cellar) Address wall bowing in cellar Address cellar wall ventilation opening Repair/replace deteriorated mortar in cellar and first floor hearth Address spalled brick and separation between brick at rear chimney and adjacent wall Note: All new mortar will match original mortar's color/texture/profile
Floors	To be completed during initial 1-3 months	<ul style="list-style-type: none"> Address exposed, unfinished, and missing wood in room 101 and throughout Address floor staining/cracking on second floor and throughout Restore original wood flooring that had been carpeted over on second floor Replace linoleum tiles throughout

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Doors	Prior to occupancy	<ul style="list-style-type: none"> • Address deterioration/damage of doors and hardware, including splitting and raised panels • Ensure doors are framed correctly and able to open/close • Retain/reuse original hardware whenever possible or explore returning to the County for use on other historic properties • Address cracking/water damage on first floor French doors •
Lighting Fixtures	Prior to occupancy	<ul style="list-style-type: none"> • Verify all fixtures are in safe operating condition, replace as necessary
Mechanical/Electrical/Plumbing Systems		
Throughout home	High priority	<ul style="list-style-type: none"> • Engage mechanical, electrical, and plumbing engineer to evaluate existing systems, piping, and conduit to remove any elements not required.
Mechanical	High priority	<ul style="list-style-type: none"> • Address any/all issues identified by engineer • Review current heating system, repair/upgrade/address as necessary to ensure safety and maintain the integrity of the property for future generations
Electrical	High priority	<ul style="list-style-type: none"> • Address any/all issues identified by engineer • Address all electrical systems and correct/remove/replace poor-quality wiring/work • Clean/maintain light fixtures (to be performed cyclically) • Ensure electrical work meets safety requirements/codes
Plumbing	High priority	<ul style="list-style-type: none"> • Address any/all plumbing issues identified by engineer

In rehabilitating the Ellmore Farmhouse property, ServiceSource, Pizzano Contractors, and any vendors performing work on the building/site will be guided by the following:

- Secretary of the Interior's Standards for the Treatment of Historic Properties (Secretary's Standards)
 - American with Disabilities Act (ADA)
 - International Building Code (IBC), 2012
 - International Existing Building Code (IEBC), 2012
- Applicable National Park Service Preservation Briefs:
- Preservation Brief #4 "Roofing for Historic Buildings"
 - Preservation Brief #9 "The Repair of Historic Wooden Windows"
 - Preservation Brief #10 "Exterior Paint Problems on Historic Woodwork"
 - Preservation Brief #16 "The Use of Substitute Materials on Historic Building Exteriors"
 - Preservation Brief #17 "Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character"
 - Preservation Brief #18 "Rehabilitating Interiors in Historic Buildings – Identifying Character-Defining Elements"
 - Preservation Brief #21 "Repairing Historic Flat Plaster - Walls and Ceilings"
 - Preservation Brief #24 "Heating, Ventilating, and Cooling Historic Buildings: Problem and Recommended Approaches"

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- Preservation Brief #28 "Painting Historic Interiors"
- Preservation Brief #32 "Making Historic Properties Accessible"
- Preservation Brief #39 "Holding the Line: Controlling Unwanted Moisture in Historic Buildings"

Additionally, all newly installed electrical systems/components and/or significant alterations to existing systems will comply with applicable provisions of the National Electrical Code (NEC).

During the maintenance phase of the residency, ServiceSource will rely on our internal team of facilities experts, including a mechanical engineer, to ensure the appearance and structure of Ellmore Farmhouse are preserved and routine maintenance is performed cyclically (in a timely/accurate fashion).

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Proposed Alternatives or Amendments to Required Improvements

Describe any proposed alternatives or amendments to the required improvements, found in “Treatment Plan,” and provide justification.

Based upon the available information in the Condition and Treatment Report, the Mechanical, Electrical, and Plumbing (MEP) Assessment, and site visits we understand that there is an underground oil storage tank. According to the Environmental Protection Agency (EPA), releases from Underground Storage Tanks (USTs) are a major concern for human and environmental safety. “These releases have been caused by leaks, spills, and overfills from UST systems. These releases can threaten human safety and health as well as the environment because UST systems contain hazardous and toxic chemicals. Fumes and vapors can travel beneath the ground and collect in areas such as basements, utility vaults, and parking garages where they can pose a serious threat of explosion, fire, and asphyxiation or other adverse health effects” (EPA, 2018).

To ensure that the Ellmore Farmhouse will be properly rehabilitated and able to provide a safe environment for adults with disabilities served through our programs, as well as our employees, ServiceSource is requesting further information about the Ellmore Farmhouse’s UST, including the age of the UST, manufacturer, design, model number, year installed, and whether there is leak detection in place. Additionally, we respectfully ask if there have been any soil samples taken, and if so, that the County share the findings.

If Fairfax County cannot produce this information, ServiceSource requests that the tank be demolished (removed, closed, or etc. pending recommendation of mechanical engineer) and soil samples are taken/tested. In the event contaminated soil is found—Fairfax County would assume all responsibility to remove all contaminated soil and address any water contamination (i.e., ground water, streams, local water, etcetera). In any event, ServiceSource requests, as part of any lease agreement, indemnification releasing us of any and all liability related to the Ellmore Farmhouse’s UST or any similarly related environmental issue.

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Description and Documentation of Donations

Describe in detail all labor, material, or services proposed to be donated by any third party sources. Written commitments for such labor, material, or services must be provided as an attachment to the application.

ServiceSource is committed to funding the Ellmore Farmhouse project through donations raised through a capital campaign as well as subsidizing any shortfall through unrestricted liquid assets held by the corporation (cash and investments). ServiceSource is adept at building relationships with individual and corporate donors and will leverage this strength to benefit the Ellmore Farmhouse project. The capital campaign will be launched/managed by the ServiceSource Foundation, a separate 501(c)(3) non-profit that raises money to support the people and programs of ServiceSource. Ninety-nine cents of every dollar donated to the ServiceSource Foundation is used to directly fund programs and services for people with disabilities and their families so that they can continue to lead enriching and fulfilling lives that are integrated in the community. Over the past 10 years, the foundation has provided \$10M+ to support initiatives for LTCIS programs. In the short time preparing this proposal, Pizzano Contractors and the Joey Pizzano Memorial Fund have each agreed to provide financial support for this project.

The ServiceSource Foundation launched a successful capital campaign to fund the construction of Friendship House Fayetteville, a four-home campus featuring a community gathering space in Fayetteville, NC operated by ServiceSource North Carolina. The ServiceSource Foundation's campaign leveraged community support and partners invested in our mission of building inclusive communities. Following a successful community presentation, our general contractor for Friendship House waived their general contracting fee and provided support as an in-kind donation. Presentations were also provided to subcontractors and the community was invited to contribute through donating funds, volunteer time (for appropriate tasks), and/or materials. The Friendship House Capital Campaign allowed us to exceed our goal of \$1M—we raised \$1.035M including approximately \$300k of in-kind contractor time donations and in-kind material donations. Furthermore, one subcontractor (Jimmy Hall Heat and Air) donated \$198k worth of electrical, heat, and air materials and labor. Friendship House's community pavilion features a banner listing organizations/individuals who supported the project:



Each year, ServiceSource's Florida Regional Office donates a mortgage-free condominium to veterans who have sustained combat-related disabilities. Prior to donating these homes, they are upgraded for accessibility and undergo minor renovations (new carpet/flooring, updated bathroom/kitchen, new paint). In completing this work,

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ServiceSource relies on strong, established relationships with donors and volunteers. In August 2018, ServiceSource received a \$25k donation from Home Depot and a \$25k donation from Raymond James Financial that was used for materials/labor. Additionally, Home Depot employees volunteered time to complete (appropriate) projects to ready the condominium for its future resident.

Support from Pizzano Contractors

Pizzano Contractors will support the Ellmore Farmhouse Project as both a contractor and through the generous in-kind donation of project supervision and project management fees.

Support from the Joey Pizzano Memorial Fund

Additionally, the Joey Pizzano Memorial Fund (JPMF) have committed to supporting us in this endeavor. The JPMF is a 501(c)(3) organization with a mission of improving the lives of children with special needs and their families. The JPMF has a strong history of collaboration with Fairfax County and the Park Authority. Additionally, JPMF's work has been recognized with a number of local and national awards, including:

- **2001** – Fairfax County Community and Recreation Services (CRS) Distinguished Colleague Award
- **2004** – NACO (National Association of Counties) Achievement Award for Best of Category
- **2005** – Fairfax County Board of Supervisors Recognition for Enhancing the Lives of Individuals with Disabilities
- **2007** – Fairfax County CRS Shining Star Award for Outstanding Partnership and Volunteer Services
- **2009** – Eakin Philanthropy Award for Outstanding Visionary Contributions to Fairfax County Parks
- **2012** – Aquatics International Best Sprayground of the Year (for *Our Special Harbor* – a focal point for the Lee District Family Recreation Area)
- **2012** – Catalogue for Philanthropy “One of the best small charities in the Greater Washington Area”

ServiceSource is delighted that JPMF have agreed to support ServiceSource with an annual contribution to the Ellmore Farmhouse project upon award.

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Sustainability

Describe any proposed historically appropriate, environmentally sustainable building technology and practices that will be used in the rehabilitation, maintenance, and/or operation of the property, in compliance with the Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings (See link on "[Program Information, Scope and Parameters](#)" document).

Pizzano Contractors was an early adopter in the "Green Building" movement and continues to demonstrate leadership in this area. Pizzano Contractors was part of the team that constructed the first LEED Platinum-certified building in Washington, DC in 2009. Pizzano Contractors continue to include LEED design and best practices in their projects and employees hold accreditations and attend training/seminars to support them in continuing to follow/implement green building and LEED best practices. ServiceSource will work with Pizzano Contractors and all other subcontractors to ensure that renovations fit within the overall motif of Frying Pan Park (and its history) and that work on the property is environmentally sustainable.

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Accessibility

All proposed curators must comply with applicable requirements of the Americans with Disabilities Act as the buildings are public facilities under Title II of the ADA (state and local governments). Describe how the requirement for public access at least twice per year will be met, including “programmatic” access under the ADA, by either making physical modifications or programmatic accommodations. Programmatic could include a video tour, brochures with photos, etc.

ServiceSource is well-versed in ensuring facilities are accessible and compliant with the Americans with Disabilities Act (ADA). We currently operate eight (8) programs for adults with disabilities across Northern Virginia, in addition to our Corporate Headquarters, and other locations where we perform contracted operations. Each of these sites is fully-compliant with the accessibility regulations outlined in the ADA and outfitted with additional features to enhance accessibility for people with a variety of disabilities (e.g., visual, mobility-related) including program participants, staff, and visitors. ServiceSource is prepared to leverage this strength to ensure that Ellmore Farmhouse is in full compliance with these standards. Furthermore, we will take the necessary steps to ensure all can access the Ellmore Farmhouse twice per year (including programmatic access).

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SECTION F: EXPERIENCE AND QUALIFICATIONS

Applicant's General Qualifications

Provide a narrative summary of the applicant's experience and qualifications to undertake, implement, and manage the rehabilitation, reuse and maintenance of the historic property. Include the applicant's resume or CV, and references to support such experience and qualifications. Supplemental material describing pertinent projects, including visual aids, is encouraged but not required.

ServiceSource has a 47-year history of providing high-quality, innovative programming in Northern Virginia. In FY 2018, we served more than 4,000 people with disabilities through long-term and community integration services, senior services, employment supports, and other services.

We have a track record of success with public-private partnerships and are fully-qualified, positioned, and prepared to manage, preserve, rehabilitate, and operate this historic property.

In 2018, ServiceSource partnered with the Fairfax County Park Authority to provide contracted support services at Clemyjontri and other parks. Additionally, Fairfax County Park Authority has agreed to be a potential internship and/or employment site for people with significant disabilities through our Pathways to Careers initiative.

The ServiceSource proposed use for the Ellmore Farmhouse will provide an innovative approach to renovating, managing, and utilizing the property that includes community integrated activities for people with disabilities. Our solution will maximize heritage conservation efforts for the property to benefit people with disabilities and the greater community, including Frying Pan Park visitors, and Fairfax County residents.

As previously mentioned, ServiceSource is the owner and operator of Annandale House, a former residence that we renovated and have maintained since 2000. This property is a private, 1,200 square foot residence built in 1949 with three bedrooms and one bathroom. ServiceSource rehabilitated this property and completed renovations to improve accessibility, including the installation of ramps, a "roll under" bathroom sink, and grab bars in addition to enlarging doorways and the bathroom to allow for full access to all. If selected as the Resident Curator for Ellmore Farmhouse, ServiceSource will leverage our success from renovating the Annandale House, as well as many other properties, and work with experienced contractors to implement an ADA-compliant design that respects the heritage, historic features, and appearance of Ellmore Farmhouse.

We are capable, fully-qualified, and well-prepared to serve as the resident curator for Ellmore Farmhouse. We are committed to fostering a welcoming, inclusive community for people with disabilities and continuing to honor the history of Fairfax County. Our proposed use of this property is mindful of its uniqueness, history, and location within Frying Pan Park. In rehabilitating this property and renovating it for compliance with the ADA's accessibility regulations, ServiceSource will ensure that the building maintains a cohesive, appropriate look as it evolves to benefit current and future residents of Fairfax County.

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Include a list of all of the following actions which have become final in the three years prior to the application submission:

1. Willful violations, violations for failure to abate, or repeated violations, for which the applicant was cited by (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan for any public jurisdiction; or
2. Three (3) or more serious construction safety violations for which the applicant was cited by the (a) United States Occupational Safety and Health Administration; or (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan from any public jurisdiction.
3. Termination of a contract between the applicant and any public entity for safety violations.

If the applicant has not received or been the subject of any such violations referenced above in the three (3) years prior to the application submission, then the applicant shall so indicate by certification on the application.

ServiceSource certifies that we have not received or been the subject of the aforementioned violations in the three (3) years preceding the submission of this application.

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Applicant's Specialized Skill in Historic Preservation

Describe the applicant's specialized skills in historic preservation projects, including any relevant experience with the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR Part 68 (2013), as amended (See link on "[Program Information, Scope and Parameters](#)" document).

ServiceSource has experience in historic preservation from renovating and rehabilitating the Annandale House property. This property is a private, 1,200 square foot residence built in 1949 with three bedrooms and one bathroom. ServiceSource rehabilitated this property and completed renovations to improve accessibility, including the installation of ramps, a "roll under" bathroom sink, and grab bars in addition to enlarging doorways and the bathroom to allow for full access to all. This is an example of our ability to marry historical features with modern-day accessibility needs as well as up-to-date regulations and industry standards in mechanical, electrical, and plumbing.

In serving as the resident curator for Ellmore Farmhouse, we will work with the County to ensure that the Ellmore Farmhouse is rehabilitated in a way that conforms with the overall motif of Frying Pan Park, facilitates public access, and features historic elements. As an example, ServiceSource plans to work with Pizzano Contractors to restore the original interior staircase and knows this feature will highlight the significance and history of Ellmore Farmhouse.

Finally, ServiceSource commits to restoring/reusing original elements as often as possible. If an element cannot be restored, we will consult with Fairfax County and work with representatives to determine whether these elements can be used on other RCP projects.

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Professional Service Providers' General Qualifications

If available at this time, provide the professional qualifications and relevant work history of any professional service providers, contractors or subcontractors, involved in rehabilitation and/or maintenance phases of the curator including, but not limited to architects, general contractors, and subcontractors such as plumbers, electricians, etc.

Pizzano Contractors

Established in 1958, Pizzano Contractors is a family-owned and operated organization that is committed to providing high-quality construction services for the community. They are locally-based in Old Town Alexandria. Pizzano Contractors the ideal contractor and, in coordination with ServiceSource leadership, will oversee preconstruction and construction efforts for the rehabilitation of Ellmore Farmhouse.

Throughout their 60+ year history, Pizzano Contractors have leveraged finesse, artistry, and fine workmanship to create spaces and environments where people can thrive. Pizzano Contractors is committed to five core beliefs that have strengthened their business in building relationships with their customers: (1) exceptional quality, (2) proven processes, (3) sustainable practices, (4) owner involvement and mindset, and (5) their slogan, *Whatever It Takes*. With each project, they work to employ the best people and work with clients to ensure projects meet LEED certification standards as well as maximize their LEED Scorecard.

Their recent projects have included the renovation of residences in the Washington, DC area ranging from 3,400-23,750 square feet (two of which are considered "historic"); several retail locations; office renovations for major companies (e.g., Charles Schwab, Anheuser Busch, Alorica), and the United States Institute of Peace. Pizzano Contractors prides themselves on building environments that people enjoy being in, no matter the setting. We are delighted to have Pizzano Contractors on the ServiceSource team and know they bring unparalleled expertise to the Ellmore Farmhouse project.

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Include a list of all of the following actions which have become final in the three years prior to the application submission for any such providers, contractors or subcontractors listed:

1. Willful violations, violations for failure to abate, or repeated violations, for which the provider, contractor or subcontractor was cited by (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan for any public jurisdiction; or
2. Three (3) or more serious construction safety violations for which the provider, contractor or subcontractor was cited by the (a) United States Occupational Safety and Health Administration; or (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan from any public jurisdiction.
3. Termination of a contract between the provider, contractor or subcontractor and any public entity for safety violations.

For each provider, contractor or subcontractor that has not received or been the subject of any such violations referenced above in the three (3) years prior to the application submission, then the applicant shall so indicate by certification on the application.

Pizzano Contractors has not received or been the subject of the aforementioned violations in the three (3) years preceding the submission of this application.

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Professional Service Providers' Qualifications in Historic Preservation

If available at this time, provide the professional qualifications and relevant work history of any professional service providers, contractors or subcontractors, involved in the rehabilitation and/or maintenance phases of the curator including, but not limited to architects, general contractors, and subcontractors such as plumbers, electricians, etc. pertaining to the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 CFR Part 68 (2013), as amended (See link on "[Program Information, Scope and Parameters](#)" document).

Pizzano Contractors has been the primary contractor on a number of historic renovation/preservation projects. One of their most notable recent projects was for the "Thomas Nelson Page House" located at 1759 R Street Northwest in Washington, D.C. (for the Wyss Foundation).

The Thomas Nelson Page House was designed by renowned architect Stanford White and constructed in 1896. This historic, 30,000 square foot residence was renovated to serve as the headquarters for the Wyss Foundation, a non-profit focused on land conservation, children's health, and social justice.

In rehabilitating this property, Pizzano brought the building to modern standards, while maintaining and restoring its original beauty. This project demonstrates Pizzano Contractors' ability to align their work with standards for treating historic properties in a way that also supports the needs of today. Photos of the project's results are included below for reference.



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SECTION G: ESTIMATED PROJECT COSTS

Use the table below to summarize proposed expected costs (Attach more detailed breakdowns if desired). Please see the property's Historic Structure Report and Treatment Plan and MEP Assessment, which will provide the foundation for the budget below.

PROJECT COSTS BUDGET		
Cost Category	Amount	Total Amount
Hard Costs		560,818.88
General Conditions (mobilization, temporary facilities)	60,000	
Site Work	35,000	
Excavation	5,000	
Foundation	3,500	
Demolition	7,500	
Superstructure	n/a	
Floor Structure	5,000	
Roof Structure & Cover	18,500	
Doors & Windows	27,820	
Interior Construction	126,498.88	
Plumbing	55,600	
HVAC	37,400	
Electrical	40,000	
Sprinklers	12,500	
Conveying Systems (if applicable)	n/a	
Utility Upgrades (electrical, water, sanitary)	32,000	
HAZMAT Abatement	n/a	
Specialties	n/a	
Clean up	14,500	
Miscellaneous	28,000	
Construction Contingency (_____%)	52,000	
Soft Costs		37,500
Architectural Fees	15,000	
Engineering Fees	n/a	
Third party HAZMAT inspection, testing, and monitoring	10,000	
Other Design Fees	3,500	
Commissioning HVAC, sanitation systems	n/a	
Construction Period Interest	n/a	
Other Financing Fees	n/a	
Other Consulting Fees	n/a	
Permits and Licenses	4,000	
Construction Administration fees	n/a	
Other Soft Costs	5,000	
Design Contingency (_____%)	n/a	
Other Project Costs	n/a	n/a
TOTAL PROJECT COSTS		598,318.88

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SECTION H: ADDITIONAL CURATOR EXPENSES

The Resident Curator Program uses a formula to derive the curator's lease length, which takes into account the additional anticipated expenses that the curator will incur each year.

Credited Annual Maintenance Costs

The cost of ongoing maintenance of the property will be factored into the calculation of lease length to credit the curator for these expenses.

Maintenance items include but not limited to: grounds maintenance, gutter cleaning, roof repairs/replacement, repointing, maintaining/replacing mechanical systems, etc. See "Maintenance Guidelines and Checklist" which outlines the annual and cyclical maintenance expectations of the curator.

While these costs may vary each year depending on the needs and conditions of the property, the Resident Curator Program establishes a dollar amount to use in its lease formula beginning with industry standards which advise on setting aside one percent of the property's value for annual property maintenance. This calculation may then be adjusted to reflect previous maintenance costs for the property. While curators are not expected to bear this cost annually, this formula ensures that if any big ticket item requires maintenance, the curator will have the funding available.

2013 Historic Replacement Value	Multiply the Historical Replacement Value by 1%	Total Annual Maintenance Expense
\$730,000	1%	\$7,300.00

Estimated Annual Occupancy/Management Costs

The curator can anticipate annual occupancy and management costs to include: utilities, any additional required liability insurance, legal fees, public benefit component, pro-rated property taxes, etc.

The dollar amounts used in the following table were calculated using previous utility bills and a Department of Tax Administration tax assessment for the farmhouse and one acre of leased property.

* Fairfax Water: \$1,055.84, Columbia Gas: \$1,172.15, Dominion Energy: \$123.49, taken from FY2018 Utility Expenses. Property vacant during this time.

Utilities*	\$2,351.48
Real Estate Taxes	\$6,090.82
Other Miscellaneous Expenses	\$ 746
Total Estimated Annual Occupancy and Management Costs	\$9,188.30

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Total Estimated Annual Maintenance Phase Costs

Annual Estimated Maintenance Costs	\$7,300.00
Total Estimated Annual Occupancy and Management Costs	\$9,188.30
Total Estimated Annual Maintenance Phase Costs	\$16,488.30

Section I : Lease Term will demonstrate how these two annual costs are factored into the Resident Curator Program's lease length calculation to the credit of the curator.

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SECTION I: LEASE TERM

According to the Park Authority's Enabling Legislation, FCPA must establish a Fair Market Rental Value (FMRV) for the property. For the purposes of this solicitation, FCPA is establishing a rent value of \$33,000 per annum for the length of the base term, as determined by an independent appraiser. The length of the lease term will be determined based upon the following:

- Annual Fair Market Rental Value (FMRV)
- Rehabilitation Project Costs
- Credited Annual Maintenance Costs: Including, but not limited to: grounds maintenance, gutter cleaning, roof repairs/replacement, repointing, maintaining/replacing mechanical systems, etc. (See "Maintenance Guidelines and Checklist")
- Estimated Annual Occupancy and Management Costs: includes utilities, insurance, legal fees, public benefit component; prorated property taxes, etc.

Formula for Estimating Lease Length

Annual Fair Market Rental Value *minus* Credited Annual Maintenance Costs *minus* Estimated Annual Occupancy and Management Costs *equals* Adjusted Annual Fair Market Rental Value.

Total Rehabilitation Project Costs *divided by* Adjusted Annual Fair Market Rental Value *equals* Estimated Lease Term, in years.

The Credited Annual Maintenance costs and the Estimated Annual Occupancy and Management Costs are used to lower the Annual Fair Market Rental Value, which thereby increases the years of the lease, offering a nice benefit to the curator.

	Annual	Total
Rehabilitation Project Costs Provided by Applicant (Total Project Costs, see Section G)		\$598,318.88
Annual Fair Market Rental Value (FMRV)	\$33,000	
Credited Annual Maintenance Costs (see Section H)	\$7,300.00	
Estimated Annual Occupancy & Management Costs (see Section H)	\$9,188.30	
Adjusted Annual FMRV	\$16,511.70	
Rehabilitation Project Costs /Adjusted FMRV = Estimated Length of Lease, or Lease Term, in years		36.236

Insert the estimated cost of your rehabilitation plan into this formula and state the estimated lease term. Please describe any considerations that you wish for FCPA to make in the negotiation of the lease term.

Estimated Lease Term, in years 36 years

**Attachment A:
Use Determination Request**



March 13, 2019

Ordinance Administration Branch/Department of Planning and Zoning
12055 Government Center Parkway, Suite 807
Fairfax, VA 22035
ORDADMIN@fairfaxcounty.gov

Subject: Resident Curator Program-Use Determination

To Whom it May Concern,

I am writing to request a program-use determination for the Ellmore Farmhouse per Fairfax County Park Authority's Resident Curator Program. **The Ellmore Farmhouse is located at 2739 West Ox Road, Herndon, VA 20171.**

The following pages of this request include the following information:

- A detailed description of the business operation
- The address of the proposed location
- A floor plan (does not need to be drawn by a licensed professional) and a description of the proposed floor area to be utilized for total business and any subcomponents of the business (such as areas for retail, office, production, outdoor storage, etc.)
- Days and hours of operation
- Number of employees, clients, customers, seats or other relevant information
- Number of company vehicles, as applicable
- Any other relevant information that will adequately and accurately convey the nature of the proposed use for which a determination is sought.

If there are any questions regarding this request, please contact me directly at:

[Redacted contact information]

Sincerely,

[Redacted signature]

www.servicesource.org

10467 White Granite Drive • Oakton, Virginia 22124 • P: 703.461.6000 • Toll Free: 800.244.0817 • F: 703.352.1795

A Detailed Description of The Business Operation

ServiceSource is a nonprofit organization with a mission to facilitate services and partnerships to support people with disabilities, their families, their caregivers, and community members in order to build more inclusive communities. ServiceSource has been serving residents of Fairfax County for over 47 years and provides supports and services to more than 4,000 people annually through community integration programs, employment supports, senior services, and other programs/services.

ServiceSource understands and respects the historical significance of the Ellmore Farmhouse. Throughout its history, the Ellmore Farmhouse has been a place where people gathered, resources were created for the community, and people celebrated. **ServiceSource's** proposed business operation is to continue this legacy through the lens of inclusion.

After rehabilitation and renovations of the property are completed, ServiceSource proposes **using the Ellmore Farmhouse as a "launchpad" for one of our Long-Term and Community Integration Services (LTCIS) programs.** Our LTCIS programs support adults with developmental disabilities to acquire, retain, and improve skills necessary for independence, employability, and exercising personal choice.

As a launchpad, Ellmore Farmhouse will host a group of approximately 15 people with disabilities and support staff during regular business hours (8:00am-4:00pm) Monday-Friday. The overall business plan includes:

- Establishing and operating a LTCIS program for a group of approximately 15 people with disabilities during regular business hours (Monday-Friday, 8:00am-4:00pm). Onsite activities will include:
 - Skill building and training
 - Small group music, dance, and art classes
 - Meetings with family members, Fairfax County Community Services Board staff, ServiceSource employees, and other stakeholders to develop and/or discuss **individuals' goals and annual plans**
 - Classes on computers, nutrition, humanities, and other essential living topics
 - Reading groups
- ServiceSource is also proposing to the Fairfax County Park Authority (property owner) to operate a small café featuring beverages, light bites, and treats during regular business hours at peak times of year (late Spring, Summer, and early Fall). This opportunity would create valued, meaningful employment opportunities for adults with disabilities and enhance park amenities available for visitors, volunteers, and employees.
- ServiceSource will also operate a small gift shop open to the public during regular business hours. This gift shop will feature handcrafted items made by people with disabilities at offsite locations. **This is part of ServiceSource's Self-Employment Program** and the individuals who create the items receive 100% of the proceeds from each sale.

The Address of The Proposed Location

The Ellmore Farmhouse is located within Frying Pan Park at:

2739 West Ox Road

Herndon, VA 20171

Floor Plan and Description of The Proposed Floor Area to Be Utilized for Total Business and Any Subcomponents of The Business (Such as areas for Retail, Office, Production, Outdoor Storage, etc.)

First Floor

The first floor of Ellmore Farmhouse will be primarily used as office/meeting space for LTCIS program participants (i.e., clients) and employees. The kitchen will continue to be used as a kitchen to refrigerate/heat lunches. One room will be dedicated as retail space for goods that are produced offsite (i.e., greeting cards, soaps, candles). Pending approval from the Fairfax County Park Authority, ServiceSource will also dedicate first floor space as a small café serving beverages, light bites, and treats. In consultation with contractors/the County, ServiceSource will maintain 1-2 bathrooms on the first floor.

Figure A-1: Existing Floor Plan – First Floor

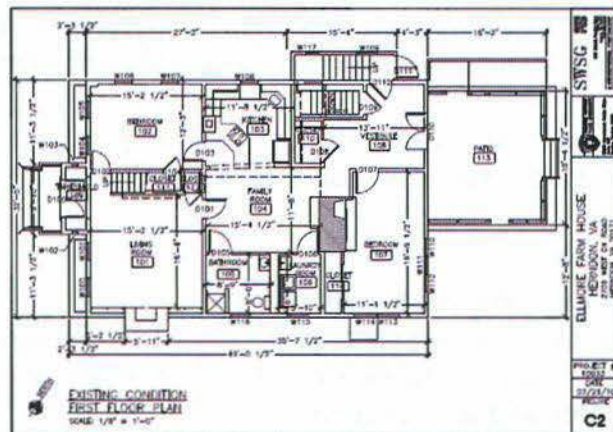


Figure A-2: Proposed Floor Plan – First Floor



Second Floor

The second floor of Ellmore Farmhouse will be primarily used as office/meeting space for employees. One room on the second floor will be designated as a file room. There will be one single-use bathroom on the second floor.

Figure B-1: Existing Floor Plan – Second Floor

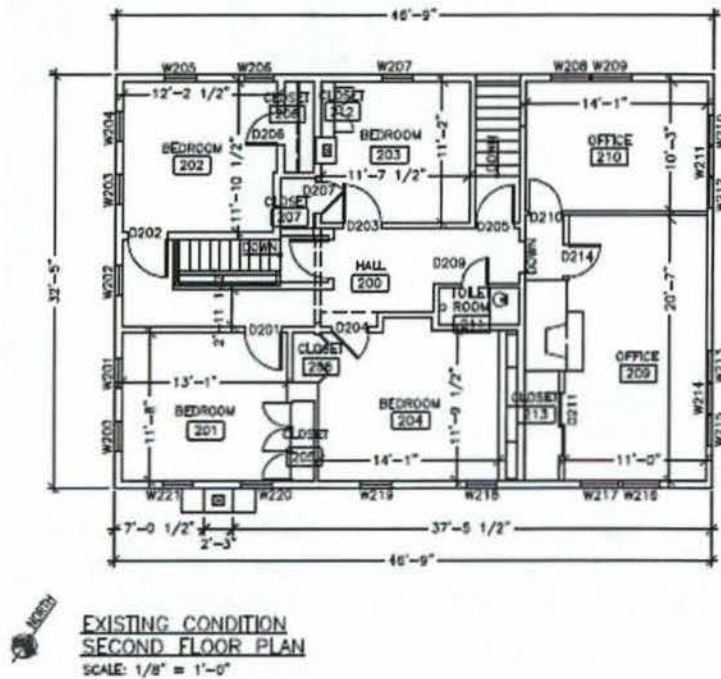


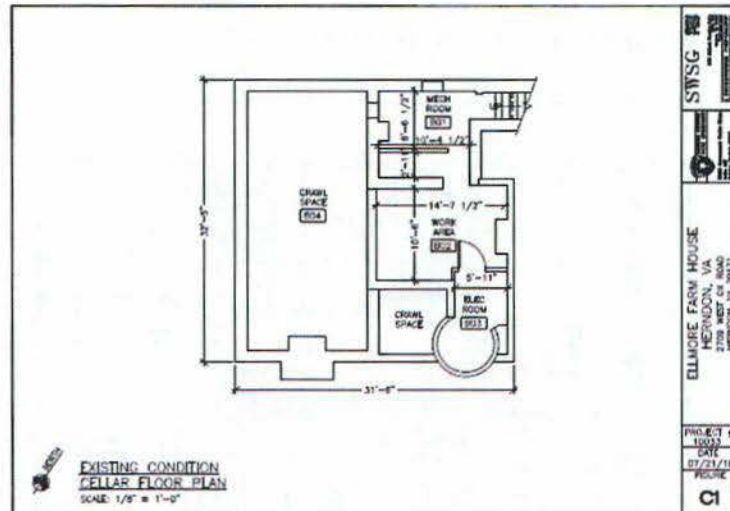
Figure B-2: Proposed Floor Plan – Second Floor



Cellar

The cellar will be used for utilities and will not be used as a location for programming, meetings, retail, etc.

Figure C: Existing Floor Plan – Cellar



Days and Hours of Operation

ServiceSource's business operations at Ellmore Farmhouse will take place during regular business hours (9:00am-4:30pm Monday-Friday). On occasion, ServiceSource may also open the space for meetings/special events in the evenings or weekends.

Number of Employees, Clients, Customers, Seats or Other Relevant Information

ServiceSource proposes using the space for six (6) employees and 15 clients daily. We will welcome visitors and plan seating in accordance with guidance/regulations from the Fairfax County Fire Department and other authorities.

Number of Company Vehicles, as Applicable

ServiceSource will regularly keep three (3) company vehicles at this property. There is ample parking space available at the adjoining Visitor's Center and we will explore parking arrangements/additional parking space with Fairfax County.

Any Other Relevant Information That Will Adequately and Accurately Convey the Nature of The Proposed Use for Which a Determination is Sought.

ServiceSource owns/leases and operates several locations throughout the Washington, D.C. metropolitan area which are regularly used by people with significant disabilities. In acquiring and renovating these spaces to fit our needs, ServiceSource uses our internal facilities management expertise and collaborates with professional architects/contractors to ensure the most up-to-date accessible features are available. If selected as the resident curator for Ellmore Farmhouse, ServiceSource, in consultation with our construction team, will prepare and submit a full Rehabilitation Plan to Fairfax County Park Authority (property owner). All renovations will be made in compliance with Resident Curator Program and other relevant standards.