

## MEMORANDUM

DATE: July 14, 2020

TO: The Board of Supervisors

FROM: Kitty K. Hall, Director of Purchasing

SUBJECT: Contract Awards - Annual Engineering Service

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A Request for Proposal (RFP) was solicited from qualified engineering firms to simplify the purchasing process and speed up work when minor design and technical engineering assistance is required by having a firm pre-selected based upon its qualifications per the requirements of the Virginia Public Procurement Act and establishing a contract for professional engineering services. The required engineering services were organized into major groups with Sub-Groups as listed below with the number of proposals received listed after each Sub-Group name.

Group 1	Basic Engineering Services	29
Group 2	Environmental Engineering Services	11
Group 3	James City Service Authority (JCSA) Water and Wastewater	16
Group 4	Landscape Planning and Landscape Architecture	6
Group 5	Site Plan Review	2
Group 6	Surveying	6
Group 7	Stormwater Infrastructure	12
Group 8	Geotechnical	5
Group 9	Traffic and Transportation	6

Interested firms responded to the RFP by describing their interest, qualifications, project approach, and experience in performing similar work. Panels of staff members representing Stormwater, Environmental, Planning, Capital Projects, JCSA, Williamsburg-James City County School Division, and Purchasing evaluated the proposals and selected the most qualified firms in each group. Rate schedules were negotiated with the selected firms. These schedules will be used to calculate the cost for individual projects performed under these annual contracts. The contracts have an initial term of one year with four additional one-year renewal options available to the County, JCSA, and Schools. Firms selected for contract award are listed by group.

Staff recommends approval of the attached resolution awarding a contract to the following firms in Attachment A.

KKH/nb  
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Attachments