

## MEMORANDUM

DATE: November 13, 2018

TO: The Board of Supervisors

FROM: Kitty Hall, Director of Purchasing

SUBJECT: Contract Awards - Annual Building Envelope Technical Support Services

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A Request for Proposal (RFP) was solicited from qualified firms to simplify the purchasing process and speed up work when building envelope technical support services are required by having firms pre-selected based upon their qualifications per the requirements of the Virginia Public Procurement Act and establishing an “in place” contract for needed professional services.

Interested firms responded to the RFP by describing their interest, qualifications, project approach and experience in performing similar work. A panel of staff members representing Capital Projects and Stormwater and Resource Protection evaluated the proposals and selected the most qualified firms. The contracts have an initial term of one year with four additional one-year options available to the County. The RFP included Cooperative procurement provisions allowing Williamsburg-James City County Public Schools and other entities to use the architectural firms if they so choose.

Firms selected for contract award are:

TAM Consultants  
ECS-Mid Atlantic

Staff recommends approval of the attached resolution awarding a contract to the firms listed above.

KH/nb  
CA-TechSuppSys-mem

Attachment