

M E M O R A N D U M

DATE: November 12, 2003

TO: The Board of Supervisors

FROM: Stephanie Ahrendt, Purchasing Director

SUBJECT: Contract Awards - Annual Engineering Services

A Request for Proposal (RFP) was solicited from qualified engineering firms to establish contracts for professional engineering services. The required engineering services were organized into seven groups as listed below with the number of proposals received listed after each group name:

- Group 1-Basic Engineering (24 proposals)
- Group 2-Environmental Engineering (7 proposals)
- Group 3-Hydro-Geological Engineering (2 proposals)
- Group 4-Landscape Planning and Landscape Architecture (6 proposals)
- Group 5-Site Plan Review (5 proposals)
- Group 6-Surveying (7 proposals)
- Group 7-Stormwater Infrastructure Engineering (12 proposals)

Interested firms responded to the RFP by describing their interest, qualifications, project approach, and experience in performing similar work. Panels of staff members representing Development Management, Environmental, Planning, Capital Projects, Parks and Recreation, James City Service Authority, and Purchasing evaluated the proposals, conducted interviews, 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. County departments can use these annual engineering contracts to complete individual design projects with budgets up to \$100,000.

These contracts have an initial term of one year with two additional one year options available to the County. Staff requests Board approval for these awards because the total dollar value of each of these contracts including renewals will likely exceed \$100,000. The Purchasing Policy requires Board approval of all contracts over \$100,000. Firms selected for contract award are listed below by group.

Group 1-Basic Engineering

AES; Michael Baker, Jr., Inc.; Draper Aden & Associates; URS Corporation; Woolpert LLP

Group 2-Environmental Engineering

Kimley Horn & Associates; Natural Systems Engineering; Williamsburg Environmental Group

Group 3-Hydro-Geological Engineering

Russnow-Kane

Group 4-Landscape Planning and Landscape Architecture

Clough, Harbour & Associates; Land Planning & Design Associates; Rhodeside & Harwell, Inc.

Group 5-Site Plan Review

Johnson, Mirmiran & Thompson

Group 6-Surveying Services

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AES; Precision Measurement, Inc.; Woolpert, LLP

Group 7-Stormwater Infrastructure Engineering
Timmons Group; URS Corporation

Staff recommends that the Board approve the attached resolution awarding the contract to the firms listed above.

Stephanie Ahrendt

CONCUR:

John E. McDonald

SA/gs
engrgsvcs.mem

Attachment