

MEMORANDUM

DATE: March 24, 2009  
TO: The Board of Supervisors  
FROM: Stephanie Luton, Purchasing/Management Services Director  
SUBJECT: Contract Awards – Annual Architectural Services

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Proposals were solicited from qualified architectural firms to establish contracts for professional architectural services on an as-needed basis. Williamsburg-James City County Schools were included in the solicitation. Staff members from General Services and Purchasing evaluated the proposals, conducted interviews and selected Hopke & Associates, Inc. and Hudson & Associates Architects PLLC as the most fully qualified firms with proposals that best suited the County's needs as defined in the Request for Proposals.

Rate schedules were negotiated with the two firms. These schedules will be used to calculate the cost for individual projects performed under these annual contracts. These contracts have an initial term of one-year with two additional one-year options available to the County.

Staff recommends approval of the attached resolution awarding contracts to the two firms listed above.

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Stephanie Luton

CONCUR:

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John E. McDonald

SL/nb  
ArchitSrv\_mem

Attachment