

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: Contract Award Authority During Summer Recess

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Cheryl Middleton, Finance and Procurement
John Sandy, County Administration
Ernest Brown, General Services

PURPOSE: To seek authorization to award any contracts or leases that occur during the Board of Supervisors' (Board) August recess.

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend that the Board of Supervisors (Board) authorize the County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting. Staff further recommends that the FGOEDC recommend that the Board authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting.

BACKGROUND: The Board and Standing Committees are taking recess during the month of August 2016. As the County's business continues during the Board's summer recess, there may be contracts and leases that will need to be awarded. The Board has traditionally authorized staff to award contracts that cannot be delayed until the first meeting in September provided sufficient funding is available. Staff will provide a report to the FGOEDC regarding the contracts and leases awarded during this time frame at its September 13, 2016 meeting. As proposed by staff, contracts that are not fully funded would not be eligible for award under this temporary authority.

ISSUES: This action will allow staff to continue to work as needed so that contracts may commence and/or not be delayed as a result of the Board's summer recess. It is anticipated that the contracts contained in Attachment 1 will require action between July 22, 2016 and September 13, 2016. It is possible that other urgent or unforeseen contracts will be required during the summer recess. At this time, no leases are expected to require action during the Board's summer

recess. Following the summer recess, staff will report the results of these proposed contracts as well as any other contract or leases awarded during the recess the FGOEDC at the September 13, 2106 meeting.

FISCAL IMPACT: As proposed by staff, contracts not fully funded would not be eligible for award under this temporary authority.

ALTERNATIVES:

1. Recommend to the Board authorize the County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting as well as authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting.
2. The FGOEDC may recommend the Board direct staff to hold all awards until after the recess. This option is not recommended as it could cause significant delays in service delivery.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the County Administrator be authorized, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 Finance/Government Operations and Economic Development Committee meeting.

AND

I further move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the County Administrator be authorized, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 Finance/Government Operations and Economic Development Committee meeting.

OR

2. I move an alternate motion.

ATTACHMENT:

1. Contracts Requiring Action During Summer Recess

Contracts Requiring Action During Summer Recess

1. Contract Award: Construction of the Scott Jenkins Memorial Park Phase II

Reference: FY 2016 Adopted Budget, Volume 2, Page 10-41

Description: The Department of Transportation and Capital Infrastructure will obtain the services of a qualified General Contractor to construct improvements to the Scott Jenkins Memorial Park is located off East Colonial Highway - 1.3 miles west of intersection with Route 9 in Hamilton Virginia 20158. Construction for Phase I of Scott Jenkins Memorial Park is complete and includes a 250 space commuter parking lot, (1) large baseball field, a 60 space parking lot, a restroom building, trails, and pavilion. The Phase II areas were rough graded as part of Phase I.

Scott Jenkins Memorial Park Phase II entails the construction of (1) soccer field, (3) small baseball fields, concession stand, two (2) pavilions, and parking lot addition providing approximately 190 parking spaces. The General Contractor shall be responsible for safety and security of neighboring residents, Loudoun County staff, and the general public throughout the project construction phase.

Estimated Cost: \$1,400,000

Funding Source: Local Tax Funding

Reason for August Award: The Invitation for Bid was issued on June 7, 2016 with bids being due on July 19, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

2. Contract Award: Install Generator Switchgear at 801 Sycolin Road

Reference: NA

Description: The Department of General Services will obtain the services of a qualified Contractor to provide and install an automatic transfer switch between the two generators providing back-up power for the County's facility at 801 Sycolin Road, Leesburg, VA 20175. This facility, located in the Town of Leesburg, houses the ongoing operations of the County's Emergency Operations Center and the Emergency Communications Center (911 answering point), which operate on a 24/7/365 basis.

Estimated Cost: \$500,000

Funding Source: Capital Asset Preservation Program

Reason for August Award: The Invitation for Bid is planned to be issued in on July 82016 with bids being due on August 8, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 30 day delay in awarding the

construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Ernest Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

3. **Contract Award: Job Order Contract (JOC) for the Maintenance and Repair of Stormwater Infrastructure, Paving and Other Site Work**

Reference: NA

Description: The Department of General Services intends award contracts for the Job Order Contract (JOC) for Maintenance and Repair of Stormwater Infrastructure, Paving and other Site Work. A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The scope of work of these contracts includes countywide maintenance, repair and replacement of stormwater infrastructure on an as-needed basis at various Loudoun County facilities.

Estimated Cost: \$4,000,000

Funding Source: Funding is available in the operating budgets of the Department of General Services and in the Department of Parks, Recreation and Community Services; and in the Capital Asset Preservation Program and the Capital Improvement Program.

Reason for August Award: The Invitation for Bid is planned to be issued on June 27, 2016 with bids being due on July 29, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Ernest Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

4. **Contract Award: Job Order Contract (JOC) for Paving, Surfacing and Site Work**

Reference: NA

Description: The Department of General Services intends award contracts for the Job Order Contract (JOC) for Paving, Surfacing and Sitework. A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The scope of work of these contracts includes countywide maintenance, repair and replacement of infrastructure on an as-needed basis at various Loudoun County facilities

Estimated Cost: \$4,000,000

Funding Source: Funding is available in the operating budgets of the Department of General Services and in the Department of Parks, Recreation and Community Services; and in the Capital Asset Preservation Program and the Capital Improvement Program.

Reason for August Award: The Invitation for Bid is planned to be issued on June 27, 2016 with bids being due on July 28, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Ernest Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

5. **Construction of Traffic Signals at Braddock Road-Riding Center Drive Intersection and Gloucester Parkway-Smith Switch Intersection**

Reference: N/A

Description: The Department of Transportation and Capital Infrastructure will obtain the services of a qualified contractor to construct traffic signals, pavement markings, signage, and pedestrian facilities at two (2) intersections in Loudoun County: Signal #1 at Braddock Road (Route 620) and Riding Center Drive (NIS) and Signal #2 at Gloucester Parkway (Route 2150) and Smith Switch Road (Route 1950)/Ashby Ponds Boulevard. Both signals and associated improvements are per the approved plans contained herein and per Virginia Department of Transportation (VDOT) standards. The work included in this IFB is to be accepted by VDOT and incorporated into the VDOT maintained system of roads.

Estimated Cost: \$570,000

Funding Source: Braddock Road/Riding Center Drive Intersection is funded with a combination of local gasoline tax funding and cash proffers. Gloucester Parkway/Smith Switch Road/Ashby Ponds Boulevard Intersection is funded cash proffers.

Reason for August Award: The Invitation for Bid was issued on June 22, 2016 with bids being due on July 28, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement