

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

SUBJECT: CONTRACT RENEWAL/Traffic Signal Design Services

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: October 11, 2016

STAFF CONTACTS: Joe Kroboth, III, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

PURPOSE: To renew the contract for Traffic Signal Design Services.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew the contracts for Traffic Signal Design Services with Johnson, Mirmiran & Thompson, Inc. and Vanasse Hangen Brustlin, Inc., in the total estimated amount of \$1,500,000.

BACKGROUND: Request for Proposal QQ-01851 was issued on May 12, 2014 for Traffic Signal Design Services. Eighteen (18) proposals were received and as a result of the proposal evaluation process, two (2) contracts were awarded to Johnson, Mirmiran & Thompson, Inc. and Vanasse Hangen Brustlin, Inc. for the period of October 1, 2014 through September 30, 2015 with up to four (4) additional one (1) year periods. The Board renewed the contract on September 8, 2015 for an additional one (1) year period.

The County uses these contracts to provide traffic signal design services for various projects contained in the County's Capital Improvements Program (CIP). These projects include traffic signal, roadway intersection modification, traffic analysis and speed studies, signage and pavement marking design services. Examples of the type of services that may be provided under this contract include, but are not limited to:

- Preparation of all plan or plat submittals designating property lines for property and right-of-way acquisition if required and accompaniment by an unsigned/unsealed electronic copy;

- Preparation of traffic signal, or other transportation justification studies required to support the installation of a traffic signal, signage or pavement marking;
- Field surveying to prepare base mapping including existing right-of-way;
- Designation of existing utilities and easements (overhead and underground);
- Preparation of Preliminary Submittal of the Traffic Signal Installation Plan for submittal to and review by VDOT using Microstation computer software (version to match VDOT);
- Preparation of necessary easement plats identified after approval of signal pole and equipment locations;
- Preparation of Signal Timing plan(s) using Synchro computer software (version to match VDOT) [5 daily timing plans for coordinated signals] for submittal to and review by VDOT;
- Preparation of a Convert Timing Plan for installation in traffic signal controller memory;
- Preparation of a Traffic Signal Installation Plan and Pavement Marking and Signage Plan for submittal to VDOT including responses to VDOT comments on the "Accepted" Preliminary Submittal. Provide Microstation electronic version of approved plans (CD);
- Preparation of a construction cost estimate using Loudoun County's Traffic Signal Task Order Contract unit price list;
- Provide construction assistance; and preparing "as-built" construction plans both in hard copy and electronic copy of Microstation file on CD.

ISSUES: If these contracts are not renewed, traffic signal design services needed to manage transportation projects within the County's CIP would have to be procured with informal quotes or formal competitive negotiations. This would delay the startup of projects as much as three months and significantly increase the workload on staff resources.

FISCAL IMPACT: The County estimates spending \$1,500,000 on construction support services during the contract period (October 1, 2016 – September 30, 2017). Funding for this contract is derived from various sources, including but not limited to the Capital Improvements Fund, traffic signal related cash proffers, the Capital Asset Preservation Program, and the Department of Transportation and Capital Infrastructure FY 2017 operational budget. No additional appropriations are being requested for this contract award. The estimated award authority is based upon the anticipated requirements to support the approved County CIP during the contract period.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to renew the contracts for Traffic Signal Design Services with Johnson, Mirmiran & Thompson, Inc. and Vanasse Hangen Brustlin, Inc., in the total estimated amount of \$1,500,000.
2. Do not recommend the contract renewals and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move that the Finance/Government Services and Operations Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized renew the contracts for Traffic Signal Design Services with Johnson, Mirmiran & Thompson, Inc. and Vanasse Hangen Brustlin, Inc., in the total estimated amount of \$1,500,000.

OR

2. I move an alternate motion.