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**BOARD OF SUPERVISORS  
BUSINESS MEETING  
ACTION ITEM**

**SUBJECT:** **FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE REPORT:  
Award Authority Increase/ Consultant Services for  
Transportation Planning and Preliminary Engineering**

**ELECTION DISTRICT:** Countywide

**CRITICAL ACTION DATE:** June 20, 2019

**STAFF CONTACTS:** Jim Zeller, Transportation and Capital Infrastructure  
Joe Kroboth, III, Transportation and Capital Infrastructure  
Christopher Bresley, Finance and Procurement  
Cheryl L. Middleton, Finance and Procurement

**PURPOSE:** To increase the award authority for the Consultant Services for Transportation Planning and Preliminary Engineering Contract.

**RECOMMENDATIONS:**

**Finance/Government Operations and Economic Development Committee (FGOEDC):** The FGOEDC is anticipated to make a recommendation at the June 17, 2019 meeting.

**Staff:** Staff recommends to the Board of Supervisors (Board) that the Purchasing Agent be authorized to increase the award authority for the Consultant Services for Transportation Planning and Preliminary Engineering Contract by \$4,000,000 for a new total amount of \$6,000,000.

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**BACKGROUND:** RFP No. 585, Consultant Services for Transportation Planning and Preliminary Engineering, was issued on March 19, 2018, twelve (12) proposals were received on April 19, 2018. The proposal evaluation team (PAG) consisted of five (5) members from the Department of Transportation and Capital Infrastructure (DTCI). Seven (7) firms were shortlisted on August 31, 2018, and after interviews, five (5) firms were recommended for award. Contracts were awarded to AECOM Technical Services, Inc., Michael Baker International, Inc., Vanasse Hangen Brustin, Inc., Rummel, Klepper & Kahl, LLP, and Kimley-Horn and Associates, Inc. effective February 1, 2019, under staff authority in the estimated amount of \$2,000,000. The purpose of this contract is to provide a pool of qualified consultants to respond to transportation planning and preliminary engineering requirements from the Loudoun County DTCI and the

Department of General Services (DGS).

**ISSUES:** Due to the versatility of this contract, several program areas within DTCl are able to utilize this contract. This contract will be utilized for projects such as, but not limited to: safety and operational studies, assistance with preparation of grant applications, transit functions, staff augmentation, corridor studies, preliminary engineering for certain Capital Improvement Program projects, and traffic data collection. Also, without these contracts, projects would have to be procured with informal quotes for small projects or formal competitive negotiations for designs expected to exceed \$80,000. This would cause a severe impact on staff resources and possibly add a three-month lead time to many projects covered by this contract.

**FISCAL IMPACT:** The County estimates spending approximately \$6,000,000 on Consultant Services for Transportation Planning and Preliminary Engineering during the contract period (February 1, 2019 – February 1, 2020). Funding for this contract would come from various sources, including but not limited to: the Capital Projects Fund for the Capital Improvement Program Fund, the Department of Transportation and Capital Infrastructure operating budget, Department of General Services operating budget and Proffer funds. No additional appropriations are being requested for this contract award.

**ALTERNATIVES:**

1. Authorize the Purchasing Agent the Purchasing Agent to increase the award authority for the Consultant Services for Transportation Planning and Preliminary Engineering Contract, by \$4,000,000 for a new total amount of \$6,000,000.

OR

2. Do not authorize Purchasing Agent to increase the award authority and direct staff on how to proceed.

**DRAFT MOTIONS:**

1. I move the Board of Supervisors authorize the Purchasing Agent to increase the award authority for the Consultant Services for Transportation Planning and Preliminary Engineering Contract, by \$4,000,000 for a new total amount of \$6,000,000.

OR

2. I move an alternate motion.