

TOWN OF VIENNA, VIRGINIA  
OFFICE OF THE TOWN MANAGER  
**REGULATORY REQUIREMENTS  
FOR COUNCIL ACTIONS**

**Council Meeting Date:**  
07/08/2024

**Item: 24-4528: Request to Award RFP 24-16 for On-Call Environmental Professional Services to WSP USA Environment & Infrastructure, Inc. and Request for FY25 Spending**

**Department: Public Works**

**Date Initiated: 06/14/2024**

**Item Description (check box):**

Land Use Case (Rezoning, Modification of Requirements, Subdivision, etc.) ☐

Memorandum of Understanding ☐ Ordinance ☐ Resolution ☐

Procurement (Contract Award, Purchase Agreement, etc.) Request to Award RFP 24-16 for On-Call Environmental Professional Services to WSP USA Environment & Infrastructure, Inc. and Request for FY25 Spending

Other Describe:

Requirements	Yes/No	Applicable Code Section(s)	Applicable Date(s), etc.
Notice of Adoption	No		
Council Approval	Yes	Town Code Chapter 1, Section 1.1	
Public Hearing – Town Council	No		
Public Hearing – Planning Commission	No		
Newspaper Legal Ad	No		
Procurement Waiver*	No		
Sign Posted	No		
Written Notice to Property Owner(s) of Subject Site	No		
Written Notice to Property Owners/ Agents/ Occupants of Abutting Properties and those Immediately across the Street from Subject Site	No		
Written Notice to Fairfax County	No		

**For Town Manager/\*Staff Use**