

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

<b>Council Meeting Date:</b> 04/08/2024	<b>Item: 24-4363 - Request to Award a Design Contract to Whitman Requardt &amp; Associates, LLP, for Nutley Culvert Replacement Utilizing RFP 23-37</b>
--	---

<b>Department: Public Works</b>	<b>Date Initiated: 03/18/2024</b>
---------------------------------	-----------------------------------

**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 Approve a Design Contract to Whitman, Requardt & Associates, LLP, for Nutley Culvert Replacement Utilizing RFP 23-37.  
Other Describe:

Requirements	Yes/No	Applicable Code Section(s)	Applicable Date(s), etc.
Notice of Adoption	No		
Council Approval	Yes	Sec 6-74	
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	Yes	N/A	
Written Notice to Fairfax County	No		

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