



Legislation Details (With Text)

**File #:** 18-941      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 6/22/2018      **In control:** Town Council Meeting  
**On agenda:** 7/9/2018      **Final action:**  
**Title:** Request award of RFP 19-01 for On-Call Engineering Services

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RFP 19-01 Summary Report for Agenda\_, 2. Town of Vienna RFP 19-01 FINAL, 3. Urban 2018 Rates, 4. WRA 2018 Hourly Rate Table

Date	Ver.	Action By	Action	Result
7/9/2018	1	Town Council Meeting	approved	Pass

**Subject:**

Request award of RFP 19-01 for On-Call Engineering Services

**EXPLANATION AND SUMMARY :**

The Town’s contract for on-call engineering services expired June 30, 2018. Twelve (12) proposals were received in response to RFP 19-01. After initial evaluation and ranking of the firms by an evaluation committee, six (6) firms were interviewed: Urban Ltd, Whitman Requardt & Associates (WRA), A. Morton Thomas, Stantec, Dewberry, and Christopher Consultants. The firms were given an opportunity (via interview and presentation) to expand or elaborate on their firm’s attributes and approach to providing the services required. As a result of these interviews, the review committee determined the top firms to be: Whitman, Requardt & Associates and Urban Ltd.

Negotiations were held with each firm. An agreement, to the satisfaction of the Town, was reached regarding the hourly rates of each firm. Therefore, based on the summation of proposals received, the evaluation process used, and the result of negotiations, the firms are considered to be “Responsive.” “Responsiveness” of the proposers has been determined by the review committee.

**Departmental Recommendation :** The contract for On-Call Civil Engineering Services be awarded jointly to Whitman, Requardt & Associates, LLP and Urban, Ltd, Inc.

**Finance Recommendation :** Recommend approval

**Purchasing Recommendation :** Recommend approval

**Town Attorney Recommendation :** Town Council may award the proposed On-Call Engineering Services contracts to the two highest-rated, responsive firms in its discretion.

**Town Manager's Recommendation :** I recommend the Town Council award RFP 19-01 to Whitman, Requardt & Associates and Urban, Ltd, Inc. for on-call engineering services as presented.

Cost and Financing: N/A, on call

Account Number: Various, to be determined

Decision Needed by This date: 07/09/2018

**PROPOSED/SUGGESTED MOTION**

"I move to award RFP 19-01 to Whitman, Requardt & Associates and Urban, Ltd, Inc. for on-call engineering services as needed."

Or

Other action deemed necessary by Council.