



Date of Council Meeting: July 24, 2012

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Awarding Comprehensive Civil Engineering continuing services contracts to AMEC Environment & Infrastructure, Inc. of Chantilly, VA; Bowman Consulting Group, Ltd. of Leesburg, VA; Paciulli, Simmons & Associates, Ltd. of Leesburg, VA; Rinker Design Associates, PC of Manassas, VA; and Rummel, Klepper & Kahl, LLP of Fairfax, VA

Staff Contact: Tom Brandon, Acting Deputy Director of Capital Projects
Kathy Elgin, Chief Procurement Officer

Recommendation: Staff recommends that the Town Council award five Comprehensive Civil Engineering continuing services contracts to AMEC Environment & Infrastructure, Inc.; Bowman Consulting Group, Ltd.; Paciulli, Simmons & Associates, Ltd.; Rinker Design Associates, PC; and Rummel, Klepper & Kahl, LLP.

Issue: To which civil engineering firms should the Comprehensive Civil Engineering continuing services contracts be awarded?

Fiscal Impact: The funding necessary to manage comprehensive civil engineering services are provided by each project. No additional funding is necessary.

Background: The Office of Capital Projects routinely requires professional engineering services to prepare construction documents, conduct studies, perform field surveys and provide other services in connection with the Town's Capital Improvement Program. It has been the practice of the Town to obtain services for smaller assignments under open-end or continuing services type contracts. These contracts are also used by other town departments as needed for other small engineering assignments. The Town awards these contracts to multiple firms to provide flexibility in assigning tasks. The current contracts were awarded in 2009 and all will expire between June and August, 2012.

The Town's Procurement Policy and the Virginia Public Procurement Act permit these services to be provided under continuing services contracts provided that each task is less than \$100,000 and the total aggregate task orders per year do not exceed \$500,000 per contract. There is no guaranteed minimum amount of work required to be assigned to a consultant under these contracts. The contracts are for an initial period of one year, renewable for up to two additional consecutive periods of one year each.

Services are on a project-by-project basis. Individual or multiple tasks to any of the firms selected are based on one or more of the following criteria: qualification of the firm to complete the task, ability to meet specific Town schedule requirements, availability of the firm's staff, and cost-effectiveness.

In response to a solicitation for Comprehensive Civil Engineering Services for the Town's capital projects, 17 proposals were received from the following firms:

- A. Morton Thomas & Associates, Inc.
- AMEC Environment & Infrastructure, Inc.
- ATCS, PLC
- BC Consultants, Inc.
- Bowman Consulting Group, Ltd.
- Christopher Consultants, Ltd.
- Greenway Engineering, Inc.
- Johnson, Mirmiran & Thompson, Inc.
- Maser Consulting PA
- Paciulli, Simmons & Associates, Ltd.
- Professional Design Group, Inc.
- Rinker Design Associates, PC
- Rummel, Klepper & Kahl, LLP
- Sabra, Wang & Associates, Inc.
- The Engineering Groupe, Inc.
- Timmons Group
- Tri-Tek Engineering, Inc.

The selection committee consisting of representatives from the Office of Capital Projects, Public Works, Utilities and Procurement (non-voting) evaluated the proposals received against the advertised criteria in accordance with the Town's Procurement Policy. The seven highest ranked firms were interviewed for further consideration.

Based on the results of the interviews combined with the original proposals, the committee recommends that the following firms be awarded contracts:

- AMEC Environment & Infrastructure, Inc.
- Bowman Consulting Group, Ltd.
- Paciulli, Simmons & Associates, Ltd.
- Rinker Design Associates, PC
- Rummel, Klepper & Kahl, LLP

PRESENTED July 24, 2012

RESOLUTION NO. 2012-_____

ADOPTED _____

A RESOLUTION: AWARDING COMPREHENSIVE CIVIL ENGINEERING CONTINUING SERVICES CONTRACTS TO AMEC ENVIRONMENT & INFRASTRUCTURE, INC. OF CHANTILLY, VIRGINIA; BOWMAN CONSULTING GROUP, LTD. OF LEESBURG, VIRGINIA; PACIULLI, SIMMONS & ASSOCIATES, LTD. OF LEESBURG, VIRGINIA; RINKER DESIGN ASSOCIATES, PC OF MANASSAS, VIRGINIA; AND RUMMEL, KLEPPER & KAHL, LLP OF FAIRFAX, VIRGINIA.

WHEREAS, in response to a public solicitation for Comprehensive Civil Engineering continuing services for the Town's capital projects, 17 proposals were received from the following firms:

- A. Morton Thomas & Associates, Inc.
- AMEC Environment & Infrastructure, Inc.
- ATCS, PLC
- BC Consultants, Inc.
- Bowman Consulting Group, Ltd.
- Christopher Consultants, Ltd.
- Greenway Engineering, Inc.
- Johnson, Mirmiran & Thompson, Inc.
- Maser Consulting PA
- Paciulli, Simmons & Associates, Ltd.
- Professional Design Group, Inc.
- Rinker Design Associates, PC
- Rummel, Klepper & Kahl, LLP
- Sabra, Wang & Associates, Inc.
- The Engineering Groupe, Inc.
- Timmons Group
- Tri-Tek Engineering, Inc.

WHEREAS, the proposals were evaluated by an evaluation committee in accordance with the Town's procurement policy and the requirements of the Request for Proposals; and

WHEREAS, the selection committee selected AMEC Environment & Infrastructure, Inc.; Bowman Consulting Group, Ltd.; Paciulli, Simmons & Associates, Ltd.; Rinker Design Associates, PC; and Rummel, Klepper & Kahl, LLP to be the top ranked firms; and

WHEREAS, the contracts for Comprehensive Civil Engineering continuing services will be for an initial period of one (1) year and renewable for up to two (2) additional consecutive periods of one (1) year; and

WHEREAS, Comprehensive Civil Engineering continuing services are to be provided on a project-by-project basis and each task order will be less than \$100,000; and

A RESOLUTION: AWARDING COMPREHENSIVE CIVIL ENGINEERING CONTINUING SERVICES CONTRACTS TO AMEC ENVIRONMENT & INFRASTRUCTURE, INC. OF CHANTILLY, VIRGINIA; BOWMAN CONSULTING GROUP, LTD. OF LEESBURG, VIRGINIA; PACIULLI, SIMMONS & ASSOCIATES, LTD. OF LEESBURG, VIRGINIA; RINKER DESIGN ASSOCIATES, PC OF MANASSAS, VIRGINIA; AND RUMMEL, KLEPPER & KAHL, LLP OF FAIRFAX, VIRGINIA.

WHEREAS, the total aggregate amount of the task orders shall not exceed \$500,000 per year per contract; and

WHEREAS, the Director of Capital Projects recommends award of contracts for Comprehensive Civil Engineering continuing services to AMEC Environment & Infrastructure, Inc.; Bowman Consulting Group, Ltd.; Paciulli, Simmons & Associates, Ltd.; Rinker Design Associates, PC; and Rummel, Klepper & Kahl, LLP.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the Town Manager is authorized to execute contracts, in a form approved by the Town Attorney, for Comprehensive Civil Engineering continuing services with AMEC Environment & Infrastructure, Inc.; Bowman Consulting Group, Ltd.; Paciulli, Simmons & Associates, Ltd.; Rinker Design Associates, PC; and Rummel, Klepper & Kahl, LLP.

PASSED this ____ day of July 2012.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council