



Date of Council Meeting: June 11, 2013

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Awarding a contract to L.R. Kimball, Inc for construction management services for capital projects at the Leesburg Executive Airport.

Staff Contact: Renée LaFollette, P.E., Director, Office of Capital Projects
Scott Coffman, Airport Operations Manager
Kathy Elgin, Chief Procurement Officer

Recommendation: Staff recommends that the Town Council award a contract to L.R. Kimball, Inc for construction management services for capital projects at the Leesburg Executive Airport.

Issue: Should Town Council award a contract to L.R. Kimball, Inc for construction management services for capital projects at the Leesburg Executive Airport?

Fiscal Analysis: This is a task order contract. The projects listed in the Town's approved Capital Improvements Program include funding from both the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV). As a result, the Town's financial contribution for each project is minimized to between 2% and 20%.

Background: The Office of Capital Projects is responsible for managing the design and construction of the Airport Capital Improvements Program (ACIP). As such, third party inspection and project management services are necessary to complement in-house staff resources. Since the current contract for construction management services has expired, a new contract must be awarded by Town Council.

It has been the regular practice of the Town to obtain services for the ACIP under an open-end or continuing services-type contract. Based on the work load required by the Airport Capital Improvements Program, it is only necessary to hire one firm to perform the related work.

The Town's Procurement Policy and the Virginia Public Procurement Act (VPPA) permit these types of 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. Since a majority of the airport projects receive Federal funding, the federal guidelines must be followed, and those guidelines allow tasks in excess of \$100,000 provided that an independent fee review is completed. In addition, any project in the approved and/or proposed ACIP that includes only Town funding are required to follow the Town and VPPA requirements.

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The contract to be awarded is for an initial period of one year, renewable for up to four consecutive periods of one year each. The services performed under this contract are on a project-by-project basis. Individual or multiple tasks can be granted to the selected firm in accordance with the approved CIP.

In response to a public solicitation for Construction Management Services for the Leesburg Executive Airport Construction Projects, the Town received seven proposals. After the proposals were evaluated, four firms were selected for interviews.

The selection committee consisted of representatives from the Office of Capital Projects, Airport, and Procurement (non-voting). The committee evaluated the proposals received against the advertised criteria in accordance with the Federal Procurement guidelines, and the Town's Procurement Policy. As a result, L. R. Kimball, Inc. was selected as the highest ranked firm by the selection committee.

PRESENTED June 11, 2013

RESOLUTION NO. 2013-

ADOPTED _____

A RESOLUTION: AWARDING A CONTRACT TO L.R. KIMBALL, INC FOR
CONSTRUCTION MANAGEMENT SERVICES FOR CAPITAL
PROJECTS AT THE LEESBURG EXECUTIVE AIRPORT

WHEREAS, in response to a solicitation for construction management services for capital projects at the Leesburg Executive Airport, seven proposals were received; and

WHEREAS, all proposals were evaluated by a selection committee in accordance with the requirements of the Federal Procurement Guidelines, the Town's Procurement Policy and the requirements of the Request for Proposals; and

WHEREAS, L.R. Kimball, Inc. was the firm ranked highest by the Town's selection committee; and

WHEREAS, the contract for construction management services for capital projects at the Leesburg Executive Airport will be for an initial period of one (1) year, and renewable for up to four (4) additional consecutive periods of one (1) year each; and

WHEREAS, construction management services for capital projects at the Leesburg Executive Airport are to be provided on a project-by-project basis, and each task order will be less than \$100,000 on projects funded solely by the Town; and

WHEREAS, if the task order is in excess of \$100,000 the Federal Procurement guidelines require an independent fee review: and

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

A RESOLUTION: AWARDING A CONTRACT TO L.R. KIMBALL, INC FOR CONSTRUCTION
MANAGEMENT SERVICES FOR CAPITAL PROJECTS AT THE
LEESBURG EXECUTIVE AIRPORT

WHEREAS, the Director of the Office of Capital Projects recommends award of the contract for construction management services for capital projects at the Leesburg Executive Airport to L. R. Kimball, Inc.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the Town Manager is authorized to execute a contract, in a form approved by the Town Attorney, for construction management services for capital projects at the Leesburg Executive Airport to L. R. Kimball, Inc.

PASSED this ____ day of June 2013.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council