



Date of Council Meeting: January 26, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Professional Airport Planning, Engineering, and Architectural Continuing Services Contract for the Leesburg Executive Airport

Staff Contact: Tom Brandon, Capital Projects Manager, Public Works & Capital Projects
Scott Coffman, Airport Manager
Octavia Andrew, Chief Procurement Officer, Finance & Administrative Services

Council Action Requested: Award a continuing services contract to Talbert and Bright, Inc. for Professional Airport Planning, Engineering, and Architectural Services.

Staff Recommendation: Staff recommends awarding Talbert and Bright, Inc. a continuing services contract to provide professional airport planning, engineering, and architectural services for the Leesburg Executive Airport.

Commission Recommendation: The Leesburg Airport Commission endorsed this contract award at its regular meeting on January 7, 2016.

Fiscal Impact: The funding necessary to manage tasks assigned under this continuing services contract are provided by each project. No additional funding is necessary.

Work Plan Impact: None. These services are part of the current work plan for projects within the Capital Improvement Program.

Executive Summary: The Town routinely requires professional planning, engineering, architectural, and related services to prepare construction documents, conduct studies, perform field surveys, and provide other services at the Leesburg Executive Airport. Often these projects are partially funded by the Federal Aviation Administration and/or the Virginia Department of Aviation. It has been the practice of the Town to obtain services for assignments under an open-end or continuing services-type contract.

Background: Professional planning, engineering, architectural, and related services at the Leesburg Executive Airport are performed on a project-by-project basis. The current professional engineering contract was awarded in 2010 and expired in late 2015.

The Town's Procurement Policy and the Virginia Public Procurement Act (VPPA) permit professional services for airport-related items 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. If a project budget includes federal funding, VPPA allows

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assignment of tasks with fees higher the \$100,000 provided that an independent fee review is prepared. There is no guaranteed minimum amount of work required to be assigned to the consultant under this contract. The contract is for an initial period of one year, renewable for up to four additional consecutive periods of one year each.

In response to a solicitation for Professional Airport Planning, Engineering, and Architectural Services for the Leesburg Executive Airport, five proposals were received from the following firms:

- AECOM Technical Services, Inc.
- CHA Consulting, Inc.
- Delta Airport Consultants, Inc.
- Peck, Peck and Associates, Inc.
- Talbert and Bright, Inc.

The selection committee consisting of representatives from the Department of Public Works and Capital Projects, Airport, and Procurement (non-voting) evaluated the proposals received against the advertised criteria in accordance with the Town's Procurement Policy. The two highest ranked firms were interviewed for further consideration. The committee's recommendation of award to Talbert and Bright, Inc. is based on the results of the interviews combined with the original proposals.

PRESENTED January 26, 2016

RESOLUTION NO. 2016-

ADOPTED _____

A RESOLUTION: AWARDING A PROFESSIONAL AIRPORT PLANNING, ENGINEERING, AND ARCHITECTURAL CONTINUING SERVICES CONTRACT FOR THE LEESBURG EXECUTIVE AIRPORT TO TALBERT AND BRIGHT, INC.

WHEREAS, in response to a public solicitation for continuing services for Professional Airport Planning, Engineering, and Architectural Services for the Leesburg Executive Airport, five proposals were received from the following firms:

- AECOM Technical Services, Inc.
- CHA Consulting, Inc.
- Delta Airport Consultants, Inc.
- Peck, Peck and Associates, Inc.
- Talbert and Bright, 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 Talbert and Bright, Inc. to be the top ranked firm; and

WHEREAS, the continuing services contract for Professional Airport Planning, Engineering, and Architectural Services for 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; and

WHEREAS, continuing services for Professional Airport Planning, Engineering, and Architectural Services for the Leesburg Executive Airport are to be provided on a project-by-project basis and each task order will be less than \$100,000; and

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

A RESOLUTION: AWARDING A PROFESSIONAL AIRPORT PLANNING, ENGINEERING,
AND ARCHITECTURAL CONTINUING SERVICES CONTRACT FOR
THE LEESBURG EXECUTIVE AIRPORT TO TALBERT AND BRIGHT,
INC.

WHEREAS, if a project budget includes federal funding, task orders may exceed \$100,000
provided that an independent fee review is prepared; and

WHEREAS, the Director of Public Works and Capital Projects recommends award of a
continuing services contract for Professional Airport Planning, Engineering, and Architectural
Services for the Leesburg Executive Airport; and

WHEREAS, the Airport Manager and the Airport Commission endorse this recommendation.

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
continuing services for Professional Airport Planning, Engineering, and Architectural Services with
Talbert and Bright, Inc.

PASSED this ___ day of January 2016.

Kelly Burk, Vice Mayor
Town of Leesburg

ATTEST:

Clerk of Council