

ITEM 11-C
December 6, 2018
PRTC Regular Meeting
Res. No. 18-12-__

MOTION:

SECOND:

RE: AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR GENERAL ENGINEERING CONSULTANT SERVICES

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) has a contract for General Engineering Consultant (GEC) services for facility and bus shelter projects; and

WHEREAS, the Commission awarded a contract to Whitman, Requardt and Associates, LLP, and Stantec (originally Greenhorne & O'Mara, Inc.) at the October 2012 meeting with a contract duration for as long as six (6) years; and

WHEREAS, PRTC's contract for GEC services will expire on December 12, 2018; and

WHEREAS, the Commission's adopted purchase policy requires a competitive procurement to arrange for additional engineering and design services.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the issuance of a request for proposals (RFP) for this purpose.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting



December 6, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Betsy Massie *Betsy Massie*
Director of Grants and Project Management

THROUGH: Robert A. Schneider, PhD *Robert A. Schneider*
Executive Director

SUBJECT: Request for Proposals for General Engineering Consultant Services

Recommendation:

Authorize the issuance of a request for proposals (RFP) to procure general engineering consultant services for facility and bus shelter related projects.

Background:

Since PRTC is not staffed to prepare site plan drawings and construction specifications for new projects, such work requires outside consulting assistance. In October 2012, the Commission authorized the award of a contract to Whitman, Requardt and Associates (WRA) and Greenhorne & O'Mara (later becoming Stantec) for such services, with a one year base period and five single year renewal options starting in December 2012.

All of the contract options have been exercised with the last one scheduled to expire on December 12, 2018.

The RFP will be fashioned to require the successful proposer to develop engineering plans for facility and bus shelter projects. Such engineering plans may include topographic surveying, the preparation of an easement plat, the development of a site plan, and the preparation of engineering specifications for construction and permits, depending on the site-specific conditions present. The RFP will also require proposers to include real property appraisal expertise since some locations may necessitate easement and/or fee simple property acquisitions by eminent domain for which appraisals would be necessary.

Madam Chair Anderson and PRTC Commissioners

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Fiscal Impact:

Work will be done on a task order basis utilizing budgeted state and local funding. Any task order over the Executive Director's authority will come back to the Commission for approval.