



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1685) Engineering Services Requirements Contract

PRESENTATION DATE: July 2, 2024

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing and Scott Hobbs, P.E., Director, Division of Engineering

RECOMMENDED MOTION: Move to award a *primary* requirements contract for Engineering Services for the responsive, responsible proposal with the lowest price proposal amount at the specified unit costs and estimated hours (no minimum or maximum guaranteed); and as permitted in the Request for Proposals, a “*stand-by list*” of consultants

REPORT-IN-BRIEF: The services under this contract consist of providing engineering support by qualified engineering consultant firms to perform engineering services for projects in the ten-year Washington County Capital Improvement Plan (CIP) and general operating budget and unanticipated emergencies. The duration of the contract shall be for a period of two (2) years, with an option by the County to renew for up to three (3) additional one (1) year periods. Under the terms of the contract, other political jurisdictions within the County may utilize the services provided as a result of this contract. This is a requirements contract; therefore, services will be utilized on an as-needed basis at the respective hourly unit prices for each discipline with no guarantee of a maximum or minimum number of hours.

Project assignments will be issued in two (2) distinct manners through this contract. Assignments with a fee of no more than \$50,000 will be given to the designated responsive-responsible Consultant with the lowest price proposal: Brudis & Associates, Inc., (BAI). Assignments with fees anticipated to exceed \$50,000 will have a defined scope of work specified and distributed to the firm with the lowest cost proposal and all firms on the stand-by list. All firms then will submit a proposal to complete the work defined. The firm with the lowest cost proposal will then be given the assignment. The County has limited the stand-by list to a maximum of five (5) firms, one (1) of which is the designated responsive-responsible Consultant with the lowest overall price proposal. Assignment value will be determined when the Consultant applies the necessary man-hours and his standard rates to the individual assignment. The assignment will be given to the Consultant which requires the lowest fee.

In order to determine which proposal offered the overall lowest cost to the County for this recommended contract award, each proposer submitted hourly rates for various employee classifications or positions. The lowest cost proposal was determined by applying the quoted rates to a position matrix that identified an approximate number of hours by position the County expects to utilize over the next twelve (12) months.

Notice of the RFP was advertised on the County’s web site with access to downloading the RFP, on the State’s “eMaryland Marketplace” web site, and in the local newspaper. There were one hundred

twenty-three (123) downloads of the document on-line and twenty-two (22) firms were represented at the pre-proposal conference. Six (6) firms responded with proposals. After evaluation of Qualifications & Experience submittals, six (6) firms were considered responsive, and their Price Proposals were opened and evaluated (see attached Price Proposal Tabulation).

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in various Capital Improvement Plan (CIP) and General Operating Budget project accounts for the as-required services.

CONCURRENCES: Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: Price Proposal Tabulation

AUDIO/VISUAL NEEDS: N/A