

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10-E: CONSULTANT SERVICES CONTRACTS – REGIONAL AND ENVIRONMENTAL PLANNING AND ANALYSIS

SUBJECT:

Execute consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc. to provide assistance, on a task order basis, for regional and environmental planning and analysis and associated activities.

BACKGROUND:

On March 12, 2015, the HRPDC issued Request for Proposal (RFP) No. WR-RFP-2015-01 to establish contracts for professional services to support of the organization's various program areas. The contracts will enable the HRPDC to issue task orders, as needed, to respond quickly to the needs of regional programs and the directives and requests of the Hampton Roads Planning District Commission, official advisory committees, subcommittees, and working groups.

A total of 13 qualified proposals were received. The formal selection process resulted in the recommendation to award contracts to five firms:

1. CH2M HILL, Inc. (CH2M)
2. Kerr Environmental Services Corp.
3. Rummel, Klepper & Kahl, LLP (RK&K)
4. Stearns, Conrad and Schmidt, Consulting Engineers, Inc. (SCS Engineers)
5. Timmons Group, Inc.

Contract Amount: To be determined. Task orders will be developed and the proposed budget will be presented to the Commission for approval. Funding sources will vary depending on the Task Order.

Time of Performance: July 1, 2015 to June 30, 2016. The time of performance for specific tasks will be documented in the individual Task Orders as they are developed. Contracts may be renewed by the Commission upon written agreement of both parties for up to four successive one-year periods, under the terms of the initial contract.

General Scope of Work: To provide assistance, on a task order basis, for regional and environmental planning and analysis in support of the HRPDC's program areas. Individual localities may utilize these contracts, if appropriate.

RECOMMENDED ACTION:

Authorize the Interim Executive Director to execute consultant services contracts with CH2M, Kerr Environmental Services Corp., RK&K, SCS Engineers, and Timmons Group, Inc.