



## Agenda Report Form

### Open Session Item

**SUBJECT:** Requirements Contract Award (PUR-1420) - Real Property Services

**PRESENTATION DATE:** May 14, 2019

**PRESENTATION BY:** Rick Curry, CPPO – Director of Purchasing, Scott Hobbs, P.E., Deputy Director of Engineering Services and Todd Moser, Engineering - Real Property Administrator

**RECOMMENDED MOTION:** Move to award a *primary* requirements contract to Diversified Property Services, Inc. (DPSI) of Timonium, MD (*incumbent*), based on its responsive, responsible proposal dated March 21, 2019 with the lowest Sum Total Amount of \$127,704.00; and, as permitted in the Request for Proposals, to award a *secondary* requirements contract to Johnson, Mirmiran & Thompson (JMT) of Hunt Valley, MD (*incumbent*) for its responsive, responsible proposal dated April 2, 2019 with the next lowest Sum Total Amount of \$148,340.00, at the specified unit costs and estimated hours (no minimum or maximum guaranteed) in each firm's price proposal.

**REPORT-IN-BRIEF:** As a result of the Division of Engineering and Construction Management's (DECM) ongoing workload, it is anticipated that the DECM shall require right-of-way related support from outside consultant(s). An upset limit shall be established on a project-by-project basis although the actual value shall be dependent upon the amount of work performed. The specific projects to be covered under this contract are not known at this time.

The following provision is included in the contract: "Consultants shall be reimbursed for mileage traveled to and from the job site and between job sites. Washington County will employ a mileage rate based on the most recent U.S. Federal Government reimbursement rate. The present effective rate as of January 1, 2019 is \$0.58 per mile. The allowed maximum mileage to and from the job site shall be fifty (50) miles each way, per day. Reimbursement for travel between sites shall be made at the same rate. However, mileage between sites will not be limited. All mileage will be subject to County review and approval." Included this year in the contract, there is a hourly unit cost pricing for court testimony services by the consultants as indicated in the attached Price Proposal Tabulation.

Notice of the Request for Proposal (RFP) was advertised in the local newspaper, on the County's web site, and on the State's "e-Maryland Marketplace" web site. Twenty-eight (28) individuals/ companies/bid houses downloaded the RFP document from the County's web site. Two (2) companies were represented at the Pre-Proposal Conference. Proposals were received from two (2) firms. The Q&E submittals of the two (2) firms

were evaluated and both firms were considered to be responsive; therefore, the Price Proposals of those firms were then opened and evaluated.

The Coordinating Committee was comprised of the following members: Director of the Division of Engineering (Committee Chairman Designee), County Director of Purchasing, Deputy Director of Engineering, Director – Division of Environmental Management and the County Real Property Administrator.

The contract term is for a one (1) year period with an option by the County to renew for up to three (3) additional consecutive one-year periods. The County reserves the right to accept or reject any request for renewal. These are requirements contracts; therefore, services will be utilized on an as-needed basis at the respective unit costs as specified on the attachment with no guarantee of a maximum or minimum amount of services to be provided.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are available in various project accounts.

**CONCURRENCES:** Coordinating Committee

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Price Proposal Tabulation

**AUDIO/VISUAL NEEDS:** N/A