



Agenda Report Form

Open Session Item

SUBJECT: Request for Quotation Award (Q-21-693) Board of Zoning Appeals – Professional Legal Services

PRESENTATION DATE: March 16, 2021

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Ashley Holloway, Director of Plan Review & Permitting/Zoning Administrator

RECOMMENDED MOTION: Move to award the contract for the Board of Zoning Appeals – Professional Legal Services to the responsive, responsible bidder Kurtyka & Associated, LLC, of Hagerstown, MD with the lowest total lump sum in the amount of \$52,500 based on the annual costs contained in its proposal dated February 11, 2021.

REPORT-IN-BRIEF: The services under this contract will consist of providing professional legal services from an Attorney to support the functioning of the Board of Appeals. The Board of Appeals of Washington County, Maryland is governed by the provisions of all applicable state statutes, local laws, ordinances, and the Amended Rules of Procedures, Board of Appeals of Washington County, Maryland adopted July 5, 2006 pursuant to the Washington County Zoning Ordinance, section 25.2(e). The attorney shall be responsible for attending meetings and hearings and provide associated services on an as needed bases.

The term of this contract is for a one (1) year period tentatively commencing April 18, 2021 with an option by the County to renew for up to two (2) additional consecutive one (1) year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date. If the Quoter wishes to renew the contract, he/she must submit a letter of intent to the Washington County Zoning Administrator at least ninety (90) calendar days prior to the expiration of each contract period. The County reserves the right to accept or reject any annual request for renewal. All other terms and conditions shall remain unchanged. The County reserves the right to terminate the contract at any time upon sixty (60) calendar days' written notice to the attorney.

The Request for Quotation (RFQ) was advertised on the State of Maryland's "*eMarylandMarketPlace Advantage*" website and on the County's website. Sixteen (16) persons/companies registered to download the document on-line. Two (2) bids were received as indicated on the bid tabulation matrix.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Division's operating budget.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A