

MOTION:

**May 4, 2021
Regular Meeting
Res. No. 21-**

SECOND:

RE: APPROVE AWARD OF TASK ORDER CONTRACT TO WOOD ENVIRONMENT AND INFRASTRUCTURE SOLUTIONS, INC. TO PERFORM PROGRAM SUPPORT SERVICES FOR THE COUNTY'S MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT

ACTION:

WHEREAS, the Environmental Services Division of Public Works needs to retain program support services to comply with requirements in Prince William County's Municipal Separate Storm Sewer (MS4) permit; and

WHEREAS, the current task order contract expires on June 20, 2021; and

WHEREAS, a Request for Proposal (RFP7209105) to receive MS4 program support services was advertised and issued by the County Procurement Manager on January 15, 2021; and

WHEREAS, the selection committee received three (3) technical proposals on February 10, 2021, and conducted the technical review in accordance with the County Procurement Regulations; and

WHEREAS, the technical scores given by committee members were highest for Wood Environment and Infrastructure Solutions, Inc. (Wood), and the selection committee unanimously decided to request a cost proposal from Wood for review; and

WHEREAS, the committee has accepted Wood's cost proposal and schedule of hourly rates; the cost proposal is determined to be fair and reasonable; and

WHEREAS, the base contract period shall be for one (1) year from the date of award with four (4) one year renewable options; and

WHEREAS, funding for MS4 program support services is included annually as part of the Watershed Improvement Program Budget;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby approves award of task order contract to Wood Environment and Infrastructure Solutions, Inc. to perform program support services for the County's MS4 permit;

BE IT FURTHER RESOLVED that the Prince William Board of County Supervisors hereby authorizes the Director of Public Works to sign the contract with Wood Environment and Infrastructure Solutions, Inc. as the Prince William County representative, as provided in Section 100.11(e) of the County Procurement Regulations.

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Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Director of Public Works

Assistant Director of Public Works for Environmental Services

ATTEST: _____

Clerk to the Board



STAFF REPORT

Board Meeting Date:	May 4, 2021
Agenda Title:	Approve Award of Task Order Contract to Wood Environment and Infrastructure Solutions, Inc. to Perform Program Support Services for the County's Municipal Separate Storm Sewer System Permit
Requested Action:	Authorize the Award of Task Order Contract to Wood Environment and Infrastructure Solutions, Inc.
Department / Agency Lead:	Department of Public Works
Staff Lead:	Thomas Smith, Director

EXECUTIVE SUMMARY

The Department of Public Works, Environmental Services Division is requesting authorization of a task order contract for program support services to comply with the County's Municipal Separate Storm Sewer (MS4) permit, issued by the Virginia Department of Environmental Quality (VADEQ). The current task order contract will expire on June 20, 2021. The request for proposal (RFP7209105) that included the required work for MS-4 program support services was advertised on January 15, 2021. Based upon the technical evaluation scores and ranking of the firms, the selection committee unanimously selected Wood Environment and Infrastructure Solutions, Inc. (Wood) to perform task order services as requirements arise.

It is the recommendation of staff that the Board of County Supervisors (Board) approve the award of a task order contract to Wood to perform program support services for the County's MS4 permit.

BACKGROUND

The Department of Public Works, Environmental Services Division is requesting authorization of a task order contract for program support services to ensure compliance with the County's Municipal Separate Storm Sewer (MS4) permit, issued by the Virginia Department of Environmental Quality (VADEQ). The MS4 permit allows the County to discharge stormwater into state and federal waters and includes specific requirements and conditions for which the County must comply. The current task order contract will expire on June 20, 2021. The request for proposal (RFP7209105) that included the required work for MS-4 program support services was advertised on January 15, 2021.

The selection committee evaluated three (3) proposals received on February 10, 2021, from Wood, Versar, Inc., and Stantec Consulting Services, Inc. in accordance with the County's Procurement Regulations.

The technical scores given by committee members found Wood to be the highest among all firms. Based upon the gap in technical evaluation scores between Wood and all other firms, the selection committee unanimously decided to request a cost proposal from Wood. The selected firm's annual schedule of hourly rates to perform professional services, on an as-needed task order basis, were determined to be fair and reasonable. The base contract period shall be for one year from the date of award, with four (4) one (1) year renewable options.

The Board is requested to approve the award of a task order contract to Wood Environment and Infrastructure Solutions, Inc. to perform program support services for the County's MS4 permit.

STAFF RECOMMENDATION

It is the recommendation of staff that the Board approve the award of a task order contract to Wood Environment and Infrastructure Solutions, Inc. to perform program support services for the County's MS4 permit.

Service Level / Policy Impact

The award of MS4 program support services will provide mandated program support services for required task orders on an as-needed basis.

Fiscal Impact

Funding for MS4 program support services is included annually, as part of the Watershed Improvement Program Budget.

Legal Impact

The Board is not legally obligated to approve the contract.

STAFF CONTACT INFORMATION

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