



AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws

PRESENTER: Greg Tkac

PRESENTER TITLE: Director of Public Works

AGENDA ITEM:

Recommendation for DPW 12-03 On Call Building Inspection and Residential Inspection Services Contract

BACKGROUND / SUMMARY:

The Public Works Department received two proposals for On Call Building Inspection and Residential Inspection Services on September 20, 2011. A panel evaluated each of the proposals and made recommendations for both consultant firms to be interviewed. The panel interviewed the firms and each panel member ranked each firm with a maximum total of 100 points.

<u>Consultant Interviewed</u>	<u>Total</u>
IBTS	80 /100
SCE	86 /100

The panel strongly recommends that the town retain SCE, our existing consultant currently contracted to conduct our building inspection and residential inspection service to continue. SCE – has been in business since 1960 conducting similar services for local jurisdictions, the counties, and private developers. The Town has been under temporary contract with this firm since August of 2011 and we are impressed with the service they have provided. IBTS- has been in business for over 35 years and manages a variety of code compliance programs for local governments. IBTS has an impressive staff and is very qualified to conduct the work required of the contract.

ATTACHMENTS: Resolution

REQUESTED ACTION: NO ACTION REQUESTED

Approve the Resolution

FOR MORE INFORMATION, CONTACT:

Phone#: (703) 221-3400

Name: Gregory M. Tkac

E-mail: gkac@dumfriesva.gov

FOR USE DURING MEETING

VOTE: PASSED NOT PASSED

Y	N		Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Barr	<input type="checkbox"/>	<input type="checkbox"/>	Foreman	<input type="checkbox"/>	<input type="checkbox"/>	Forrester
<input type="checkbox"/>	<input type="checkbox"/>	Jurgensen	<input type="checkbox"/>	<input type="checkbox"/>	Toney	<input type="checkbox"/>	<input type="checkbox"/>	Washington
<input type="checkbox"/>	<input type="checkbox"/>	West						

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, FEBRUARY 7, 2012, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Dorothea Barr, ____;
Gerald M. Foreman, II, ____;
Kristin W. Forrester, ____;
Michele Jurgensen, ____;
Willie J. Toney, ____;
Gwen P. Washington, ____;
Nancy H. West, ____;

RESOLUTION TO AWARD THE DEPARTMENT OF PUBLIC WORKS CONTRACT DPW – 12-03 ON – CALL BUILDING INSPECTION AND RESIDENTIAL INSPECTION SERVICES TO SOIL CONSULTANTS ENGINEERING (SCE)

WHEREAS, a request for proposal for on-call inspection and residential inspection services (“the request for proposal”) was issued by the Town of Dumfries (the “Town”) on August 13, 2011 for on-call inspection and residential inspection services; and

WHEREAS, the request for proposal was published in the “Free Lance-Star” and the “News and Messenger” on August 17, 2011 and again on August 24, 2011, and posted for ten (10) days; and

WHEREAS, the Town received only two (2) qualified proposal packages in response to the request for proposal by September 20, 2011, the due date; and

WHEREAS, an internal panel of Town staff reviewed the qualified proposal packages and interviewed the two firms who submitted these proposal packages on December 13, 2011; and

WHEREAS, the panel selected Soil Consultants Engineering, Inc., (“Soil Consultants”) of Manassas, Virginia, as meeting all of the criteria set forth in the request for proposal; and

WHEREAS, the Virginia Public Procurement Act and the procurement policies duly adopted by the Town of Dumfries have been followed; and

WHEREAS, in accordance with the foregoing, the panel recommends Soil Consultants to the Dumfries Town Council for approval to enter into a contract with the Town for a period of one (1) year with four (4) renewable one (1) year periods upon mutual consent.

NOW, THEREFORE BE IT RESOLVED by the Dumfries Town Council on this 7th day of February, 2012 awards Soil Consultants a contract in response to the request for proposal for on-call building inspection and residential inspection services, (DPW 12-02) Town for a period of one (1) year with four (4) renewable one (1) year periods upon mutual consent, and authorizes the Town Manager to enter into a contract with Soil Consultants for the purposes thereof.

By Order of Council:

Nancy H. West, Mayor

Attest: _____
Dawn Hobgood, Town Clerk