



Town Council Memorandum

TO: The Honorable Mayor & Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager; Jeff Gore, Town Attorney
SUBJECT: Procurement- General Engineering Services Contract Award to Stantec Consulting Services Inc.
DATE: December 17, 2024

SUMMARY:

The Town received four responses to #RFP2024-002 for general engineering services. After evaluation by the procurement committee, the top two respondents were interviewed. After interviews, Stantec Consulting Services Inc. was selected as the top respondent. Due to the extent of engineering services that the Town will require in the near future to comply with Virginia Department of Health (VDH) and Department of Environmental Quality requirements, this is a general engineering services contract which will enable the Town to work with highly-skilled engineers on an expedited basis rather than executing full procurement processes for each distinct need as they arise.

BACKGROUND:

The Town received a grant award from the VDH Planning & Design Fund to fund the Town of Bowling Green Hydrogeologic Source Evaluation Project. The goal of the project is to investigate and fully understand the natural conditions within which the Town must operate to mitigate the presence of naturally-occurring gross-alpha in the drinking water system which will inform potential new well locations and modifications to existing wells. This project is Task Order One under the proposed contract which is a part of the corrective action plan approved by Town Council and the Virginia Department of Health.

FISCAL IMPACT:

There is no local match requirement for the grant, and the \$45,000 in grant funds are projected to cover the project costs.

RECOMMENDATION:

Town staff recommend that Town Council vote to award the contract and authorize the Town Manager to execute the transaction documents and proceed with the project.

DRAFT MOTION:

I move to award the contract to Stantec and authorize the Town Manager to work with the Town Attorney to finalize contract terms and execute necessary transaction documents.