



Dinwiddie County Finance and General Services

14010 Boydton Plank Road

Dinwiddie, Virginia 23841

Phone: 804-469-4500

MEMORANDUM

TO: Board of Supervisors

FROM: Anne Howerton, Deputy County Administrator

DATE: July 20, 2021

SUBJECT: Contract Awards, Architectural and Engineering Services

Background

Since the County does not have architects or engineers on staff and periodically has the need for these services for various small projects, the County maintains term contracts with companies to provide architectural and engineering (A/E) services on an as-needed basis. The most recent A/E Term Contracts expired in August 2020. Due to the COVID-19 pandemic, the County decided not to issue a new RFP at the time of expiration.

Actions

The County released a joint RFP with the Dinwiddie County School Board for architectural and engineering services on May 12, 2021. Sixteen companies responded to the RFP on May 28, 2021. The selection committee evaluated all proposals based on the criteria set forth in the RFP. The selection committee held interviews/presentations with eight of the companies on June 28-29, 2021. After discussion and review of the possible work available between both the County and Schools, the committee decided to award contracts to seven companies. Work will be distributed among the companies based on the type of work needed, and the capabilities, specialties and availability of the company. Further details on this procurement can be found on the County website at www.dinwiddieva.us/purchasing.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contracts with the following companies, with any changes, substantive or otherwise, as may be approved by the County Administrator:



Dinwiddie County Finance and General Services

14010 Boydton Plank Road

Dinwiddie, Virginia 23841

Phone: 804-469-4500

DJG, Inc.

HBA Architecture & Interior Design, Inc.

Koontz Bryant Johnson Williams, Inc.

RRMM Architects, PC

Summit Design and Engineering Services, PLLC

Timmons Group, Inc.

Townes Site Engineering, PC