

**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

**MOTION:** \_\_\_\_\_

**RESOLUTION NO. 07-09-\_\_\_\_  
OFFICIAL COMMISSION MEETING  
SEPTEMBER 6, 2007**

**SECOND:** \_\_\_\_\_

**RE: AUTHORIZATION TO AWARD A CONTRACT FOR FACILITY CONDITION  
ASSESSMENT AND FACILITY ASSET MANAGEMENT PROGRAM  
SERVICES**

**WHEREAS**, the PRTC Board authorized staff to conduct a “competitive negotiation” form of procurement to reassess the condition of PRTC assets under First Transit control, supplemented by a complete, independent assessment of the facility/systems under PRTC’s direct control, and development of a Facility Asset Maintenance Program to assist PRTC in establishing, conducting, and maintaining a full service preventative maintenance programs; and

**WHEREAS**, the procurement has been concluded, resulting in the receipt of two responsive and responsible proposals; and

**WHEREAS**, the evaluation committee completed its evaluation, including necessary discussions and clarifications with the top-ranked proposer, cost and other factors considered; and

**WHEREAS**, following this evaluation, the proposal submitted by StudioJAED has been deemed the one most deserving of this award; and

**WHEREAS**, adequate funds for this project are available in the FY2008 PRTC budget in light of the dollar amount of the recommended submission, \$77,440, plus the recommended 10% contingency allowance.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award a contract to StudioJAED to conduct a facility condition assessment and provide a facility asset management program, in the amount of \$77,440.

**ITEM 12-B.5**

**(4 PAGES)**

**BE IT FURTHER RESOLVED** that the Commission also authorizes a 10% contingency allowance which the Executive Director may use to cover the costs of any unforeseen additional expense arising during the course of the project's implementation.

September 6, 2007

TO: Chairman Gibbons and Commissioners

FROM: Alfred H. Harf  
Executive Director

RE: Authorization to Award a Contract for Facility Condition Assessment and Facility Asset Management Program Services

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Recommendation:

Authorize PRTC's Executive Director to award a contract for facility condition assessment and facility asset management program services.

Background:

In January 2003, PRTC awarded a contract for facility condition assessment (FCA) services. The purpose of the FCA was twofold: (1) to inform the incoming bus operations contractor (First Transit) of the condition of fixed assets it would be required to maintain; and (2) to notify the existing bus operations contractor (WMATA) of needed repairs and/or replacements required prior to the end of the WMATA contract. That assessment was completed as planned, and served both of its intended purposes well. That was the last such condition assessment and, now that more than four years has passed, PRTC management concluded that a reassessment is warranted.

To that end, at the Commission's April 5, 2007 meeting, management sought the Commission's authorization to begin a competitive procurement and the Commission assented. Because the services being procured do not qualify as professional services as defined by the Virginia Public Procurement Act and the Commission's adopted purchasing policy, it is permissible to conduct the procurement by either competitive sealed bidding (employing an "IFB") or by competitive negotiation (employing an "RFP") if competitive sealed bidding is not practicable or fiscally advantageous. Management concluded that competitive negotiation was (is) the appropriate approach for the reasons stated, and the Commission concurred in authorizing the procurement back in April.

As described in the April 5<sup>th</sup> action, the scope of services for the new procurement differs from the one developed back in 2003 in two ways:

1. It encompasses the facility/assets under PRTC's direct control, rather than just the assets under the contractor's control (to date, there has not been a formal assessment of the PRTC-controlled assets); and
2. It includes the development of a Facility Asset Maintenance Program (FAMP) to assist PRTC in establishing, conducting, and maintaining a full service preventative maintenance program.

Management has now concluded the competitive procurement process, resulting in the receipt of two responsive and responsible proposals from:

1. The Environmental Company (TEC), Inc.; and
2. The JAED Corporation (dba, StudioJAED)

As required, the RFP specified the criteria that would constitute the basis for evaluation, and cost was one among several factors. Using the specified criteria, the evaluation committee completed its evaluation and concluded that StudioJAED is the superior proposal, and I concur. Therefore, management is recommending the award of a contract to StudioJAED. Note that the StudioJAED proposal includes the services of two sub-consultants, Indus Systems, Inc., and Complete Building Services, Inc. (CBS). Indus will be supplying the FAMP portion of the scope; as with most other software products, there is an annual maintenance and support fee which will be included in future year PRTC budgets.

Fiscal Impact:

At the April 5, 2007 meeting, the Commission was provided a confidential, estimated project cost of \$80,000, exclusive of contingency. The cost proposed by StudioJAED is \$77,440. The authorization management is seeking includes a ten (10) percent contingency allowance, bringing the total authorization to \$85,184. Funding for this project is included in PRTC's FY 2008 budget. The annual software lease, maintenance, and support fee is \$9,450 and will be included in the PRTC budget beginning in FY2009.