



## ARLINGTON COUNTY, VIRGINIA

### County Board Agenda Item Meeting of April 21, 2012

**DATE:** March 9, 2012

**SUBJECT:** Approve the award of Contract #153-10 for the provision of architectural services and preliminary feasibility studies to non-profit housing organizations for rehabilitation or construction of various properties on as-needed basis.

#### **C. M. RECOMMENDATIONS:**

1. Approve the Award of Contract No. 153-10 to Wiencek + Associates for architectural services and preliminary feasibility studies to non-profit housing developers for acquisition, rehabilitation, or construction of potential low and moderate income housing on an as-needed basis, for up to a five (5) year period, in an amount not to exceed \$30,000 per year or a total of \$150,000 funded by Community Development Block Grant (CDBG) funds.
2. Authorize the Purchasing Agent to execute the contract documents, subject to approval by the County Attorney.

**ISSUES:** As stated in the Arlington County Purchasing Resolution, approval of awarding of contracts for professional services contracts exceeding \$50,000 is required by the County Board.

**SUMMARY:** Following the review of proposals and oral presentations, staff recommends the selection of Wiencek + Associates to provide architectural and engineering services for future Housing Division feasibility studies and projects. Typically, these services are used in order to provide pre-purchase analysis of properties being considered for purchase by smaller non-profit organizations or other County agencies such as the Department of Human Services (DHS) for specialized housing including group homes or supportive housing projects. Having such technical support available on an as-needed basis allows such organizations to move more quickly when attempting to secure contracts for housing projects in a highly competitive real estate market environment.

**BACKGROUND:** The Housing Division of the Department of Community Planning, Housing and Development (CPHD) historically has solicited architects for the purposes of conducting on-

County Manager:

County Attorney:

32.

Staff: Nicolette Modaber, Community Planning, Housing & Development

site inspections of buildings and sites identified by the County to evaluate for construction feasibility or the status of the current conditions of structural, mechanical, electrical and plumbing systems, site improvements, life expectancy of major components, and other elements. Those items identified as a result of the inspections determine the preliminary scope of work and the budget for construction, rehabilitation or repairs needed. Deliverables may include the architect's written report of their findings, often including phase one environmental reviews and preliminary project budgets to County staff to assist non-profit housing developers.

**DISCUSSION:** In accordance with the Arlington County Purchasing Resolution, an interdepartmental panel reviewed proposals submitted in response to the Request for Proposal No. 153-10. After diligent review, the review panel unanimously recommended that a contract be awarded to Wiencek + Associates. Wiencek + Associates demonstrated extensive knowledge and experience in Arlington County in the rehabilitation and construction of affordable housing.

The scope of work, fees, timelines, and related components will be developed within the authority of this contract. At the present time, the Housing Division does not have any identified projects that would need these services. The award of this contract does not guarantee a minimum amount of work or payment to be given to the Contractor.

**FISCAL IMPACT:** The award of this contract does not require appropriation because \$30,000 for architectural services is included annually in the CDBG Fund budget that is approved by the Board as a part of the budget process.

This contract will be funded with Community Development Block Grant (CDBG) funds, which may be uncertain in upcoming years. Contract 153-10 includes a termination for convenience clause which would allow the County to cancel the contract with Wiencek + Associates without having any further financial obligations to this firm.