



ARLINGTON COUNTY, VIRGINIA

**County Board Agenda Item
Meeting of September 15, 2012**

DATE: August 20, 2012

SUBJECT: Authorization of an Amendment to Agreement Number 474-10 between Arlington County and The Image Network, Inc. d/b/a Dover, Kohl & Partners, for consulting services in support of the Columbia Pike Land Use & Housing Study planning process.

C. M. RECOMMENDATIONS:

1. Authorize Amendment No. 3 to Agreement Number 474-10 between the County and The Image Network, Inc. d/b/a Dover, Kohl & Partners, for additional services and payment in the amount of \$198,000.
2. Authorize the Purchasing Agent to execute the Amendment documents after review and approval of them by the County Attorney.

ISSUES: County Board approval is needed to increase the contract authorizations for Dover, Kohl & Partners because the increase is more than 25 percent of the fixed-price contract's amount and County Board approval is required by the Code of Virginia for an increase of that proportion.

SUMMARY: This is a request for authorization to amend an existing contract for planning services in order to complete the Columbia Pike Land Use & Housing Study process, the Form-Based Code zoning, and associated tasks.

BACKGROUND: Dover, Kohl & Partners (DKP) was retained in 2010 to assist County staff on a planning process to complete the long range planning efforts and develop a new Form-Based Code (FBC) zoning tool for the Columbia Pike corridor. The County entered into a sole-source contract with DKP due to the firm's direct experience and relationship with the Columbia Pike Initiative planning process undertaken in 2002 - 2003. To date, the County has agreed to a total contract amount of \$779,550 including the original contract in the amount of \$649,135, and two subsequent amendments to the contract totaling \$130,415 for additional services to address community issues regarding the Foxcroft Heights neighborhood and open-space planning. The County now seeks to obtain additional services in order to proceed with finalizing the Form-

County Manager:

BMD/mjs

County Attorney:

[Signature]

BRC

30.

Staff: Jennifer Smith, CPHD-Planning

Based Code regulations and this will require County Board authorization. Under the Virginia Public Procurement Act (Code of Virginia § 2.2-4309), no fixed-price contract may be increased by more than 25 percent of the amount of the contract or \$50,000, whichever is greater, without the written approval of the County Board. The modifications covered by the proposed Amendment No. 3 require an increase to the original fixed-price contract amount, and previously approved amendments, by \$198,000. This increase will surpass the 25 percent threshold set by the Code.

DISCUSSION: In order to complete the planning process for the Land Use & Housing Study and address requests and issues raised by community members to bring forward the Columbia Pike Neighborhoods Area Plan for adoption, additional services were needed from DKP beyond the original scope and the previously approved amendments. Services included attendance at additional public meetings, refinements to economic and planning analyses, additional research, revisions to deliverables, and expenses, all of which are generally in keeping with the tasks of the original scope of work. Also, DKP and its subcontractors will continue to assist the County with the refinement and finalization of a new Form-Based Code zoning tool needed to implement the Neighborhoods Area Plan over the coming year, and this requested funding will be used to achieve these additional services.

FISCAL IMPACT: Additional funding for this contract is not currently budgeted in Fiscal Year (FY) 2013. The County Manager will recommend to the Board that one-time funding be allocated to this project during the FY 2012 close-out process in fall 2012. In the interim, the Department of Community Planning, Housing and Development will reallocate other consultant funds for projects scheduled later in the fiscal year.