



City of Harrisonburg, Virginia

Office of the City Manager

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Kurt D. Hodgen
City Manager

TO: Kurt Hodgen, City Manager
FROM: Chris Brown, City Attorney
DATE: July 18, 2016
RE: Joint Procurement Agreement with CSPDC

Summary: The city of Harrisonburg has an opportunity to enter into a Joint Procurement Agreement with the Central Shenandoah Planning District Commission (CSPDC) which will permit, but not require, the city to contract for on-call professional architectural or engineering services through CSPDC's on-call contracts.

Background: As reflected in the letter from the Executive Director of the CSPDC, the CSPDC has established an on-call consultant program in which member jurisdictions may participate. There currently are four on-call contracts with consultants. These contracts will expire in October of this year and the CSPDC is beginning the RFP process to secure new on-call contracts. By entering into the attached Joint Procurement Agreement, the city will have the option to purchase architectural and engineering services through the CSPDC's contracts. The city will not be obligated to use the CSPDC's contract. This simply gives the city the right to purchase the services without going through an extensive procurement if city staff determines that competent services can be secured at a competitive price for a given project. There is no disadvantage to the city in entering into this agreement.

Key Issues: Enter into a Joint Procurement Agreement with CSPDC.

Environmental Impact: n/a

Fiscal Impact: Potential reduction in administrative costs involved in procuring architectural and engineering services.

Prior Actions: None

Alternatives: (a) Approve Agreement
(b); or Not approve Agreement
(c)

Community Engagement: n/a

Recommendation: Staff recommends approval of the Joint Procurement Agreement.

Attachments: 1. Letter dated June 24, 2016 from CSPDC;
2. Joint Procurement Agreement.

RE:

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Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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