



June 24, 2016

Via First Class Mail

Mr. Kurt Hodgen
City Manager
City of Harrisonburg
345 South Main Street
Harrisonburg, VA 22801

Re: Joint Procurement Agreement

Dear Mr. Hodgen:

The Central Shenandoah Planning District Commission (the "CSPDC") established an On-Call Consultant Program (the "Program") in 2012 in an effort to increase efficiency and reduce administrative expenses and time in the procurement of services related to planning, zoning, architecture, engineering, environmental studies, and other similar services. As part of the Program, the CSPDC conducts a procurement process and negotiates contracts with multiple firms. The CSPDC's member jurisdictions and regional MPOs are then able to purchase from the Program's contracts without having to conduct their own procurements. In short, these contracts provide an additional purchasing option to the CSPDC's member jurisdictions.

The CSPDC currently has four consultants under contract; however, these contracts will expire in October 2016. The CSPDC plans to issue a request for proposals and enter into new contracts with consultants this fall.

If the City of Harrisonburg's procurement policy follows the provision in Virginia's Public Procurement Act, you will need to enter into a "joint procurement agreement" with CSPDC if you desire to purchase professional architectural or engineering services through the Program. Otherwise, the City of Harrisonburg will be unable to purchase these services from the Program during the term of any contracts that are awarded or renewed thereafter.

I have enclosed a joint procurement agreement for the Program. Under the agreement, the CSPDC will issue the request for proposals and award contracts to qualified offerors. The terms of those contracts would then be extended to the City of Harrisonburg, although the City of Harrisonburg would not be obligated to purchase services and would be free to conduct its own procurement in the future if it desires to do so.

The CSPDC plans to issue its request for proposals in August of this year. If you desire to enter into the joint procurement agreement, the agreement would need to be signed prior to the issuance of the request for proposals. This may require Board approval at your July meeting.

If you have questions about the Program generally, please feel free to contact me. Questions regarding the procurement agreement should be directed to:

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Litten & Sipe, LLP
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Harrisonburg, Virginia 22801
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During the past several years, many of our member jurisdictions as well as our two MPOs have successfully used the Program to purchase services. Program benefits include reduced overhead and quicker turnaround on projects (since the procurement has already been conducted). Additionally, the planning and engineering consultants will have already completed VDOT's Pre-Award Audit required for state or federally-funded transportation programs.

Although the Public Procurement Act requires us to make this administrative change to the Program, we hope that we can continue to provide this valuable service to all of our member jurisdictions, including the City of Harrisonburg.

Sincerely,



Bonnie Riedesel
Executive Director

Attachment