

C. HRTPO LEGAL SERVICES CONTRACT

A Request for Proposals (RFP) for Legal Services was released in February of 2016. The HRPDC has not requested proposals for legal services in many years and staff decided that it was appropriate to request proposals from law firms to determine the best fit for the work performed by the HRPDC and the HRTPO. This RFP was published in The New Journal and Guide, on both the HRPDC and the HRTPO websites, on the State's eVA procurement website, and several local firms were contacted directly to notify them regarding the opportunity.

Seven law firms submitted proposals to provide Legal Services to both the HRPDC and the HRTPO. An Evaluation Committee, comprised of the HRPDC/HRTPO Executive Director, Deputy Executive Directors, and Chief Financial Officer/Procurement Officer, reviewed all proposals received, interviewed three firms, and determined that Crenshaw, Ware & Martin, P.L.C. would best suit the current needs of the organizations.

Upon approval, an Intent to Award will be posted for ten days on both the HRPDC and HRTPO websites, as well as in the front lobby of the Regional Building and on eVA. A contract will be signed once this ten-day period has ended.

Staff recommends a one-year contract, with hourly rates of \$293.25 for Partners, \$242.25 for Associates, and \$123.25 for Paralegals, be awarded to Crenshaw, Ware & Martin, P.L.C. renewable for up to two, successive one-year periods at an increase of no more than 3% each year, beginning June 1, 2016.

RECOMMENDED ACTION:

Authorize the Executive Director to execute the Contract with Crenshaw, Ware & Martin, P.L.C.