



WILLIAMSBURG AREA TRANSIT AUTHORITY

MEMORANDUM

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**TO:** The Board of Directors

**DATE:** May 12, 2021

**SUBJECT:** Contract Award - Administration & Maintenance Facility Design Firm, *Proposed Resolution #R21-33*

The Williamsburg Area Transit Authority (WATA) issued a Request for Proposals (RFP) in January 2021 for Architectural Design Services for the administration and maintenance facility at 7239 Pocahontas Trail. A committee of WATA staff and other stakeholders reviewed proposals and interviewed firms based on each respondents' qualifications. Upon thorough evaluation, the committee selected Moseley Architects as the most qualified offeror.

A Best and Final Offer Cost Proposal was received from Moseley on April 15<sup>th</sup>, 2021 and WATA staff has determined that the pricing proposal is fair and reasonable. Further details on the pricing proposal and scope of work were sent under separate cover.

**Recommendation:** The Board of Directors approve award of the contract For Architectural Design Services to Moseley Architects according to the terms of the Best and Final Offer.

  
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Zach Trogdon  
Executive Director