

# WEST PIEDMONT

## ON-CALL CONSULTANT PROGRAM 2023 - 2024

The West Piedmont Planning District Commission (WPPDC) is a regional planning organization serving the counties of Franklin, Henry, Patrick, and Pittsylvania; the cities of Danville and Martinsville; and the Town of Rocky Mount.



## ON-CALL CONSULTANT PROGRAM

### PROGRAM PURPOSE

The purpose of the WPPDC On-Call Consultant Program is to provide a cooperative, multi-user procurement agreement for the benefit of WPPDC member localities and other public entities within the PDC region to facilitate the efficient and time saving delivery of planning, architectural, engineering, and other professional services for smaller scale local and regional projects.

The WPPDC On-Call Consultant Program is available for engineering, architectural or other professional services consulting projects up to a total fee of \$2,500,000 for an individual project. A total aggregate amount of \$10,000,000 for all executed on-call consulting contracts will not be exceeded in any one-year contract term.

### ADMINISTRATIVE FEES

No administrative fees will be assessed for local government member projects; however, WPPDC will charge a minimal program fee of \$100 upon execution of an on-call contract and an additional fee of \$50 will be assessed for each invoice processed in administering an on-call contract for eligible entities other than WPPDC member jurisdictions.

### GETTING STARTED

To use the WPPDC On-Call Consultant Program, please send a letter of request accompanied by a not to exceed project cost proposal from the applicable on-call consultant. For an example of the letter of request or for questions, please contact Michael Armbrister, WPPDC Executive Director at 276-638-3987 or [marmbrister@wppdc.org](mailto:marmbrister@wppdc.org).

### CONSULTANT CONTACTS

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