

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

RESOLUTION 17-08

**AUTHORIZING PURSUIT OF OFFICE SPACE FOR THE NORTHERN VIRGINIA
TRANSPORTATION AUTHORITY**

WHEREAS, it is anticipated that the Northern Virginia Transportation Authority (NVTA) will be hiring staff in fiscal year (FY) 08; and,

WHEREAS, the NVTA currently does not have its own office space; and

WHEREAS, the NVTA has tasked the Northern Virginia Transportation Commission's (NVTC's) executive director with pursuing options for short-term office space; and

WHEREAS, it may be possible to utilize local jurisdictional or regional agency space; and

WHEREAS, in the event that jurisdictional or agency space cannot be secured, it may be necessary to lease office space on a short-term basis; and

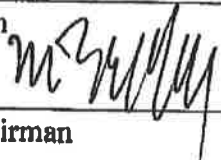
WHEREAS, a tenant's agent could provide expertise in locating short-term leased space.

NOW, THEREFORE, BE IT RESOLVED BY NVTA THAT:

1. The NVTA authorizes NVTC's executive director to pursue office space arrangements with local jurisdictions or regional agencies.
2. In the event that no local jurisdictional or regional space can be secured, NVTA authorizes NVTC's executive director to conduct a procurement for a tenant's agent to assist with locating short-term office space for NVTA utilizing the informal procedure for a small purchase following:
 - a. Advertise notice of intended purchase and send letters to known potential tenant's agents;
 - b. Review expressions of interest;
 - c. Award agreement to tenant's agent with most relevant experience that is best able to provide the desired services.
3. Upon completion of the procurement for a tenant's agent and review the NVTC executive director's recommendation to by the Financial Working Group and the by the Council of Counsels, NVTA does authorize its Chairman to enter into a contract with the successful tenant's agent at no cost to the NVTA.

Adopted by the Northern Virginia Transportation Authority, on this 12th day of July, 2007.

BY 
Chairman

Attest 
Vice Chairman