TOWN OF Herndon VIRGINIA

Town Council Regular Meeting
Agenda Item 8.a.

Agenda Item: **Resolution 26-G-35 to award contract RFP #26-04, On Call Real Estate Advisory and Transaction Services**

Meeting Date: May 26, 2026

Category: Consent

Prepared by: Collin Okoniewski, Economic Development Manager

Description:
This resolution provides authorization for the Town to execute a contract with Brailsford & Dunlavey for RFP #26-04, On Call Real Estate Advisory & Transaction Services.

Background/Timing Impact:
The Town currently does not maintain an on-call consultant contract dedicated to real estate advisory and transaction services. As the Town advances key initiatives, including the Herndon 2050 Comprehensive Plan, Market Study & Economic Development Strategy, redevelopment evaluation, and broader economic development priorities, staff identified the need for flexible, specialized professional support to assist with real estate strategy, property evaluation, market analysis, redevelopment feasibility, acquisition and disposition support, public-private partnership advisory, and related economic development initiatives.

Timing Impact:
This new contract establishes an on-call resource to provide the Town with strategic, technical, and transaction-related expertise on an as-needed basis, improving the Town's ability to respond efficiently to real estate, redevelopment, and economic development opportunities.

Strategic Focus Area:
Environmental and Economic Sustainability
Strong Fiscal Stewardship

Fiscal Impact:
This contract establishes an on-call professional services resource for real estate advisory and transaction-related services on an as-needed basis. No specific project funds are appropriated through this award. Work authorized under this contract will be assigned through individual task orders, with funding drawn from the professional services category of the Communications and Economic Engagement budget, departmental operating funds, Capital Improvement Plan allocations, or other previously

approved funding sources as applicable. This structure provides the Town flexibility to access specialized real estate, redevelopment, and economic development expertise when needed while maintaining project-by-project fiscal control.

Legal Impact:
This contract was procured in accordance with applicable Town procurement requirements and requires Town Council approval as a multi-year professional services contract. The initial contract term shall commence upon award and continue for three (3) years, with the option for up to three (3) additional one-year renewals at the Town's discretion and upon mutual agreement.

Staff Recommendation/Next Steps:
The staff recommends that the Town Council approve the attached resolution to award and execute Contract RFP #26-04, On Call Real Estate Advisory & Transaction Services to Brailsford & Dunlavey.

Attachments:
1. Resolution (Proposed)