**TOWN OF HERNDON, VIRGINIA**
**TOWN COUNCIL**

**RESOLUTION**

**MAY 26, 2026**

**Resolution- to award Contract RFP #26-04, On Call Real Estate Advisory & Transaction Services.**

The town has solicited by posting the Request for Proposal (RFP) for a qualified contractor to provide On Call Real Estate Advisory & Transaction Services. The RFP was posted on the Town of Herndon website and eVA Commonwealth of Virginia procurement website on March 11, 2026, to obtain the services of a qualified firm specializing in Real Estate Advisory & Transaction Services. The procurement of these services was in accordance with the procedures of the Virginia Public Procurement Act, Competitive Negotiation. Three proposals were received and evaluated using the numeric scoring matrix published in the RFP. Brailsford & Dunlavey's proposal was responsive and had the highest score.

**THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Herndon, Virginia that:

1. Contract RFP #26-04, On Call Real Estate Advisory & Transaction Services between the Town of Herndon and Brailsford & Dunlavey is awarded, per the negotiated terms and rates.

2. The term of the proposed contract is three (3) years from the date of award, with three (3) one-year renewal options at the Town's discretion and upon mutual agreement.