

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

May 21, 2007

**CALL TO PODIUM:**

Erica Shingara

**RESPONSIBLE STAFF:**

James D. Arnoult  
 Fred Felton  
 Erica Shingara

**AGENDA ITEM:**

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input checked="" type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract for Environmental Assessment Services for the Nike Site (\$61,822)

**SUPPORTING BACKGROUND:**

Over the last several years, the City has discussed the possibility of transferring the ownership of the 13.71 acre former Nike Launch Site, located at 770 Muddy Branch Road, from NIST to the City for use as a community facility or park. Before embarking on this process, the Mayor and City Council asked City staff to complete an extensive environmental assessment of the site so as to make a determination of whether it was in the City's interest to take the property, and, if it was, what could be developed on the site.

The City advertised for proposals and competitive price quotations for environmental site assessment services in the *Gaithersburg Gazette* on March 14, 2007. Proposal packages were also mailed to several companies that perform this type of work. Proposals were received and opened on April 22, 2007. The following proposals were received:

ARM Group Inc.	\$ 58,878
C.C. Johnson & Malhotra, P.C.	\$ 60,292
Froehling & Robertson, Inc.	\$ 38,945
Geo-Technology Associates, Inc.	\$ 55,540-96,540*
PEER Consultants	\$185,057
Tetra Tech	\$139,344
VHB	\$116,633
View	\$102,800
URS Corporation	\$14,060*

(\* sampling not included in cost estimate)

After thorough review, it was determined that the nine proposals were all technically sound; however the cost proposals from URS and GTA did not include a fixed cost for all tasks requested. The highest rated firms, ARM, CCJM, and F&R, were brought in for interviews. After the completion of interviews, the RFP review team unanimously determined that the ARM Group was best suited to perform this service for the City of Gaithersburg.

Staff recommends awarding the ARM Group the contract with an additional five percent (5%) encumbered to cover contingencies; bringing the total encumbrance to \$61,822. Funds are available in the Property Acquisition and Renovation CIP (81-4).

**DESIRED OUTCOME:**

**Vote on Resolution**

# Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Erica Shingara Date of City Council Meeting: May 21, 2007

## AUTHORIZING

Purchase  Award Contract  Transfer Funds  Negotiate/  
Execute a Contract

## BID INFORMATION:

Advertisement Date March 14, 2007

Newspaper(s) Gazette

Bids Opened/Tabulated (date) April 22, 2007

## DESCRIPTION OF ITEM(S):

The City is contracting environmental assessment services for the 13.71 acre Nike site, located at 770 Muddy Branch Road. The City is considering acquiring the property for use as a community park. The project activities include: 1) review of existing environmental information to develop a sampling plan; 2) site investigations in accordance with the approved sampling plan; 3) evaluation of the site investigation information and documentation of significant findings in a draft report; and 4) if deemed necessary, development of a conceptual remediation approach and preliminary cost estimate report to facilitate site acquisition negotiations and evaluate site reuse opportunities and costs.

## CONTRACTED/PURCHASE FROM:

Company Name: The ARM Group Inc.

Street Address: 8965 Guilford Road, Suite 100

P. O. Box Number \_\_\_\_\_

City/State/Zip: Columbia, MD 21046

CONTRACT/PURCHASE AMOUNT: \$61,822

Check One: In the Amount of  Not to Exceed

FUNDS TO BE EXPENDED FROM: Operating Budget  Capital Improvements Budget

Account Number: 81-4

(For Finance Department use only; not to be included in the Resolution)

## VERIFICATION OF AVAILABILITY OF FUNDS

Available  Not available

AW Belton 5/16/07  
Finance Dept. Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING  
THE CITY MANAGER TO ENTER INTO A CONTRACT FOR  
ENVIRONMENTAL ASSESSMENT SERVICES

WHEREAS, over the last several years, the City has discussed the possibility of transferring the ownership of the 13.71 acre former Nike Launch Site, located at 770 Muddy Branch Road, from NIST to the City for use as a community facility or park; and

WHEREAS, the Mayor and City Council asked City staff to complete an extensive environmental assessment of the site so as to make a determination of whether it was in the City's interest to take the property, and, if it was, what could be developed on the site; and

WHEREAS, a request for proposals (RFP) for environmental assessment services was advertised in the March 14, 2007, issue of the *Gaithersburg Gazette* and sealed proposals were opened on April 22, 2007; and

WHEREAS, the ARM Group has been unanimously selected by staff to be the best suited to perform this service for the City of Gaithersburg;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract for environmental assessment services for the Nike site with the ARM Group Inc., 8965 Guilford Road, Suite 100, Columbia, Maryland 21046, in an amount not to exceed Sixty-One Thousand Eight Hundred and Twenty-Two Dollars (\$61,822); said funds to be expended from the Capital Improvement Budget.

ADOPTED by the Mayor and City Council this 21<sup>st</sup> day of May, 2007.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 21<sup>st</sup> day  
of May, 2007.

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David B. Humpton, City Manager