

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

March 17, 2008

CALL TO PODIUM:

**James D. Arnoult,
Acting City Manager**

RESPONSIBLE STAFF:

**James D. Arnoult,
Acting City Manager**

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 Negotiate and Execute a Contract for Land Surveying and Engineering Services in Olde Towne (\$23,000)

SUPPORTING BACKGROUND:
<p>This contract is for professional land surveying and engineering services in Olde Towne Gaithersburg.</p> <p>Professional land surveying services are needed to accurately determine the location of the property line between the City parking lot and the adjoining Fliegel property.</p> <p>The engineering services will include the drainage area and runoff computations, suggestions and sketches of possible drainage solutions as well as the design and plan preparation for the new storm drainage.</p> <p>In the interest of time and due to the complexity of the survey work, staff requested proposals from and met with two qualified consultants. Only one of the consultants has submitted a proposal. Staff has reviewed the proposal and feels that the price is reasonable. Staff is recommending that the contract be awarded to Gutschick, Little, & Weber, P.A.</p> <p>Funds are available in the Capital Improvement Program, CIP 82-1 Stormwater Management.</p>

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: **James D. Arnoult**

Date of City Council Meeting: **March 17, 2008**

AUTHORIZING

Purchase ___ Award Contract _____ Transfer Funds _____ Negotiate/
Execute a Contract ___X___

BID INFORMATION:

Advertisement Date N/A

Newspaper(s)

Bids Opened/Tabulated (date)

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

To Conduct a land survey and engineering services to determine property lines.

CONTRACTED/PURCHASE FROM:

Company Name: Gutschick, Little & Weber, P.A.

Burtonsville Office Park

Street Address: 3909 National Drive, Suite 250

City/State/Zip: Burtonsville, Maryland 20866

CONTRACT/PURCHASE AMOUNT: \$23,000

Check One: In the Amount of _____ Not to Exceed **X**

FUNDS TO BE EXPENDED FROM: Operating Budget ___ Capital Improvements Budget **__X__**

Account Number: 3311-598000

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

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept.

Date

Resolution No. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR LAND SURVEYING
AND ENGINEERING SERVICES IN OLDE TOWNE

WHEREAS, Section 57 of the City Charter provides that the City Council may permit negotiations of contracts without sealed bids for products and services where, in the opinion of the Council, the interests of the City would be best served by negotiated contracts; and

WHEREAS, The City of Gaithersburg desires land surveying and engineering services from Gutschick, Little & Weber, P.A., for the accurate determination of the location of the property line between the City parking lot and the adjoining property:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the Acting City Manager be and he hereby is authorized to award a contract for land surveying and engineering services to Gutschick, Little & Weber, P.A., in the amount of Twenty-Three Thousand Dollars (\$23,000), said funds to be expended from the Capital Improvements Program.

ADOPTED by the Mayor and City Council this 17th day of March, 2008.

Sidney A. Katz, MAYOR and
President of the City Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 17th day
of March, 2008.

James D. Arnoult, Acting City Manager