

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

May 5, 2008

CALL TO PODIUM:

Peter Geiling
Brian Helms

RESPONSIBLE STAFF:

James D. Arnoult
Peter Geiling

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 type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" 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 Architectural and Engineering Services for the Cable Television Control Room and City Hall Electrical Service Upgrade (\$75,832)

SUPPORTING BACKGROUND:

The construction of a new Cable TV Control Room and City Hall electrical upgrades is an important project for the City. The existing Cable Television analog equipment has surpassed its useful life and is prone to failure during televised City events and meetings. Additionally, the City Hall electrical service is at its peak capacity and the City is unable to accommodate all the current electrical needs or future needs. The emergency power generator is undersized for the electrical load requirements and must be replaced to provide the necessary emergency power for the City IT servers, emergency lighting, and cooling in areas containing critical IT and Public Information infrastructure.

The design process has an expected duration of four to six months. After City staff bid the construction contract, we will return to the City Council for award of the construction contract.

Staff utilized a competitive selection process to evaluate several firms that were awarded a competitively bid contract for Architectural and Engineering Services with Montgomery County. The contract has a Council of Government rider clause. Staff developed a work scope and provided it to each firm. Four firms responded. Gipe is currently performing such services as a sub-contractor on the Olde Towne Youth Center project. Below are the costs proposed by each firm:

JMT	Non-responsive
WRA	\$89,355
GPI	\$94,176
Gipe Associates	\$75,832

Staff is seeking approval to retain the services of Gipe Associates under the general terms and conditions of the Montgomery County contract for \$75,832. There are sufficient funds for these services budgeted in the Capital Improvements Program Budget for City Hall.

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: Peter Geiling Date of City Council Meeting: May 5, 2008

AUTHORIZING

Purchase Award Contract Transfer Funds Negotiate/
Execute a Contract

BID INFORMATION:

Advertisement Date NA

Newspaper(s) NA

Bids Opened/Tabulated (date) NA

DESCRIPTION OF ITEM(S):

ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CABLE TELEVISION
CONTROL ROOM AND CITY HALL ELECTRICAL UPGRADE PROJECT

CONTRACTED/PURCHASE FROM:

Company Name: Gipe Associates, Inc.
Street Address: 849 Fairmount Avenue, Dulaney Center I, Suite 102
P. O. Box Number

City/State/Zip Baltimore, MD 21286

CONTRACT/PURCHASE AMOUNT: \$ 75,832

Check One: In the Estimated Amount of Not to Exceed

FUNDS TO BE EXPENDED FROM: Operating Budget Capital Improvements Budget

Account Number: 3149 591000 03-1 CIP #70-2

(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 ENTER INTO A CONTRACT FOR
ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CABLE TELEVISION
CONTROL ROOM AND CITY HALL ELECTRICAL UPGRADE PROJECT

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 is in need of Architectural and Engineering Services for the relocation of the Cable Television Control Room and Upgrading the City Electrical Service Project; and

WHEREAS, the Mayor and Council have determined to award a contract for Architectural and Engineering Services; and

WHEREAS, the City wishes to retain the services of an Architectural and Engineering professional; and

WHEREAS, it is recommended that a contract be awarded for; Architectural and Engineering Services for the Cable Television Control Room and Upgrading the City Electrical Service Project:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to negotiate and award a contract for Architectural and Engineering Services to Gipe Associates, Inc., 849 Fairmount Avenue, Dulaney Center I, Suite 102, Baltimore, Maryland 21286, in the estimated annual amount of Seventy-Five Thousand Eight Hundred Thirty-Two Dollars (\$75,832); said funds to be expended from the Capital Improvements Program.

ADOPTED by the Mayor and City Council this 5th day of May, 2008.

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 5th day
of May, 2008.

James D. Arnoult, Acting City Manager