

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

December 1, 2008

**CALL TO PODIUM:**

Peter Geiling

**RESPONSIBLE STAFF:**

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 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	

<b>TITLE:</b>
Resolution of the Mayor and City Council Authorizing the City Manager to Extend the Architectural and Engineering Services Contract for Additional Design Services Related to the New Olde Towne Youth Center (\$53,912)

<b>SUPPORTING BACKGROUND:</b>
<p><b>Request:</b> This is to authorize the City Manager to extend the Architectural Services contract with BMK Architects for additional design services related to the New Olde Towne Youth Center.</p> <p><b>Background:</b> This is a housekeeping item to ensure additional design services are adequately funded and the architect is properly compensated for their services. On October 6, 2006, the City Council authorized the City Manager to enter into a contract for design services with BMK, pc for the Olde Towne Youth Center design services. The base contract amount was \$210,535, but included a provision for additional services. Since contract execution, BMK has performed additional services required for the completion of construction. These additional services include the studio design (\$36,000), drilling of the geo-thermal test well (\$9,615), the value engineering for bid negotiation (\$3,150), additional costs associated with plan reproduction and delivery services (\$2,747) and additional project meetings required for contract completion (\$2,400).</p> <p><b>Fiscal Impact:</b> The proposed additional design fees total (\$53,912). There are sufficient funds in the Olde Towne Youth Center Capital Budget, CIP 06-1.</p>

<b>DESIRED OUTCOME:</b>
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: December 1, 2008

**AUTHORIZING**

Purchase  Award Contract  Transfer Funds  Negotiate / Execute a Contract

**RFP INFORMATION:**

Advertisement Date \_\_\_\_\_

Newspaper(s) \_\_\_\_\_

Bids Received (date) \_\_\_\_\_

**DESCRIPTION OF ITEM(S):**

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

Additional design services for the New Olde Towne Youth Center including geothermal test well drilling, additional reimbursable expenses for copying and delivery charges, and additional design fees for the cable studio program elements, value engineering analysis after bid submission and additional construction meetings.

**CONTRACTED/PURCHASE FROM:**

Company Name: BMK, pc

Street Address: 209 Commerce Street

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

City/State/Zip: Alexandria, VA 22314

**CONTRACT/PURCHASE AMOUNT:** \$53,912

Check One: In the Estimated Amount of  Not to Exceed

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

Acct. No. 3343 – 591100 – 06-1 Olde Towne Youth Center C.I.P. #06-1

(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 EXTEND THE ARCHITECTURAL AND  
ENGINEERING SERVICES CONTRACT FOR ADDITIONAL DESIGN  
SERVICES RELATED TO THE NEW OLDE TOWNE YOUTH CENTER

WHEREAS, a contract for Architectural and Engineering Services for the new Olde Towne Youth Center was awarded by the City Council on October 6, 2006; and

WHEREAS, BMK, pc has performed design services for the construction of the new Olde Towne Youth Center; and

WHEREAS, the Mayor and Council have determined additional design services were necessary for the completion of construction documents, award of the construction bid, and for construction administration:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and she hereby is authorized to extend the contract for Architectural and Engineering Services for the new Olde Towne Youth Center to BMK, pc, 209 Commerce Street, Alexandria, Virginia 22314, in the estimated amount of Fifty-Three Thousand Nine Hundred Twelve Dollars (\$53,912); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 1<sup>st</sup> day of December, 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 1<sup>st</sup> day  
of December, 2008.

\_\_\_\_\_  
Angel L. Jones, City Manager