

Additional/Revised Information

Agenda Item #	4
Meeting Date	October 11, 2004
Prepared By	Barbara B. Matthews
Approved By	Barbara B. Matthews City Manager

Discussion Item	Second Reading Ordinance - Contract with Charron Construction Consulting, Inc.
Additional/ Revised Information	Please note the attached ordinance which was adopted at first reading on September 27, 2004. An incorrect draft of the ordinance was attached to the agenda package provided last week.
Policy	
Fiscal Impact	
Attachments	Ordinance adopted at first reading.
Recommendation	Staff recommends that the Council adopt the attached ordinance at second reading.
Special Consideration	

Introduced by: Councilmember Williams

First Reading: 9/27/04

Second Reading:

ORDINANCE # 2004-29
Authorization for Contract Award for Construction Consultant

WHEREAS, In July 2003, the City entered into a contract with Charron Construction Consulting, Inc. for construction project management and consulting services related to the Community Center project; AND

WHEREAS, The contract was for a period of 18 months, expiring December 31, 2004, for a not-to-exceed amount of \$43,000; AND

WHEREAS, In accordance with the City's procurement policy, the previous City Manager administratively authorized an extension in the amount of 25 percent above the base contract price; AND

WHEREAS, The City's procurement policy does not provide for any additional administrative contract extensions; AND

WHEREAS, The City still requires construction project management and consulting services for the Community Center project; AND

WHEREAS, A request for proposals was issued for these services, to assist the City Manager and the Project Manager by implementing the following tasks:

1. Serve as one of the members of the Construction Management and Construction Legal Teams;
2. Provide advice to the City's Construction Project Manager and/or City Manager;
3. Review all plans for constructability and value;
4. Evaluate the contractor construction schedule;
5. Assist in monitoring the status of the project budget;
6. Participate in all meetings related to the construction project, when deemed necessary;
7. Review monthly application of payments, change orders and all of the documents issued for payment or design modifications by the Construction Design Team or General Contractor;
8. Verify substantial completion of the various elements of the construction project; and
9. Carry out any other task deemed necessary by the City; AND

WHEREAS, The City received proposals from SMCI; the Project Management Group, Inc.; Millenium Contractors & Consultants, LLC; Charron Construction Consultants, Inc.; and The Temple Group, Inc.; AND

WHEREAS, The cost of service proposed by Charron Construction Consultants, Inc. is competitive with or less than the other firms that submitted proposals; AND

WHEREAS, Staff recommends that the City enter into a contract with Charron Construction Consultants, Inc. because of their existing knowledge of the Community Center Project.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT the City Manager is authorized to enter into a contract with Charron Construction Consulting, Inc. for an estimated amount of \$48,965.00 to be charged to the Community Center Budget.

Adopted this ____ day of October 2004.

AYE:

NAY:

ABSTAIN:

ABSENT: