

Special Session

Agenda Item #	3
Meeting Date	April 6, 2009
Prepared By	Daryl Braithwaite, Public Works Director
Approved By	Barbara B. Matthews City Manager

Discussion Item	Ordinance Awarding a Contract for Architectural Services Related to the Renovation of the Public Works Facility
Background	<p>In February, 2009, the City issued a Request for Proposal for architectural services for the renovation of the Public Works Facility. The project description included the following list of future needs to be addressed in the design:</p> <ul style="list-style-type: none"> • Truck Washing Facility • Additional covered space for vehicles, equipment and material storage • Improved heating, cooling and ventilation • Updated locker rooms, bathroom and shower facilities • Improve energy efficiency to reduce use and increase occupants comfort • Identify potential for incorporating LEED principles and green or sustainable systems or technology • Automated gate and security locks • Security features • Analyze options for maximizing use of the Ritchie Avenue driveway for ingress and egress to the site <p>The Scope of Services set forth in the Request for Proposal was broken out into the following phases:</p> <ul style="list-style-type: none"> • Phase 1 - Development of Design Intent documents • Phase 2 - Construction Documents and Bid Negotiation • Phase 3 – Construction Administration. <p>The City opened bids on March 9, 2009 and received seven proposals, six of which were considered responsive:</p> <p style="padding-left: 40px;">iStudio - \$157,170 ANCL - \$195,572 RBrennen - \$268,235 Wnuk Spurlock - \$281,300 Bignell Watkins Hasser Architects, P.C. - \$315,000 (estimated) L. Abell and Associates - \$449,188</p> <p>A review panel consisting of the City Manager, the Director of Public Works, and Jeryl DiPietro of Charron Consulting reviewed the proposals and selected Wnuk and Spurlock and Bignell Watkins Hasser Architects, P.C. to be interviewed. The interviews were conducted on March 25, 2009. The Public Works Director conducted extensive reference checks on both firms and received positive feedback about both firms.</p> <p>Based on the information obtained through the submitted proposals, the interviews,</p>

	<p>and the reference checks, the City Manager and Director of Public Works believe that Bignell Watkins Hasser Architects, P.C. is the most qualified firm to assist the City with the renovation of its Public Works' facility. The firm has extensive experience with light industrial projects, including Public Works facilities. After discussion with Ms. DiPietro, acting on behalf of the City, Bignell, Watkins Hasser amended its proposal to reflect a not-to-exceed cost of \$304,700.</p> <p>The attached ordinance reflects the base service cost of \$304,700. Should the City Council desire to pursue LEED certification, the additional design cost would be \$33,500. Facility commissioning, if required, would cost an additional \$20,000 and energy modeling, if required, would cost \$20,000. The extent of the LEED-related costs would depend on the level of certification the City was wanted to achieve.</p>
Policy	<p>In accordance with Section 401(b)(41), the City Council has the responsibility for public buildings.</p> <p>The City Council must approve by ordinance any expenditure of \$10,000 or more.</p>
Fiscal Impact	\$304,700 for Phase 1, 2 and 3. Additional costs of up to \$73,500 for LEED Certification, commissioning and modeling.
Attachments	<p>Draft ordinance awarding a contract to Bignell Watkins Hasser Architects, P.C.</p> <p>Proposed Schedule</p>
Recommendation	Approve Single Reading Ordinance awarding a contract for architectural services to Bignell Watkins Hasser Architects, P.C.
Special Consideration	

Introduced By:

Single Reading:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2009-**

**CONTRACT FOR ARCHITECTURAL SERVICES
FOR RENOVATION OF THE PUBLIC WORKS FACILITY**

WHEREAS, the current Public Works facility is outdated and is in need of renovation to provide a better working environment for staff, to ensure the best management practices for storage and maintenance of equipment, and to improve the energy efficiency of the facility; and,

WHEREAS, in February 2009, the City issued a Request for Proposals for architectural services, specifically the development of design intent and construction/bid documents and construction administration services; and,

WHEREAS, the City received seven proposals and invited two firms to interview with a review panel comprised of the City Manager, the Director of Public Works, and the City's construction consultant; and,

WHEREAS, the Director of Public Works subsequently conducted reference check for the two firms that were interviewed; and,

WHEREAS, based on the information obtained through the submitted proposals, the interviews, and the reference checks, the City Manager and Director of Public Works believe that Bignell Watkins Hasser Architects, P.C. is the most qualified firm to assist the City with the renovation of its Public Works' facility; and,

WHEREAS, the FY 2009 budget includes funding for these services.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is authorized to enter into a not-to-exceed contract in the amount of \$304,700 with Bignell Watkins Hasser Architects, P.C. for the development of design intent and construction/bid documents and construction administration services related to the renovation of the Public Works Facility at a cost not-to-exceed \$304,700.

SECTION 2. This Ordinance shall become effective upon adoption.

ADOPTED this ____ day of April, 2009, by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

PROPOSED SCHEDULE FOR PUBLIC WORKS RENOVATION

- | | |
|---|--------------------|
| 1. Advertise Architectural Services RFP | Feb. 17, 2009 |
| 2. Architectural Services Bid Opening | Mar. 9, 2009 |
| 3. Review Bids | March, 2009 |
| 4. Council Award of Architectural Services Contract | April 13, 2009 |
| 5. Notice to Proceed | by April 24, 2009 |
| 6. Final Submittal of Design Intent Documents | June 15, 2009 |
| 7. Final Submission of Construction Documents | August 3, 2009 |
| 8. Advertise Construction RFP | Aug – Sept., 2009 |
| 9. Review Bid Responses | Sept. – Oct., 2009 |
| 10. Award Construction Contract | Oct.-Nov., 2009 |