

Consent Agenda

Agenda Item #	4F
Meeting Date	November 24, 2014
Prepared By	Sara Anne Daines HCD Director
Approved By	Brian T. Kenner City Manager

Discussion Item	Single Reading Ordinance Awarding a Contract for Services for Development of a Concept Plan for the Takoma Park Recreation Center Site
Background	<p><u>Background</u></p> <p>The Takoma Park Recreation Center, managed and programmed by the City of Takoma Park, is owned by the Maryland National Capital Park and Planning Commission (M-NCPPC). M-NCPPC has expressed an interest in divesting itself of the property and has proposed the transfer of the facility to the City of Takoma Park. Constructed in approximately 1970, the facility is in poor condition and creates some challenges for current recreational needs.</p> <p>To facilitate an evaluation of this opportunity, the City has issued two solicitations. The first, issued on October 17, 2014 for purposes of contracting with a firm to assist in evaluating the development potential of the site. Requested services included an analysis of current site conditions and the development potential of the site. The second, issued on October 27, 2014 for purposes of assessing recreational service demand and supply in the Takoma Park area for the Recreation Center.</p> <p>Together, these studies will help the City to answer questions around the current and future recreational needs of the Recreation Center and also whether the site provides any long-term potential to provide recreational services coupled with other development opportunities. This single reading ordinance is to award a contract for the first solicitation.</p> <p><u>Analysis</u></p> <p>Proposals were received by the November 17 deadline from the following firms: A. Morton Thomas and Associates, Inc. (\$44,585), KGD Architecture (\$56,230), Lessard Design, Inc. (\$22,400), and Wiencek+Associates (\$11,855). The submissions were reviewed by staff and each was found to be in compliance with the standards set forth in the Request for Proposals.</p> <p>Based upon the results of its review and the costs proposed by each of the respondents, staff recommends the execution of a contract for required services with the firm of Wiencek+Associates Architects+Planners for the lump sum fee of \$11,855.00. If approved, the project is to be completed within 90 days of the execution of the proposed contract.</p>

Policy	City Code Section 7.04.060: “The City Council shall, by Ordinance duly enacted, approve all expenditures of \$5,000 or more for professional services and all expenditures of \$10,000 or more for any single purchase of goods or services other than professional services, provided, however that ordinances approving such expenditures may be enacted upon a single reading ... if such expenditure is specifically authorized in the budget ...”
Fiscal Impact	A total of \$45,000 has been budgeted in FY15 to evaluate the development potential of the Takoma Recreation Center site and to assess the recreational needs of the community. Cost of recommended contract for services is \$11,855.00.
Attachments	Ordinance Awarding a Contract for Services for Development of a Concept Plan for the Takoma Park Recreation Center Site
Recommendation	To adopt the Ordinance
Special Consideration	Deadline for the submission of proposals for the second solicitation for assessing recreational service demand and supply was Friday, November 21, 2014. The balance of the funds budgeted for the overall evaluation of the Recreation Center assessment would be used to pay for this solicitation.

Introduced by:

Single Reading:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2014- ____

AWARDING A CONTRACT FOR SERVICES FOR DEVELOPMENT OF A CONCEPT PLAN FOR THE TAKOMA PARK RECREATION CENTER SITE

WHEREAS, the Takoma Park Recreation Center (the "Recreation Center"), located at 7315 New Hampshire Avenue, is managed and programmed by the City of Takoma Park; and

WHEREAS, the Recreation Center is owned by the Maryland National Capital Park and Planning Commission, having expressed an interest in divesting itself of the property, has proposed the transfer of the facility to the City; and

WHEREAS, on October 17, 2014, in accordance with the City's procurement procedures, a Request for Proposals (the "RFP") was issued for a firm or individual to assist in evaluating the development potential of the Recreation Center site; and

WHEREAS, four firms responded to the RFP by the November 17, 2014 deadline, each of which were found to be in compliance with the standards set forth in the RFP; and

WHEREAS, the Housing and Community Development Department recommends the execution of a contract for services with Wiencek+Associates Architects+Planners, having found the firm to be both responsive to the RFP and the lowest bidder for the required services; and

WHEREAS, sufficient funds for the proposed contract have been budgeted in FY15.

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

SECTION 1. The City Manager is hereby authorized to enter into a contract with Wiencek+Associates Architects+Planners for services related to the development of a concept plan for the Takoma Park Recreation Center site at a cost of ELEVEN THOUSAND EIGHT HUNDRED FIFTY-FIVE DOLLARS (\$11,855.00).

SECTION 2. This Ordinance shall become effective immediately.

ADOPTED this ____ day of _____, 2014 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: