



Takoma Park City Council Meeting – July 20, 2022

Agenda Item 2

Voting Session

Single Reading Ordinance Awarding a Contract for Inspection and Testing Services for the Library Redevelopment Project

Recommended Council Action

The Department of Housing and Community Development (HCD) recommends that the City Council approve the contract award to Hillis-Carnes Engineering Associates, Inc. for inspection and testing services for the Library Redevelopment Project.

Context with Key Issues

The Montgomery County Department of Permitting Services will require that the City of Takoma Park contract with an inspection and testing firm for the Library Redevelopment Project. The inspection and testing firm is referred to as a Special Inspector and is required in some instances by Montgomery County Code and the International Building Code when structural-specific inspections are necessary. The County's Special Inspection Program requires that the owner (the City) contract directly with the Special Inspector, thus the City will need to execute a contract with an inspection and testing agency before starting construction.

In December 2018, Montgomery County issued a Request for Proposals (RFP) for Inspection and Materials Testing Services. The competitive RFP process resulted in the selection of two vendors Hillis-Carnes Engineering Associates, Inc. and DIW Group, Inc. Both vendors have active time and material contracts with the County with set hourly rates and service costs.

City staff interviewed and received proposals from both vendors with the intent of riding on the existing County contract. Each vendor was provided with a summary construction schedule to assist with the development of their proposals. There was some variance between the scope of the two vendors. City staff and the Project construction manager do not believe that differences in scope are due to any organizational efficiencies, but rather general assumptions regarding the number of inspections required and the associated manhours needed. As a result, an equal scope was used to assess the anticipated cost. When comparing vendors using an identical scope, the Hillis-Carnes lower hourly rates results in a lower overall price. Below is a table comparing proposal estimates from the vendors with estimates using the same scope for both vendors.

Hillis-Carnes		DIW	
Proposal	Equal Scope	Proposal	Equal Scope
\$50,096.00	\$ 79,961.00	\$71,681.00	\$107,233.00

Due to the more competitive hourly rate of Hillis-Carnes. City staff recommend that City Council approve the contract award to Hillis-Carnes.

Council Priority

Environmentally Sustainable Community, Community Development for an Improved and Equitable Quality of Life

Environmental Considerations

The Library Redevelopment Project will be built according to LEED Gold standards.

Fiscal Considerations

Montgomery County awarded a contract for inspection and materials testing to Hillis – Carnes after undergoing a competitive RFP process. Of the two vendors assessed for the City Library Redevelopment Project, Hillis-Carnes has the more competitive hourly rate, which is expected to result in less cost over the life of the Project.

Racial Equity Considerations

The Library Redevelopment Project will ensure that Library services are improved and remain accessible to Takoma Park residents, particularly those along the Maple Ave who represent some of the City's most diverse residents.

Attachments and Links

- Draft Ordinance

Introduced by:

Single Reading:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2022-

**CONTRACT FOR INSPECTION AND MATERIAL TESTING SERVICES FOR THE
LIBRARY REDEVELOPMENT PROJECT**

WHEREAS, the Library Redevelopment Project will require that the City of Takoma Park contract with an inspection and testing firm to provide inspection and material testing services; and

WHEREAS, in December 2018, Montgomery County issued a Request for Proposals for Inspection and Materials Testing Services and a contract was awarded to Hillis-Carnes Engineering Associates, Inc.; and

WHEREAS, the awarded contract was competitively bid and the services provided under this contract meet the identified needs of the City; and

WHEREAS, the City Manager is authorized by the City of Takoma Park City Code to use rider contracts, and the vendor has provided a statement extending the terms of the contract to the City; and

WHEREAS, the City has received a proposal from Hillis-Carnes and Associates, Inc. for the Library Redevelopment Project; and

WHEREAS, funding for these services has been included in the Library Redevelopment Project budget.

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 contract with Hillis-Carnes Associates, Inc. for inspection and material testing at a not to exceed cost of \$100,000.

SECTION 2. This Ordinance shall become effective upon adoption.

ADOPTED this _____ day of July, 2022 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: