

**CITY OF TAKOMA PARK**

**ORDINANCE NO. 2024-11**

**AWARDING A CONTRACT FOR TECHNICAL SUPPORT RELATED TO THE RELOCATION OF CITY TV’S CONTROL ROOM**

**WHEREAS,** the fiscal year 2024 budget includes \$150,000 in funding for evaluation, documentation, and technical support for City TV’s relocation of the control room due to the renovations of the library and community center (the “Work”); and

**WHEREAS,** the City identified a qualified contractor for the Work, with terms and unit pricing that is the same as competitively bid contracts with VCU, MML, and Rockville, MD; and

**WHEREAS,** per Takoma Park City Code Section 7.08.070(G), the contract qualifies for a rider contract as the contracts with VCU and Rockville, MD were established in a manner “consistent with the purposes of [the City’s procurement regulations]”; and

**WHEREAS,** City TV staff have determined that the submission provided by Human Circuit is most responsive to the City’s needs, with respect to the experience and qualifications of the firm, responsiveness, understanding of the scope of services requested, and both prior and current experience working with similarly situated municipalities and organizations; and

**WHEREAS,** the contractor shall provide a comprehensive assessment of the equipment, cables, workflows, and signal flow - then methodically document all cable connections to equipment and systems, producing CAD drawings. The contractor will also provide technical support - providing CityTV access to an Engineering technical team offering remote, on-site, on-call, and virtual troubleshooting assistance.

**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 in the amount of Eighty-Six Thousand Six Hundred Twenty-Eight Dollars (\$86,628.00) with Human Circuit for the evaluation, documentation, and technical support for City TV’s relocation of the control room due to the renovations of the library and community center.

**Section 2.** This Ordinance shall become effective upon adoption.

Adopted this 15th day of May, 2024 by roll-call vote as follows:

AYE: Searcy, Fulcher, Dyballa, Gibson, Seamens, Honzak, Small  
NAY: None  
ABSTAIN: None  
ABSENT: None