

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, City Manager

SUBJECT: Professional Services-Development Plan Review, Engineering, & Design Services
R-35-21

DATE: May 27, 2021

On May 16, 2019, the Public Works Department advertised a Notice of Intent to Negotiate with Frederick Ward Associates for an On Call Professional Services Agreement based on that Firm's qualifications, prior performance, and ability to maintain continuity of engineering support services. The Agreement established all contract requirements and labor rates for various engineering services that may be required by the City of Bowie. This Agreement was awarded (R-45-19) and the City will be entering into the first year of four optional renewal years.

The Public Works Department recommends awarding a Task Order for Development Plan Review in the amount of \$120,000 under this Agreement. Frederick Ward has many years of experience with the City Code and City development standards necessary to carry out the required plan reviews. Sufficient funds are available in the Professional Services account in the Public Works Administration section of the FY22 Budget.

In accordance with City Charter Section 61(b)(4), we are requesting that Council authorize the City Manager to award the Development Plan Review Task Order to Frederick Ward Associates and issue a purchase order in an amount not to exceed \$120,000.

I concur with the above recommendation and request your approval of R-35-21.

ADL/GS/cs

RESOLUTION
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO
FREDERICK WARD ASSOCIATES FOR TASK ORDER #1
PROFESSIONAL SERVICES-DEVELOPMENT PLAN REVIEW, ENGINEERING, &
DESIGN SERVICES IN ACCORDANCE WITH THE MASTER CONTRACT
APPROVED ON JUNE 19, 2019

WHEREAS, pursuant to Section 61(b)(4) of the City Charter, the Public Works Department advertised an Intent to Negotiate with Frederick Ward Associates on May 16, 2019 for an On Call Professional Services Agreement based on that Firm’s qualifications, prior performance, and ability to maintain continuity of engineering support services; and

WHEREAS, the Agreement established all contract requirements and labor rates for various engineering services that may be required by the City of Bowie; and

WHEREAS, this Agreement was awarded (R-45-19) and the City is entering into the second year of four optional renewal years; and

WHEREAS, the Public Works Department recommends awarding a Task Order under this Agreement for Development Plan Review in the amount of \$120,000.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bowie, Maryland, that the Council authorizes the City Manager to award the Development Plan Review Task Order to Frederick Ward Associates for professional services and issue a Purchase Order in an amount not to exceed \$120,000.

INTRODUCED AND PASSED by the Council of the City of Bowie, Maryland at a meeting on June 7, 2021.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor