



City of Rockville

MEMORANDUM

August 17, 2010

TO: Scott Ullery, City Manager

FROM: Mike Wilhelm, PE, Chief, Contract Management *MW MW*

VIA: Craig L. Simoneau, PE, Director of Public Works *CS*

SUBJECT: Approval of an FY11 Contract to Specialized Engineering

**Recommendation:**

Staff recommends that the City Manager approve a contract to Specialized Engineering under the terms of RFP #08-08, in the amount of \$90,000 through December 30, 2010 for supplemental inspection services.

**Project Description:**

Due to recent events and shifting of City staff workloads, City inspectors must be freed up to focus mainly on the water main activity for the next several months. This shift has made it necessary to utilize two senior level inspectors, one for asphalt and one for concrete and two lower level technicians to get us through the heavy workload period from now to November and, potentially, again from early spring to June 30, 2011. Staff will re-evaluate funding level needs in the spring 2011 and seek Mayor and Council approval, if appropriate at that time.

**Procurement:**

The City prepared and publicly advertised RFP #08-08 for a wide variety of Architectural and Engineering services in 2007. The Mayor and Council approved the award for a wide variety of services in December 2007, with subsequent approvals of additional funding. Under Category F of the RFP, Specialized Engineering of Ijamsville, Maryland was one of three approved vendors for inspection and geotechnical services. Proposals were requested; Specialized Engineering was selected based on price and staffing availability. The attached proposal from Specialized Engineering reflects the full anticipated work load for FY11. Staff wishes to fund only the period from now until December 30, 2010 and will re-evaluate staffing needs for the spring season.

**Funding:**

Adequate funding is provided in the Asphalt Repair and Replacement Program CIP (account #420-850-0A11-0426), Concrete Maintenance Program CIP (account #420-850-0C11-0426), and the Contract Management Division (account #110-850-0201-0201).

Concur: *Eileen Morris* Date 08/20/2010  
 Eileen Morris, Purchasing Manager

Approved: N/A Date N/A  
 Scott Ullery, City Manager