

4/2/13

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE DEPARTMENT OF PARKS AND RECREATION TO EXTEND THE CURRENT PROFESSIONAL SERVICES AGREEMENT WITH NEUHOFF TAYLOR ARCHITECTS PC TO PROVIDE CONSTRUCTION ADMINISTRATION SERVICES FOR NEW IMPROVEMENTS IN THE UMPIRE ROOM AT THE SUMMIT OF SOFTBALL COMPLEX, WHICH EXTENSION INCREASES THE AMOUNT OF THE CONTRACT BY THREE THOUSAND DOLLARS (\$3,000.00), FOR A TOTAL CONTRACT AMOUNT OF EIGHTEEN THOUSAND DOLLARS (\$18,000.00).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Administrator of the Department of Parks and Recreation be and is hereby authorized to extend the current professional services agreement with Neuhoff Taylor Architects PC to provide construction administration services for new improvements in the Umpire Room at the Summit of Softball Complex, which extension increases the amount of the contract by \$3,000.00, for a total contract amount of \$18,000.00.

ADOPTED: _____, 2013.

/mms

City of Chattanooga



Resolution Request Form

(This form is only required for resolutions requiring expenditure of City funds)

Date Prepared: March 13, 2013

Preparer: Wanda Eckstein

Department: Parks and Recreation

Brief Description of Purpose for Resolution:

Resolution Number (if approved by Council):

A Resolution authorizing the Administrator of the Department of Parks and Recreation to extend the current Professional Services Agreement, PO #513675, with Neuhoff Taylor Architects PC to provide construction administration services to new improvements in the Umpire Room at the Summit of Softball Complex, which extension increases the amount of the contract by Three Thousand (\$3,000.00) Dollars increasing the total amount of the contract to Eighteen Thousand (\$18,000.00) Dollars.

Total project cost \$ 3,000
Total City of Chattanooga Portion \$ 3,000
City Amount Funded \$ 3,000
New City Funding Required \$ _____
City's Match Percentage % _____

New Contract/Project? (Yes or No) NO
Provide Fund 4015
Provide Cost Center L30113
Proposed Funding Source _____
Grant Period (if applicable) _____

List all other funding sources and amount for each contributor.

Amount(s)	Grantor(s)

Agency Grant Number _____

CFDA Number if known _____

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

Items were cut from original scope due to lack of funds which were provided in the FY13 capital.

Approved by: _____

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

Please submit completed form to @budget, City Attorney and City Finance Officer

NEUHOFF TAYLOR ARCHITECTS

PROFESSIONAL CORPORATION

March 11, 2013

Larry Zehnder
CPRP Administrator
City of Chattanooga Parks and Recreation
1102 South Watkins Street
Chattanooga, TN 37404

Re: Summit of Softball Improvements

Mr. Zehnder:

If you would like to extend our current Professional Service Agreement (dated 2-3-12) to include providing construction administration services for the Umpire Room Renovations portion of this project, we can provide those services for a time and materials basis with a not to exceed cost of \$3,000.00.

It is my understanding from Ben Nemeec that BWSC would handle the bidding process of this project as they did for the Maintenance Building. I would address any contractor questions raised during the bidding phase.

Please note that this proposal is based on the construction administration of this project as currently designed. If the Umpire Rooms need to be redesigned due to a change in scope or requirements, the time required by our office and our engineers to revise the drawings would be invoiced separately on a by the hour basis and would not be included in the not to exceed cost listed above.

I have enjoyed working with you and your staff and look forward to being involved in this phase of the Umpire Room Renovations. If you have any questions or comments on this proposal, please let me know.

Sincerely;

NEUHOFF TAYLOR ARCHITECTS, P.C.



Randall Taylor, AIA
Vice President

