



# Agenda Item Summary Report

<b>Meeting Date:</b> September 9, 2024	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title: Approval for a Contract with Brudis &amp; Associates for Town Engineering Services</b>	
<b>Approval for a Contract with Brudis &amp; Associates</b>	
<b>Work Session Item [X ] Council Meeting Item [X]</b>	<b>Documentation Attached:</b> Brudis Proposal
<b>Recommended Action:</b>	
Staff recommends the passage of this contract and approves that the Town Administrator to sign an agreement with Brudis & Associates. The Town recommends the most responsive bidder.	
<b>Item Summary:</b>	
In September 2023, the Town engaged in a one-year contract extension with CPJ for Civil & Site engineering services.	
In May 2024, we issued a Request for Proposals for Firms to provide Engineering services. The Town received the following responses:	
Firm	Services Offered
<b>Brudis &amp; Associates</b>	<b>Civil &amp; Site Roadway, Traffic, Structural, Water &amp; Environmental, Construction, Surveying, landscaping, grant writing</b>
<b>CPJ &amp; Associates</b>	<b>Civil, traffic, surveying, landscape, Geo,</b>
<b>DFI</b>	<b>Civil, Electrical, design, landscape, surveyor, structural</b>
<b>Mead &amp; Hunt</b>	<b>Civil, Mechanical, transportation, Electrical, structural, landscape, land survey</b>
<b>Pennoni</b>	<b>Civil, construction, environmental, mechanical, electrical &amp; plumbing, structural, survey, transportation, water &amp; waste</b>
<b>Bengal</b>	<b>Roadway, Sidewalk, Stormwater, lightning, surveying, construction, land survey, grant writing</b>
<ul style="list-style-type: none"> <li>• <i>Firms Interviewed in grey</i></li> </ul>	
The Town conducted interviews with the top three lowest and most responsive bidders: CPJ & Associates, Brudis & Associates, and Mead & Hunt. While interviewing each bidder, we discussed the town's current and future needs and costs and reviewed each firm's experience and services. The town recommends Brudis & Associates as the top bidder for the proposal.	
The proposed contract is for three (3) years with two (1) optional one-year extensions.	
<b>Budgeted Item:</b> Yes [ X ] No [ ] NA <b>Budgeted Amount:</b> \$ <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b> NA	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>