

# TOWN COUNCIL

## STAFF REPORT Executive Department



<b>MEETING DATE:</b>	April 21, 2026
<b>PROJECT:</b>	Approval to Authorize a Construction Contract with Mashburn Construction Company, Inc., for the upfit of Building 100 at 97 Progressive Street (Fiscal Impact: \$388,825)
<b>PROJECT MANAGER:</b>	Chris Forster, MPA, CPFO, CGFM, Assistant Town Manager

### **REQUEST:**

Staff requests Town Council to authorize the Town Manager to execute a Contract (Attachment 1) with Mashburn Construction Company, Inc., for \$324,021 to complete construction services for the upfit of Building 100. In addition, Staff requests a 20% contingency to cover any unforeseen changes that may arise during construction.

The total fiscal impact with contingency is \$388,825 and is within the approved budget for FY2026.

### **BACKGROUND:**

To contribute to the stimulation and encouragement of business growth, a Master Agreement for the Development of Commercial Property was executed with Parkway Commons I, LLC, for the construction of three buildings and associated infrastructure on Town owned property in Buckwalter Place. Upon completion, one building was to be conveyed to the Don Ryan Center for Innovation (DRCI) as an income earning asset, while the remaining two buildings would be privately owned and operated as commercial enterprises.

The DRCI building currently houses a day care and a landing pad for prospective clients that occupy half of the existing space. Tenants are being actively pursued for the remaining space on the first floor, while the unoccupied space upstairs has renters waiting to move in. This upfit will make that space ready.

### **NEXT STEPS:**

Upon approval of the proposed contract, Staff will initiate a pre-construction meeting and plan to start construction as quickly as possible.

### **ATTACHMENTS:**

1. Draft Contract
2. Proposed Motion