



ENGINEERING MEMORANDUM

January 17, 2023

RE: January 23rd Commission Meeting

FIRE STATION EVALUATION CONTRACT AWARD TO ENGINEERS-ARCHITECTS, P.C.

For your consideration is a contract with Engineers-Architects, P.C. (EAPC) to perform architectural services for the Fire Station Evaluation project for a fixed fee amount of \$72,000.00 as specified in the contract. This contract is in reference to the proposal received through a request for proposal where four proposals were received from the following firms: EAPC, GT Architecture, JLG Architects, and Short, Elliott Hendrickson Inc. EAPC was scored the highest and awarded the project. The City Attorney has reviewed this task contract.

The project was included in the approved capital improvement project budget for 2024. The revenue source is the American Rescue Plan Act funds. Included in the scope of work are the following phases; LEAN/Consensus Building, Facility Assessment, Space Needs Analysis, Solution/New Building Comparison, and Reporting/Presentation. Any future phases of the project will be contracted after this scope of work is completed. Because EAPC has an office in Dickinson, they will not be charging travel related expenses for the project.

The final report comparing the concepts of renovating the existing Fire Station #1 vs. building a new fire station is scheduled to be completed by May 31, 2024.

The city engineering and fire staff recommend approval.

