



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Feb. 13, 2023
Department:	Utilities
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Utilities Director, K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Professional Services Contract for RND Architects for Adron F. Thompson Facility Design

Attachments:

1. Draft contract with RND Associates
2. Request for Qualifications for Adron F. Thompson Facility Design

Summary:

In 2019, the town requested qualifications to perform a feasibility analysis and concept plan for the Adron F. Thompson facility, which houses the collection and distribution system staff. The facility is very old, the front half being the original 1936 water filtration plant for the town. The back half is a modular addition. The facility is in dire need of updating for safety, accessibility, and staff comfort. For example, there is only one functional bathroom for 15 staff. The feasibility study is attached. RND Associates was selected to complete this study. In 2022, the town issued a request for qualifications (attached) for the design of the facility generally in accordance with the study recommendations. RND Associates was again selected for this work from the review committee out of two submittals. Since it has been a few years since the feasibility study, and costs have escalated and town needs have changed (for example, needing a bit more space for staff), the town is breaking the consultant work into three phases. Phase I, the subject of this request, is to truly solidify the design scope so the town is not paying for design work it is unclear if it wants. Phase II, full design, and Phase III, bid and construction phase oversight, will be presented as amendments to this first contract.

Financial impacts:

The town's procurement policy requires the board approve any contract over \$30,000. The overall design through construction work with architectural firm RND Associates is expected to be approximately \$350,000 in total. Phase I work is \$58,000. The town has \$250,000 already in its approved budget for design work. The FY24 budget includes the anticipated excess needs for Phases II and III.

Staff recommendation and comments:

This project has been in the capital plan for several years. The Department is excited to embark on the design phase with the selected architect.

Action requested:

Approve the town manager to execute the Phase I contract when acceptable to the consultant and town attorney.