



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 3, 2024
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on reimbursement of project management fees and services for the Bell Farms and Carriage Ills Lift Station.

BACKGROUND/SUMMARY:

During GBA internal review of city projects and associated fees for authorized under Statement of Work No. 10, it was discovered that following two projects Project Fees were assessed incorrectly, which caused an overpayment of \$173,513.90 for project management and administration fees charged to the city.

<u>Projects Approved Under SOW #10</u>	<u>Project Cost</u>	<u>Project</u>	<u>Cost</u>
○ Bell Farms and Carriage Ills Lift Station	\$1,976,503	○ Gregg Manor Ground Storage Tank (GST)	\$3,678,319
○ Total Project Fee less ROW Acquisition/Appraisal Services	\$239,156.91	○ Total Project Fee	\$445,076.60

Periodic review of city projects are scheduled between GBA team and the city’s team. Their review of projects and project balances identified the overpayment. Instead of utilizing a credit statement approach, GBA decided to reimburse the city for the overpayment of project fees stemming from the Gregg Manor GST Construction Cost of \$3,678,319 being calculated for the Bell Farms & Carriage Lift Station Project \$1,976,503. The additional internal payment request and verification protocol will avoid future overpayment processing in the future.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes - Funds will be deposited back into the Community Impact Fund Account
PRESENTATION: No
ATTACHMENTS: No

STAFF RECOMMENDATION:

The city staff recommends that the City Council accept reimbursement of project management fees and services for the Bell Farms and Carriage Ills Lift Station from George Butler Associates, Inc. in the amount of \$173,513.90.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**