McMAHON
ENGINEERS ARCHITECTS

To: **The Finance and Public Works Committee**
The Village President and Board of Trustees

From: **Chris Dopkins, P.E. Village Engineer**

Re: **Public Works Building Improvements**

Date: **January 6, 2021**

Over the past few years, the Village has recognized the need to construct the new Public Works Facility and has money has been set aside in this year's budget to minimize the need to borrow for the Facility. As you know, the Village expects to receive a $200,000 grant which will be used to help offset the cost of the facility, and Staff has worked with lenders to secure the balance of the funding necessary to construct the improvements.

The project scope is to construct the new facility and demolish the portion of the former Forrest Pallet building that is located on the southern side of the Village's property. For clarity, the Village is only demolishing the portion of the building that is located upon Village owned property. The demolition and building improvements will be split into three contracts in order to minimize the burden of the grant funds to the contractors, and to further separate the demolition services from the building and site improvements. Contract "A" will cover for the civil site improvements and contain will further contain the necessary provisions for the use of the DCEO Grant Funds. Contract "B" will cover the building improvements, and Contract "C" will cover the demolition of the former Forrest Pallet Building.

At the time of this memorandum, we are still awaiting the grant agreements from DCEO. The grant itself will be administered by Boone County, and when I last spoke with the County before the holidays, they were of the opinion that the grant agreements will be sent to them after the 1st of the year. We need the agreements in hand before we can bid the project as the agreements will contain conditions for use of the grant funds which must be inserted into the bid documents. We are now hopeful that the grant agreements arrive soon, and we therefore think it is appropriate to authorize bidding at this time.

Thank you for your time and attention to this matter. Please do not hesitate to contact me at 636-9590 with any questions.