



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Emergency Operations Center/Public Safety Building Project  
Management Services**

Board Meeting Date: **May 26, 2026**

Prepared By: **Jon Barlow – Town Manager**

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**Overview:** To award a contract to MPB to provide Project Management Services for the Emergency Operations Center and Public Safety Building

At this point in the project, the Town has evaluated its internal capacity and capabilities and identified the following capital project management, owner’s representative, and advisory areas where assistance may be needed. A scope of services sought is as follows:

1. Act as a liaison between the Client/Owner and the Design-Build team.
2. Attend regularly scheduled construction and coordination meetings.
3. Communicate project updates, decisions, and changes to all stakeholders.
4. Monitor construction activities to confirm compliance with contract documents, specifications, and quality standards, and identify in writing any non-conforming work.
5. Confirm all debt instruments (bonds, sureties, and other agreements) are in place in accordance with the LOI
6. Review and recommend monthly progress payments.
7. Track, coordinate, and make recommendations regarding Requests For Information (RFIs), submittals, proposed Change Orders (PCOs), and field directives.
8. Review and recommend cost proposals for changes to the project.
9. Assist with negotiation of change orders and/or claims; summarize claims analysis.
10. Establish a change order monitoring system (log) and link it to the Project Status financial report.
11. Provide on-site support (anticipated as one day per week), to include a daily report for each day on-site.
12. Facilitate and/or participate in the development of recovery schedules, if needed.
13. Monitor the Design-Builder’s accurate maintenance of record drawings
14. Provide cursory review and validation of construction schedules.
15. Monitor budget adherence, including contingency usage and cost exposures.
16. Track commissioning activities and verify timely resolution of identified issues.
17. Verify final inspections and the obtaining of necessary certifications, including the Certificate of Occupancy.
18. Verify the collection and verification of as-built drawings, Operations & Maintenance manuals, warranties, and training materials.

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**Action:** \_\_\_\_\_  
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MPB was one of four firms to respond to our Request for Qualifications (RFQ). After reviewing the RFQ's and conducting in-person interviews, it is our opinion that MBP was most qualified to serve in the capacity of owner's representative.

The estimated length of the contract is 2 years which covers the estimated time for the design and construction of the EOC/PSB by Bobbitt. The total cost of services offered by MBP is \$254,345 or about 2.95% of total project costs.

**Background Attachment(s):**

1. MBP Response to RFQ
2. Fire Department Recommendation Letter
3. Police Department Recommendation Letter
4. Proposed Contract for advisory services with MPB

**Recommended Action:** Approve the contract for EOC/PSB Project Advisory Services to MPB in the amount of \$254,345.