

MEMORANDUM

TO: Town Council
FROM: Bill Bruce
DATE: February 9, 2021
RE: McGill Agreement for Engineering Services

Please find attached a proposal to provide engineering/design services and construction administration for the first phase of development at the Whitaker property park. The Parks and Recreation Advisory Board chose McGill Associates as the most qualified firm of seven that responded to the Town's Request for Qualifications. State statutes regarding engineering and design contracts require selection of the most qualified applicant first, followed by negotiation of a fee.

McGill's total lump sum fee proposal is \$214,500. A breakdown of fees by type can be found on Page 10 of the proposal. Estimated design and construction administration project costs based on the Town's PARTF proposal was \$169,870. This figure represented 10% of the total estimated construction cost for Phase 1. The Town, however, asked for a proposal to include grading, utilities, and stormwater/drainage design to anticipate potential future improvements, including tennis courts and a basketball court. The higher cost reflects the Town's request to include this additional work. The proposal does not include construction administration services for these future improvements, only engineering and design.

Requested Action: Approve proposal from McGill Associates for engineering/design services and construction administration for the Whitaker property park.

