



# MEMORANDUM

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**To:** Mayor and City Councilors

**From:** Rich Olson, City Manager

**Date:** March 7, 2013

**Re:** Consideration – Agreement with Hyman Robey for Middle School Engineering Design Work

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***BACKGROUND:***

Pursuant to the Interlocal Agreement between the City and Pasquotank County for the renovation of the Middle School site, the County is the responsible party for drawing up the plans and specifications for the project since the Middle School is their asset. In the process of drawing up the design specifications, it was determined after consulting with Stanley Ward that a number of Code issues had to be addressed. The primary and most expensive issue was how power is supplied to the main Middle School building.

Presently, power to all buildings on the site comes from a small addition on the gym building. This is where the breaker panels and disconnection control box are located. Under the Uniform Electric Code, all buildings must have a main disconnect. Once this was discovered, it was determined that the City/County will need to secure the services of an electrical engineer to do the design work. Since an outside consultant is needed for the project, it was determined by both City and County staff that it would be appropriate to hire a firm that was familiar with CDBG guidelines and could assemble the entire bid package.

The City has successfully worked with the engineering firm of Hyman Robey on several CDBG projects. Sean Robey has teamed up with Rich Klein, who is an electrical and mechanical engineer. Mr. Klein has a wealth of knowledge on HVAC systems. Attached you will find a proposal for them to do the following design work at the Middle School site.

***ANALYSIS:***

Under the proposed scope of work, Hyman and Robey will design the installation of a primary feed including the disconnection switch. This will allow the old Middle School site to be metered separately from all other buildings. In addition, each floor will be able to be metered separately. All electric service will be brought up to Code. For designing HVAC for the rooms on the first floor and construction details for the project, the engineering design agreement calls for the City and County to pay \$38,000 for these services. The grant application submitted to CI calls for the City/County to spend \$274,500 on electric and HVAC work. Preliminary estimates from Mr. Klein indicate that work could be done for approximately \$250,000. The approximate savings of \$24,500 will be utilized to pay part of the cost of design work.

While in Raleigh last week, I did approach CI for additional funding for the project because of the electrical issues. Once we have an idea of the total project cost, a formal request will be made to CI. Staff still believes we should be able to stay within the \$650,000 budget even with the additional work needed.

The Finance Committee discussed this matter during their meeting held on March 7, 2013 and recommends approval.

***STAFF RECOMMENDATION:***

By motion, award the Agreement for Professional Engineering Services to Hyman Robey in the amount of \$38,000 for the Middle School project.

RCO/vdw