



# MEMORANDUM

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**To:** Mayor and City Councilors  
**From:** Rich Olson, City Manager  
**Date:** April 22, 2013  
**Re:** Joint Meeting Discussion – Former Middle School Renovation

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Pursuant to the Interlocal Agreement between the City and Pasquotank County for the renovation of the former middle school site, the County is the responsible entity for drawing up the plans and specifications for the project, since the building is a County 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 City and County hired the engineering firm of Hyman and Robey to prepare the specifications.

Hyman and Robey contracted with Mr. Richard Klein to do the mechanical and HVAC work. This week, Hyman and Robey is completing the design work and they have requested an opportunity to meet with the City and County to discuss the Scope of Work and cost estimates. Hyman and Robey will not have any material to distribute prior to the joint meeting.

The City has received from CI the Release of Funds notice, which will allow the project to move forward. The tentative schedule for the project is:

<b>Date</b>	<b>Action</b>
May 1, 2013	Out for bids
May 22, 2013	Bid opening
May 28, 2013	City Council approval
June 3, 2013	County Commissioner approval