



Town of Pittsboro, North Carolina

Engineering Department

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Fred Royal, PE, Town Engineer

SUBJ: WK Dickson Contract approval for AIA Project Budget

DATE: November 28, 2016

Background and Summary

On October 24, 2016 the board approved a budget amendment to establish the project budget for the AIA Grant Project. Since that approval, the Town issued a Request for Proposal (RFQ) for the administration and scope of work associated with this grant-funded project. W.K. Dickson was the sole engineering firm to submit a qualifications statement per the RFQ.

Staff reviewed the WK Dickson qualifications submittal and has found it to be acceptable for this work. Therefore, staff recommends the Town of Pittsboro execute the attached contract with WK Dickson to perform the AIA Grant Funded Sewer Asset Management Plan services. The attached budget amendment would allocate the funds received from the grant and Town to the specific tasks for the project.

Recommendation

Staff recommends that the Board of Commissioners authorize the Town Manager to execute the attached contract with WK Dickson to perform the AIA Grant-funded Sewer Asset Management Plan services.

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