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| Work Session and Regular Meeting | Item # 8.            |
| **Meeting Date:** | 11/13/2018 |   |
| **Department:** | Infrastructure- Development Services |
| **Pillars:** | Excellence in Asset ManagementOptimize the Addison Brand |
| **Milestones:** | Implement the Asset Management Plan |

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| **AGENDA CAPTION:** |
| Consider Action to Approve a **Resolution for a Professional Engineering Services Agreement with Eikon Consulting Group, LLC, for the Construction Management Services Associated with the Addison Athletic Club HVAC Project and Authorize the City Manager to Execute the Agreement** in an Amount not to Exceed $66,720.   |
| **BACKGROUND:** |
| The Addison Athletic Club HVAC project includes replacement of several components that are at the end of their service life.  Replacement components include the installation of a 200-ton chiller, several package air handling units, installation of several large diameter fans, and all associated duct and electrical work.  Currently, there is no one on staff with the capacity and expertise to manage the construction of this project. Eikon was qualified by RFQ in 2017 to perform design, project management and construction management related services for the Town.  Eikon has a long history of performing facility related design and construction management.  They come very highly recommended by their references and staff finds them capable of performing this work.Eikon will provide construction management and inspection services for the Addison Athletic Club HVAC project.  The scope of their work includes: * Weekly site visits and coordination with the contractor
* Coordination of phasing and staging activities with the contractor and Athletic Club staff
* Review and response to contractor requests for information (RFI) and construction submittals
* Review and approval of contractor pay applications, change orders, and construction schedules
* Schedule and prepare the contractor's punch list
* Assist with final project close out
* Perform and provide oversight of the third-party test and balance firm

The contract value for this work is $66,720, which includes $19,320 for the test and balance of the new HVAC components.  This is a crucial step in the HVAC installation process to fine tune the system and provide the most efficient, reliable operation. The total project budget for the HVAC and elevator projects was $1,142,000. The elevator modernization was completed in early 2018 at a cost of $65,834.  A total of $71,526 has been spent on the HVAC to date, leaving available funding in the Self-funded Projects fund of $1,004,640 for the project.   |
| **RECOMMENDATION:** |
| Administration recommends approval. |

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| **Attachments** |
| Resolution - Eikon Professional Engineering Services Agreement  |

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