



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 10/13/2020**

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**File #: 20-472, Version: 1**

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### **SUBJECT: CONSENT AGENDA**

A Resolution of the Board of Trustees of the Town of Erie Approving a Professional Services Agreement with Wold Architects and Engineers for a Facilities Master Plan

**DEPARTMENT:** Public Works

**PRESENTER:** Todd Fessenden, Public Works Director

### **FISCAL INFORMATION:**

Cost as Recommended:	\$ 89,000
Balance Available:	\$ 90,500
Budget Line Item Number:	100.70.440.605000.100329
New Appropriation Required:	No

### **STAFF RECOMMENDATION:**

Approve the Resolution to authorizing said agreement, authorize the appropriate Town officer to execute said agreement, and authorize staff to expend budgeted funds.

### **SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

The 2020 capital budget includes funds for developing a Facilities Master Plan. The Town-wide Facility Master Plan will provide a long-range operational, departmental, and programmatic plan for all divisions, programs, and groups that support the strategic plan of the Town, to ensure efficient utilization of physical assets.

#### Key Objectives of the project:

- Align facility master planning with the Town-wide plans.
- Enable coordinated planning efforts amongst all Town offices, thus avoiding duplication of efforts, subtle overlaps of services, overlooked complementary programs, and wasted valuable resources.
- Provide for efficiencies and economies of scale, and promote cross collaboration between offices.
- Allow each office program to show long-term needs and compile a Ten (10) Year Plan for capital construction.
- Identify infrastructure needs.
- Ensure adherence with Town Ordinances, capital planning policies, State statutes.
- Potential benefit other agencies such as State departments, County departments (Boulder and Weld) by identifying assets they might use, which are not needed by the Town or could be shared.

The Town submitted a Request for Proposals thorough the BidNet website on August 3, 2020. Nine proposals were received on September 8, 2020. Staff reviewed and short-listed three companies. Of those companies, and based on additional review and evaluation, including checking references, staff recommends awarding the contract to Wold Architects and Engineers.

**Fiscal Impact:**

The proposed cost received was \$89,000 to complete the project.

**Board Priority(s) Addressed:**

- ✓ Attractive Community Amenities
- ✓ Well-Maintained Transportation Infrastructure
- ✓ Safe and Healthy Community
- ✓ Effective Governance
- ✓ Environmentally Sustainable
- ✓ Fiscally Responsible

**ATTACHMENTS:**

1. Resolution
2. Agreement