



In all the world there is only one Essex Junction

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MEMORANDUM

TO: Board of Trustees
FROM: Darby Brazoski, Management Assistant
THROUGH: Dave Crawford, Village Manager
DATE: April 20, 2012
SUBJECT: Lincoln Street Engineering RFQ

The Lincoln Street selection committee (consisting of Darby Brazoski, Dave Crawford, Ande DeForge, Rick Hamlin, and Rick Jones) has requested and received a detailed scope and fee for engineering services from the firm Lamoureux & Dickinson. Out of the three proposals that we reviewed, their proposal received the highest evaluation score, which is why we choose to request a scope and fee from them.

We are in the process of negotiating a fee not to exceed \$40,000 for the firm to complete all of the engineering and architectural elements of this project. The total project cost for the entire project will not exceed \$423,300. Of this amount, \$84,660 will be local funds, and \$338,640 will be federal funds. Due to the fact that the Village received more Federal funds than expected, we have decided to expand the scope of the project slightly in order to make a logical sidewalk connection with a planned apartment complex. A full financial report on this project will be prepared for the next meeting.

The Project Committee recommends the Trustees' approval on accepting this proposal.

RECOMMENDED MOTION:

"The Board of Trustees hereby awards the Lincoln Street Engineering Services contract to with Lamoureux & Dickinson in an amount not to exceed \$40,000 and authorizes the Village Manager to sign all related documents."