



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into a contract amendment to increase the Freese and Nichols Project Management Services (FR# 20-398) for the Snow Hill Road Pump Station Project (RFQ 19-040) in the amount of \$297,660, bringing the total contract amount from \$74,715 to \$372,375, and to execute any related contracts, including amendments, not to exceed \$405,000.

**Background/Justification**

The Snow Hill Road Pump Station (SHRPS) was identified as a limiting factor in growth in the Treyburn business district in 2013. Although the SHRPS was upgraded in 2015, the pump station is no longer capable of being upgraded to sufficiently convey wastewater from the Treyburn business district and must be replaced with a larger station and separate force main. Multiple industries within the Treyburn area are in design or construction for expansions of their current facilities; therefore, economic development and job creation will be halted until the SHRPS is complete.

Due to staffing constraints and the time sensitivity for completion of this utility, this contract has retained a Project Manager to serve as County Representative for the duration of the Snow Hill Road Pump Station project. With the pump station design nearly complete, the Project Manager services will transition to construction contract administration and construction observation. Construction services will include becoming the primary contact with the design-build team, managing and maintaining a document control system, reviewing payment requests and supporting documentation, perform construction observation with documented field reports, and attend progress meetings. These services will help County staff monitor the quality of work and ensure the project is delivered in a timely manner.

**Policy Impact**

This action is in accordance with Durham County Strategic Plan Goal 4: “Environmental Stewardship and Community Prosperity,” as this project will ensure a quality delivery of the Snow Hill Road Pump Station to promote economic development.

**Procurement Background**

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if ≥ \$30,000, BOCC approval if ≥ \$90,000*

*Services: Bids required if ≥ \$30,000, BOCC approval if > \$40,000*

*Construction/Repair work: Bids required if ≥ \$30,000, BOCC approval if ≥ \$500,000*



If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why?

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**Fiscal Impact**

The consulting costs associated with the Project Management Services is available in the Snow Hill Road Pump Station and Force Main Project Account as the Board approved Capital Project Amendment No. 20CPA000002 in the amount of \$12,685,000 on August 26, 2019. With the approval of this contract amendment, the total project budget will be \$405,000.

**Recommendation**

The County Manager recommends the Board to authorize the County Manager to enter into a contract amendment to increase the Freese and Nichols Project Management Services (FR# 20-398) for the Snow Hill Road Pump Station Project (RFQ 19-040) in the amount of \$297,660, bringing the total contract amount from \$74,715 to \$372,375 and to execute any related contracts, including amendments, not to exceed \$405,000.