

## Summary

To: Town Commission  
From: Micah Maxwell  
Date: 10/7/2014

---

### **Subject:**

Town Hall Renovation

### **Summary:**

Discussion of renovations in town hall due to building condition

### **Previous Commission Action:**

None

### **Background/Problem Discussion:**

Town Hall has had several air conditioning mechanical failures. Staff has been informed that the commission chambers air conditioning unit (25 ton unit from 1990) needs to be replaced. Instead of simply replacing the unit, staff is recommending reconfiguration the commission chambers and the installation of a downgraded air conditioning system. For professional architectural services costing over \$35,000 or projects requiring architectural services that cost over \$325,000, the town is required to go through a RFQ process to satisfy requirements of CCNA. The estimated costs of this project are below those thresholds, though the towns purchasing policy requires that staff make an architectural selection by bid. Staff feels that it is impractical and in conflict with the spirit of CCNA and would like the option to make the selection based on qualifications and cost via staff due diligence.

### **Expenditure Challenges**

Total cost of renovation is unknown to date.

### **Financial Implications:**

Architectural expenses have been estimated at \$16,500.

### **Recommendation:**

Staff recommends that the town commission provide the town manager approval under the charter to forgo the bid process for architect selection with the understanding that if the architect's estimate is over the budgeted amount for the project, the town manager will bring this item back for discussion

### **Proposed Motion**

I make a motion to waive the bid requirement for the architect selection for the town hall renovations.