

## MEMORANDUM

TO: Finance, Expenditures and Legal Subcommittee

FROM: Amanda Grint, Water Resources Engineer

SUBJECT: WP5 Professional Services (02-01-554-4400) Account over 110%

DATE: July 3, 2018

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The final professional services contract for WP5 (Prairie Queen) was still open with HDR Engineering as they closed out the project. The final as built documents and O&M manual have been completed and the amount needed to complete the final documents was \$43,498.04. The WP5 professional services budget category had \$25,000 estimated to finish the close out of the contract.

There have been no amendments to the contract, but more funding was needed than anticipated in the budgeting process to complete the final contract documents. The invoices submitted in this fiscal year by total \$43,498.04 which put the account over 110%. On the maximum not to exceed contract with HDR Engineer for WP5 professional services, there is a fee of \$291,459.98 remaining which will not be charged and this contract will be closed.

**It is Staff recommendation that the FEL Subcommittee recommend to the Board of Directors, that the account for WP5 Professional Services (02-01-554-4400) be allowed to exceed the budgeted amount up to \$44,000.**