

**Dakota County Service Center
Ad-Hoc Consultant Selection Subcommittee
Meeting
February 10, 2004
8:00 p.m.
Agenda**

Dakota County Service Center Ad Hoc Consultant Selection Subcommittee:

Dick Connealy, Chairperson
John Conley
Joe Neary
Barb Nichols
Jim Thompson

Staff Liaison: Ralph Puls*
Steve Oltmans

1. Meeting Called to Order -- Chairperson Connealy
2. Quorum Call
3. Adoption of Agenda
4. Proof of Publication of Meeting Notice
5. Review and Recommendation on Professional Services Contract with Prochaska and Associates – Donald Prochaska, Steve Riley and Bill Huey, Prochaska & Associates; and Ralph Puls
6. Other Items of Interest
7. Adjourn

Memorandum

To: Dakota County Service Center Ad Hoc Consultant Selection Subcommittee

From: Ralph Puls, Land and Water Programs Coordinator

Date: February 4, 2004

Subject: Contract for Professional Services with Prochaska & Associates

On January 15, 2004 the Ad Hoc Subcommittee interviewed and selected Prochaska & Associates with which to negotiate a professional services contract to design a Natural Resources Center Office Building in Dakota City, Nebraska. The facility would provide office space for several government agencies and the P-MRNRD. District staff and Prochaska & Associates representatives have developed the attached Agreement containing the Scope of Services, time frame, and a cost estimate for the services requested.

Pending approval of this Agreement, Prochaska & Associates will provide a range of architectural and engineering services from design development through construction administration. Those services would include architectural, mechanical engineering, electrical engineering and structural engineering. The total fee for this work has been negotiated at \$79,060, plus reimbursable expenses not to exceed \$9,500. District staff and legal counsel are still negotiating with Prochaska regarding the Insurance coverage necessary for this project and the cost. This information will be known by the time of the Subcommittee meeting.

Management recommends that the Subcommittee recommend to the Board that the General Manager be authorized to execute a professional services contract with Prochaska & Associates for the Dakota County Service Center Office Building for a fee of \$79,060.00 plus reimbursable expenses not to exceed \$9,500.00, subject to changes deemed necessary by the General Manager and approval as to form by District Legal Counsel