

Memorandum

City of Lawrence

City Auditor

TO: Members of the City Commission

FROM: Michael Eglinski, City Auditor

CC: David L. Corliss, City Manager
Diane Stoddard, Assistant City Manager
Casey Toomay, Assistant City Manager
Toni Wheeler, City Attorney

Date: January 6, 2015

RE: Construction audit firm to review RCP infrastructure

If the City Commission engages a consultant to review the infrastructure at Rock Chalk Park, then I recommend that the City Commission engage McDonald & Associates.

The City Commission directed me to seek a qualified firm and make a recommendation to the City Commission. I prepared a request for firms to submit information. I made that available on December 29, 2014. I sent the information to several firms that I had identified, and the information was posted on the Demand Star web page that hosts the City's requests for bids and proposals. Firms were required to submit information by 5:00 p.m. on Monday, January 5, 2015. Three firms submitted information.

I reviewed the submitted information today. I focused on qualifications to complete the work, independence from the parties involved in the project, ability to deliver a report in the timeframe desired by the City Commission, and project approach.

Meeting the February 3, 2015, deadline will require that the firm receive access to information and people necessary to address the specific objects.

If the City Commission wishes to engage McDonald & Associates, the next step would be to negotiate an agreement. Part of the agreement would be a fee not to exceed. I would propose that the fee not to exceed would be set at \$20,000 plus certain travel and out of pocket costs.