

MMB
9/11/25

RESOLUTION NO. 2025- 121

A RESOLUTION ACCEPTING AND APPROVING A PROPOSAL FOR ADDITIONAL SERVICES REQUESTED AT THE ROCK SPRINGS CIVIC CENTER WITH FEA AND AUTHORIZING MAX MICKELSON, AS MAYOR OF THE CITY OF ROCK SPRINGS, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID CONTRACT ON BEHALF OF SAID CITY.

WHEREAS, on or about the 15th day of July in Resolution 2025-93, the City of Rock Springs accepted and approved a proposal from FEA for a structural building assessment of the Rock Springs Civic Center; and,

WHEREAS, City staff has determined that some additional services will be necessary, including a thorough financial analysis and final presentation to the Council; and,

WHEREAS, FEA has presented the City with a proposal for the additional services in the amount of Ten Thousand Dollars (\$10,000); and,

WHEREAS, the Governing Body of the City of Rock Springs has said proposal before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That FEA Proposal No: P01.2025.010189, Add 2, attached hereto and by this reference made a part hereof, is hereby accepted and approved by the Governing Body of the City of Rock Springs, Wyoming.

Section 2. That the Mayor of the City of Rock Springs be, and he is hereby authorized, empowered, and directed to execute said Proposal on behalf of said City; and that the City Clerk of said City be and he is hereby authorized and directed to attest to said Proposal, and to attach to said Proposal a certified copy of this Resolution

PASSED AND APPROVED this _____ day of _____, 2025.

President of the Council

Mayor

Attest:

City Clerk



September 8, 2025

Damian Marsh, Building Maintenance Superintendent
City of Rock Springs
Family Recreation Center
3900 Sweetwater Dr.
Rock Springs, WY, 82901

SUBJECT: Proposal for Rock Springs Civic Recreation Center-Additional Work
FEA Proposal No: P01.2025.010189, Add 2

Dear Damian,

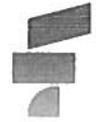
FEA is honored to have the opportunity to present a proposal to meet your needs for the additional services requested at the Rock Springs Civic Recreation Center. Included in this proposal is a brief summary of the project background, the scope of work, our proposed fee, schedule, any proposal limitations, and authorization.

At FEA, we are building excellence where we live, work, and play. For over 30 years, we have been helping clients through all areas of the asset lifecycle by optimizing the organization, maximizing the life of physical assets, and strategizing the financial pathway.

We understand that the City of Rock Springs has an important decision to make in selecting a consultant to provide these services. The scope of services for the proposed additional services is aligned with our core skills and experience. With the specialized resources that we have assigned to the current project, we trust that you will find FEA fully qualified to accomplish this additional work.

If you have any questions, need additional information, or require clarification on any matter, please contact us. We welcome the opportunity to further present our approach and qualifications to you at your convenience. To learn more about FEA, the additional services we offer and comparable projects that we have worked on, please visit us at feapc.com.





About FEA

FEA was founded in 1992 to help organizations achieve performance excellence through asset management, strategic planning, and prioritizing financial planning to plan and provide efficient, effective, and enduring environments.

Project Understanding

FEA is under contract to perform a facility condition assessment of the Civic Recreation Center. During our kickoff meeting, additional services were requested and are presented below.

Project Information

FEA understands that the City of Rock Springs is seeking an independent assessment of the Civic Recreation Center. In addition to the facility condition assessment work that FEA is performing, it is our understanding that the City would like the following additional services.

Scope of Services

Task 1: Financial Analysis

We will estimate the projected sustainment costs to the City that would be associated with maintaining the building. Sustainment costs will include a high-level estimate of first-time costs to address current deficiencies, annual preventive maintenance costs, annual corrective maintenance costs, and projection of anticipated major maintenance costs over a 20-year projection period.

Estimates of first-time costs to address current deficiencies and anticipated major maintenance costs will be based on findings from the facility condition assessment. Costs associated with annual preventive and corrective maintenance will be based on industry benchmarks and an assumed average level of service.

Task 2: Presentation to City Council

FEA will prepare a summary of the evaluation and findings in PowerPoint format to present to City Council. Up to two FEA personnel will be available virtually to present to City Council at a mutually agreed upon date. If additional presentations or consultations are required, FEA can provide them as an additional service.



Proposed Fee

Based on the proposed Scope of Services, FEA will perform the work for the following lump sum fees:

Task 1: Financial Analysis - \$7,000

Task 2: Presentation to City Council -\$3,000

Schedule

We will work with the City to develop a schedule for this work that meets the City's needs.

Authorization

If the Scope of Services, proposed fee, and schedule are acceptable, please indicate which tasks on the attached Proposal Acceptance Sheet. Authorization of tasks here will be an amendment to the existing contract and therefore, will be governed by the terms of the existing contract. We will invoice this work separately from the previously authorized work. Any other contract form or Terms and Conditions will require re-evaluation and restructuring of our proposed fee. Please note that this proposal is valid for 60 days, or as mutually agreed upon by both parties. After the 60-day period, FEA reserves the right to modify our scope, fee, or schedule, as appropriate.

Best regards,

FEA

Conrad Kelso, PE
Project Manager
conrad.kelso@feapc.com

Maureen Roskoski, CFM, SFP, ProFM
Vice President
Maureen.roskoski@feapc.com



Proposal Acceptance Sheet

FEA is pleased to provide the services listed in Proposal No. P01.2025.010189, Add 2 for the City of Rock Springs, dated August 22, 2025. The purpose of this proposal acceptance sheet is to obtain your authorization for the scope of work and confirm the terms and conditions under which our agreement will be predicated. The terms and conditions are stated on the following pages.

INVOICES TO BE SENT TO:

Company: _____
Contact: _____
Address: _____

Phone No.: _____
Email: _____

WORK AUTHORIZED BY:

Signature Title

Printed Name Date

Task	Fee	Authorized (Yes/No)
Task 1: Financial Analysis	\$7,000	
Task 2: Presentation to City Council	\$3,000	
Total	\$10,000	