



Internal Memorandum

Public Works Department
Office of the Director (5200)

TO: Professional Services Review Committee **DATE:** February 26, 2016
THRU: Lowell Duhon
FROM: Tom Carroll
SUBJECT: **PROFESSIONAL SERVICES REVIEW COMMITTEE**
CALL FOR COMMITTEE MEETING

A meeting of the Professional Services Review Committee is being called for **Tuesday, March 1, 2016** at **5:00 p.m.**, in the Small Briefing Room in the Council Chambers at City Hall. The purpose of the meeting is to make selections for the following:

<u>Project/Services Required</u>	<u>Approx. Cost</u>	<u>Recommendation</u>
Public Works Yard A/C Replacements (PW) <i>Mechanical Engineer</i>	\$30,000	Ritter Consulting

Scope of Services – engineering services for design and specifications for the replacement of A/C units at the Public Works yard.

A handwritten signature in cursive script that reads "Thomas R. Carroll, III".

Thomas R. Carroll, III, P.E., P.L.S.
Public Works Director