



MEMO TO: Mayor Vandernail and the Board of Trustees  
FROM: Paul Johnson, Public Works Director  
DATE: December 6, 2023  
SUBJECT: Merrick & Company Task Order #4

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**MATTER BEFORE BOARD:**

Consideration of Merrick & Company Task Order #4 to perform subsurface utility exploration in preparation of two capital improvement projects. The Quail Dr. waterline looping project and the PRV vault project.

**BACKGROUND:**

Both projects have been identified in the 2023 Capital Project Plan adopted by the Board. This task order is the first step in obtaining the required construction documents needed for construction of both projects.

**RECOMMENDATION:**

Staff recommends the Board approve the Town Manager to sign Task Order #4 for subsurface utility exploration. Funds have already been allocated in the 2023 budget.

**APPENDIXES:**

Merrick & Company Task Order #4