

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: December 8, 2025

FROM: Katrina Amos-Atkins, Deputy Town Administrator

SUBJECT: Review of Bids and Award of Contract for Fire Administration 2nd Floor Expansion

INTRODUCTION:

The purpose of this agenda item is to request that the Board of Mayor and Aldermen consider approval of the contract with Fifer and Associates, Inc. to complete the Fire Administration 2nd Floor Expansion in the amount of \$559,000.00 and Additive Alternate #1 of \$15,000.00, for a total of \$574,000.00.

BACKGROUND:

The Fire Administration Building located at 1251 Peterson Lake Road was originally constructed in 2008. The second floor was intentionally designed as unfinished flexible space, totaling 1,918 square feet, to accommodate future expansion needs. Several critical infrastructure components were roughed in during the initial construction, including plumbing for restrooms, a sprinkler system, fire alarm infrastructure, condensation lines, partial electrical systems, and the elevator shaft and pit.

To support an organized and efficient implementation, the project has been divided into three (3) phases. Phase I commenced in 2024 and involved procuring an architectural and engineering firm to develop detailed construction plans and prepare accurate cost estimates.

Phase II encompasses the construction of the expansion. This phase will support the growth of the Fire Prevention Bureau. The scope includes building four (4) private offices for key personnel—the Fire Marshal, Assistant Fire Marshal, Fire and Life Safety Educator, and Plans Reviewer—as well as three (3) cubicles to accommodate Fire Inspectors. Additional components include a storage closet, a restroom, and dedicated space for inspection and plan storage. Phase III, Furniture, Fixtures, and Equipment (FF&E), will be procured separately.

The Additive Alternate includes necessary painting of first floor office spaces.

DISCUSSION:

The Fire Department submitted a request to the Procurement Division to solicit bids for the expansion of the Fire Administration Building. In response, the Procurement Division prepared a bid package and notified seventy-one (71) vendors, twenty (20) vendors requested a copy of the bid specification. We received thirteen (13) bids.

Fifer and Associate, Inc. submitted the lowest lump sum bid total. The lump sum bid is \$559,000 and an Additive Alternate of \$15,000. The second lowest apparent bidder submitted a lump sum total of \$574,000.00.

After evaluation, staff determined Fifer and Associates, Inc. met all of the bidding requirements, including submission of a properly executed bid bond, contractor and subcontractor licenses in the

correct classifications, and a complete bid form. A review by the Tennessee Contractor's Licensing Board confirmed no recorded complaints against the company.

The Bid Tabulation and Fifer and Associates Contract Agreement are included for your review and consideration.

**BUDGET IMPACT:
CIP**

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
321	42200	922- 202403	Fire Admin Expansion	\$937,500.00	\$28,000.00	\$574,000.00	\$335,500.00	N/A

ATTACHMENTS:

[GS-26-01575 Fire Admin 2nd Floor Expansion - Fifer and Associates Contract.pdf](#)

[TC2026-03 Fire Administration 2nd Floor Expansion Bid Evaluation.pdf](#)

PROPOSED MOTION:

To approve a contract with Fifer and Associates, Inc. to complete the Fire Administration 2nd Floor Expansion in the amount of \$559,000.00 and Additive Alternate #1 of \$15,000.00, for a total of \$574,000.00.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						