




TO: Mayor Linda Gorton  
Urban County Council

FROM:   
Gregory S. Lubeck, P.E., Deputy Director  
Division of Water Quality

DATE: August 21, 2025

SUBJECT: Request approval of Architectural Design Consultant Services Contract Agreement with West Point Engineers, PLLC for Town Branch Wastewater Treatment Plant Exterior Window Replacement Project.

---

**Request**

The approval of a Consultant Services Contract Agreement with West Point Engineers, PLLC for Architectural Design Consultant Services.

**Purpose of Request**

The purpose of these services is to assess the current conditions, review the existing drawings, and perform full architectural services to provide new insulated replacement of the exterior windows for the administration building. West Point Engineers, PLLC was one of four respondents and submitted the lowest cost to RFP #20-2025. This agreement may be terminated for any reason upon thirty (30) days written notice.

**Project Cost in FY26 and in Future Budget Years**

The cost for FY26 is \$34,000.00.

Funds are in the proposed FY26 budget.

4003-303401-3401-92711 TBWWTP\_WINDOW CONSTRUCT\_CAP 2026

**Director/Commissioner**

Martin/Albright

