



**To:** Mayor Dodgen and Council Members  
Steve Parker, City Manager

**From:** Dale Skinner, Fire Chief

**Date:** January 13, 2026

**Re:** Professional Service Agreement with Fitzpatrick Design Construction Services

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### **Historical Background**

The design and construction of Fire Station #4 is a complex and mission-critical project that must support emergency response operations, firefighter safety, and long-term community needs. Fire stations are highly specialized facilities that require careful coordination among architectural, engineering, and public safety stakeholders to ensure that operational requirements, regulatory standards, and budget constraints are fully addressed. Given this complexity, hiring an Owner's Representative is essential to protect the interests of the City throughout the design process.

An Owner's Representative serves as the City's dedicated advocate and technical advisor, providing expertise that bridges the gap between the owner, design professionals, and other stakeholders. This role ensures that the design of Fire Station #4 aligns with operational needs of the Fire Department, incorporates best practices for emergency facilities, and complies with applicable codes, standards, and funding requirements. Early involvement of an Owner's Representative helps identify potential design challenges, scope gaps, and cost risks before they escalate into costly changes or delays.

Additionally, the Owner's Representative provides independent oversight of the design process, helping manage schedules, budgets, and consultant performance. By coordinating stakeholder input and facilitating clear communication, the Owner's Representative helps streamline decision-making and maintain project momentum. This oversight is especially important for a public safety facility, where design errors or omissions can directly impact response times, firefighter health, and community resilience.

Ultimately, hiring an Owner's Representative for the design of Fire Station #4 reduces risk, improves accountability, and increases the likelihood that the project will be delivered on time, within budget, and in full alignment with the City's operational and long-term goals. This proactive approach supports a high-quality facility that will serve firefighters and the community effectively for decades to come.

### **Action Requested**

Authorize the City Manager to enter into a professional service agreement with Fitzpatrick Design Construction Services to serve as an owner representative for the design phase of fire station #4.

**Procurement Methodology & Funding Source**

The department was approved funding for the design phase during the FY2025 fiscal year. Fees for this service is \$180,000.00.

**Staff Recommendation**

Staff recommends the approval for the City Manager to enter into a professional service agreement with Fitzpatrick Design Construction Services to serve as an owner representative for the design phase of fire station #4.

**Attachments**

Draft Agreement

Respectfully,



Dale Skinner  
Fire Chief