



MEMORANDUM

To: Mayor and City Council

From: Brad Reid, Director of Parks and Recreation

Date: January 22, 2019

Reference: Consider approval of an amendment to the professional services agreement with MKEC Engineering, Inc., for additional services which will include construction support services, platting services and additional topographic survey for the Rolling Oaks Memorial Center Expansion Project, in the amount of \$123,100.00, as provided for in the bond proceeds; and authorizing the City manager to sign all necessary documents.

2030: Sustainable City Government Strategy: Excellent and Well-Maintained City Infrastructure and Facilities.

Introduction:

At the October 23, 2018 City Council meeting a professional services agreement with MKEC Engineering, Inc. was awarded in the amount of \$591,580.00, to develop plans and specifications for the Rolling Oaks Memorial Center Expansion Project. The design and development stage of the project will take approximately nine months to complete. The next two steps in the process looking ahead to the construction phase of the project will be an amendment to the agreement with MKEC to add construction support services, as well as the award of a Construction Manager at Risk contract. The requested additional funds with the new total contract amount will be as follows:

TASK	DESCRIPTION	BASE CONTRACT	AMENDED AMOUNT	TOTAL CONTRACT
01	Geotech	\$ 27,295	\$0	\$ 27,295
02	Environmental Site Assessment	\$ 2,000	\$ 0	\$ 2,000
03	Water Rights	\$ 2,500	\$ 0	\$ 2,500
04	Drainage Study & Report	\$ 23,000	\$ 0	\$ 23,000
05	Natural & Cultural Resources	\$ 27,500	\$ 0	\$ 27,500
06	Schematic Design Services	\$ 121,570	\$ 0	\$ 121,570
07	Design Development Services	\$ 218,830	\$ 0	\$ 218,830
08	Construction Document & Bid Services	\$ 145,885	\$ 0	\$ 145,885
09	Design Phase Trips	\$ 18,000	\$ 0	\$ 18,000
10	Construction Support Phase Services	\$ 0	\$ 100,000	\$ 100,000
11	Record Documents	\$ 5,000	\$ 0	\$ 5,000
12	Platting Services	\$ 0	\$ 17,600	\$ 17,600
13	Partial Topographic Survey	\$ 0	\$ 5,500	\$ 5,500
TOTAL BASE CONTRACT FEE		\$ 591,580	\$ 123,100	\$ 714,680

Analysis:

The design services amendment to the agreement with MKEC will include construction support services, platting services, as well as some additional topographic survey.

Construction Support Phase Services

1. Attend a pre-construction meeting onsite with City staff.
2. Attend a pre-construction walkthrough onsite with City staff and contractor.
3. Respond to contractor requests for information (RFIs).
4. Review contractor submittals and shop drawings.
5. Perform periodic field visits to the construction site to observe horizontal and vertical construction activities. It is the ENGINEER's assumption that the City staff will inspect grading, paving, utilities (including irrigation), and structural foundations.
6. Attend one "punch list" walk through of the project site near completion of construction.
7. Issue a memorandum documenting the findings of the "punch list" visit.
8. As needed and requested, evaluate contractor's payment applications and change order requests.
9. Prepare final as-built plans based on contractor's markups.
10. Landscape architecture construction support includes office support only for RFIs, submittal reviews, and questions regarding the design documents.

Platting Services

Platting Services to include the preparation of a Minor Replat of the entire property and Cemetery Designation Plats. The Minor Plat will show easements, dedications, and other information required by the City of Coppell. The Cemetery Designation Plats will show easements, dedications, and other information required by the County and the State of Texas. The Cemetery Designation Plats will also show the sections and plots for dedication as burial spaces in accordance with the State of Texas requirements for the designation/dedication of cemetery burial spaces.

Legal Review:

The attached agreement was reviewed by Coppell's Legal Counsel.

Fiscal Impact:

The fiscal impact of this Agenda item is \$123,100

Recommendation:

The Parks and Recreation Department recommends approval of this item.