



MEMORANDUM

To: Mayor and City Council

From: Jamie Brierton, Capital Programs Administrator
Kent Collins, P.E., Director of Public Works

Date: December 13, 2022

Reference: Consider award for approval to enter into a design contract with Parkhill in the amount of \$526,136.93 for the architectural design of the City of Coppel Service Center Improvements, funded from undesignated fund balance of the General Fund, then reimbursed in accordance with the approved Reimbursement Resolution of a proposed 2023 bond sale, and authorizing the City Manager to sign all necessary documents.

2040: Sustainable Government

Introduction:

The purpose of this agenda item is to request approval of a design contract with Parkhill in the amount of \$526,136.93 for the architectural design of the City of Coppel Service Center Improvements and authorize the City Manager to sign all necessary documents.

Background:

In 2015, Phase I of the Service Center Improvements began, which included relocation of the existing fence to the property lines, which included an additional gate installed for future access on the south side of the existing facility. Phase I also included the construction of approximately 40,000 additional square feet of parking, as well as expansion and upgrades to the water system in the back of the parking area, and replacement of some aging asphalt pavement. Phase I also included the foundational elements for Phase II structures.

Phase II of the Service Center Improvements began in 2016 and included a bulk material storage enclosure, a covered vehicle and equipment storage area, an auction storage building, and a secondary driveway connecting the Service Center to South Coppel Road. These items significantly improved the operational efficiency and will prolong the life and value of City assets.

In 2015, the Phase I memo outlined that Phase III of the Service Center Improvements would include expansion of the existing office building and fleet facility. This expansion was to include an additional fleet service bay, additional office space, and renovation of the existing interior space.

In 2017, staff met with Corgan Architecture to perform a space assessment on the facility. In 2021

Corgan developed options to determine if a remodel of the existing facility was a viable solution. Based on this exercise, it was determined that a remodel of the existing facility alone would not be able to support the needs of Parks and Public Works Operations. Their recommendation was to create a separate office structure to house offices, work rooms, traffic management space, and other meeting spaces. And, to remodel the existing structure to support field staff through break rooms, crew rooms, locker rooms and open bench space. The additional fleet bay is no longer part of the scope due to the City-wide fleet reduction strategy and anticipated shift to more electric vehicles in the City fleet. These recommendations were presented to City Council on April 12, 2022 during Work Session and staff proceeded with project development. The total estimated project budget, and the project budget included in the reimbursement resolution, is \$5 million.

This Service Center Improvements design contract will facilitate design of the office expansion and renovation of the existing service center. Staff anticipates returning to update City Council throughout project design milestones and for construction award. Construction is expected to start in first quarter 2024.

Request for Qualifications (RFQ's) were developed by the purchasing department, publicly posted, and followed up with a pre-proposal meeting for all interested firms in August of 2022. Ten (10) RFQ's were received and evaluated by a committee comprised of both Parks & Recreation Assistant Directors, the Assistant Director of Public Works- Operations, and the Capital Programs Administrator. After a preliminary review and scoring, four (4) firms were invited for a finalist interview by the committee in October of 2022. Parkhill was selected unanimously for the project.

Parkhill is a multi-disciplined architectural and engineering firm with offices throughout Texas, Oklahoma and New Mexico. Their firm utilizes in-house resources for architecture, interiors, site/civil development, utility design and structural engineering.

Based on the selection process and criteria, staff recommends Parkhill as described in the provided contract for design and construction-phase services. Parkhill is a highly respected firm and have successfully completed many innovative municipal projects in the region and several others currently under construction.

Benefit to the Community:

To provide Sustainable Government the Service Center Improvement Project will provide adequate and compliant locker rooms, crew facilities, meeting rooms, traffic management facilities, and offices for the staff of the Parks and Recreation & Public Works Operations teams. The plan includes emergency flexible staging/sleeping quarters for staff as part of the winter weather and emergency protocols. The project will incorporate design themes from Old Town, bringing visual connectivity and public facing spaces to both Department's Operations.

Legal Review:

The City Attorney has reviewed the contract.

Fiscal Impact:

The fiscal impact of this agenda item is \$526,136.93 funded from undesignated fund balance of the General Fund, then reimbursed in accordance with the approved Reimbursement Resolution of a proposed 2023 bond sale.

Recommendation:

The Public Works Department recommends approval of this contract.