



## MEMORANDUM

**To:** Mayor and City Council

**From:** Kevin Richardson, Fire Chief

**Date:** July 10, 2018

**Reference:** Consider approval of award of a professional services agreement with Brown Reynolds Watford (BRW) Architects, Inc., not to exceed the amount of \$1,359,755, to provide architectural and engineering services related to the design, construction documents and construction administration for the addition of Fire Station 4, relocation of Fire Station 1, Resource Storage Facility, and authorizing the City Manager to execute necessary documents.

**2030:** Sense of Community, Special Place to Live, Community Wellness and Enrichment, Business Prosperity, Sustainable City Government.

---

### Introduction:

Over the years, the growth and development within the City has led to a Fire/Rescue/EMS model that no longer meets safe and effective response and service levels. Specifically, the Fire Department is unable to meet the National Fire Protection Association's NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations.

For the past eighteen (18) months, actions have been taken to address fire service level needs culminating in the Standards of Cover and Stations Evaluation Study conducted by Emergency Services Consultants International.

The following dates include City Council discussions, workshop presentations, and Public Hearings related to the Fire Department Standards of Coverage:

- Feb 28, 2017: CC Work Session: Background & Significance
- Mar 7, 2017: CC Work Session: Challenges & Approve Consultant

- Apr-Jun 2017: Discovery: Analyze response data and facilities review
- Jul 18, 2017: CC Work Session: Consultant presentation “Standards of Cover” document
- Aug 8, 2017: CC Work Session: Review CFD Performance Measures and Data
- Aug 29, 2017: CC Work Session: Explore recommendations/Adopt solution
- Jan 30, 2018: CC Work Session: Overall project update
- Feb 5, 2018: Park Board Meeting: Implementation Plan
- Feb 21, 2018: CRDC Meeting: Implementation Plan
- Mar 27, 2018: CC Open Session: Implementation Plan: Open Hearing

On August 29, 2017 city staff was instructed by the City Council to move forward with implementing the addition of Fire Station 4, and the relocation of Fire Station 1 and the Resource Storage Facility. A multi – year plan was developed with specific milestones including the land acquisition for both of these stations within current fiscal year 2017-18 and initiating the architectural design process.

### **Analysis:**

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. Thirteen (13) RFQ’s were received and evaluated by a committee comprised of the Fire Department Deputy Chief, Director of Parks and Recreation, Director of Public Works, and Development Services Coordinator. After a preliminary review and scoring, three (3) firms were invited for a finalist interview by the committee.

Based on the selection process and criteria, staff recommends Brown Reynolds Watford (BRW) Architects Inc. as described in the provided contract for design and construction services. BRW is a highly respected firm and have successfully completed many Fire Station projects in the region and several others currently under construction. Having worked with BRW on other City projects, such as Life Safety Park, staff members have referenceable knowledge and experience.

**Legal Review:**

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

**Fiscal Impact:**

The \$1,359,755 is budgeted in the Capital Improvement Plan (CIP) and included in the Certificate of Obligation (CO) issuance for General Government projects.

**Recommendation:**

Staff recommends approval of this item.