



MEMORANDUM

To: Mayor and City Council

From: Jamie Brierton, Capital Programs Administrator
Mike Garza, P.E., Director of Public Works

Date: December 12, 2023

Reference: Consider award for approval of a design contract change order with Parkhill; for the final architectural design of the City of Coppel Service Center Improvements, in the amount of \$590,949.18; funded from undesignated fund balance of the General Fund, then reimbursed in accordance with the Reimbursement Resolution approved on April 12, 2022; and authorizing the City Manager to sign any necessary documents.

2040: Sustainable Government

Introduction:

The purpose of this agenda item is to request approval of a design contract change order with Parkhill in the amount of \$590,949.18 for the final 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; installation of an additional gate for future access on the south side of the existing facility; construction of approximately 40,000 additional square feet of parking; expansion and upgrades to the water system in the back of the parking area; replacement of some aging asphalt pavement; and 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. Corgan's 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. At that time, the total estimated project budget, and the project budget included in the reimbursement resolution, is \$5 million.

In December of 2022 Council approved the award of the design project to Parkhill in the amount of \$526,136.9 to facilitate the design of a \$5M facility. Parkhill was tasked to evaluate and explore several value engineering and budgeting options in the design process once it was determined that the project would be approximately \$12M.

In September and October of 2023 Council was presented two options for the building of A) original plan to build a new building and remodel the existing space or B) only remodel the existing space. After walk-through site visits by Council and further discussion, it was agreed that the City would move forward with Option A.

As a result, the original contract of \$526,126.93 will be amended via a change order #1 in the amount of \$590,949.18 resulting in a total design cost of \$ 1,117,086.11.

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 original contract.

Fiscal Impact:

The fiscal impact of this agenda item is \$590,949.18 funded from assigned fund balance of the General Fund, then reimbursed in accordance with the Reimbursement Resolution approved on April 12, 2022.

Recommendation:

The Public Works Department recommends approval of this contract.