



MEMORANDUM

To: Mayor and City Council

From: Kent Collins, Deputy City Manager
Jamie Brierton, CIP Administrator

Date: December 9, 2025

Reference: Consider award of RFQ #218 Architectural Services for Council Chambers Remodel; to BKV Group, including architectural and engineering services related to the design, construction documents and construction administration; in the amount of \$195,000.00, funded from the Facilities Infrastructure Maintenance Fund, assigned fund balance; and authorizing the City Manager to sign any necessary documents.

2040: Enhance the Unique 'Community Oasis' Experience

Introduction:

The purpose of this agenda item is to consider awarding RFQ #218 Architectural Services for Council Chambers Remodel to BKV Group, including architectural and engineering services related to the design, construction documents and construction administration in the amount of \$195,000.00, funded from the Facilities Infrastructure Maintenance Fund, assigned fund balance.

Background:

A Request for Qualifications (RFQ) was developed, publicly advertised, and discussed with any interested designers during a pre-proposal meeting for the remodel of the City of Coppel Council Chambers. Seven (7) RFQ's were received and evaluated by a committee comprised of the City Manager's Office and Public Works Department staff. After a preliminary review and scoring, BKV Group was invited for a finalist interview by the committee. A second architect was considered based upon the responses but was not interviewed because staff is already familiar with their teams and their experience.

Based on prior Council feedback, the RFQ included the following design considerations:

- ADA & current building code compliance
- Addressing the theater "pit" design through a redesign of the floor profile
- Lighting updates throughout (including appropriate for film and broadcast)
- Screen & technology updates
- Ceiling updates

- Safety & egress considerations
- Dais and podium upgrades, including ADA compliant features
- Public seating replacement
- Council Conference Room & Break Room space analysis & feasibility planning

Based on the selection process and criteria, staff recommends BKV Group as described in the provided contract for design and construction services. BKV Group is a highly respected firm and has successfully completed many projects in the region and several others currently under construction.

The range on past projects for architectural services has been between 8%-16% of the awarded construction cost, with an average of around 10.3%. New construction is typically on the lower end and remodels are typically on the higher percentage end due to the unknown conditions and investigation required throughout design. The Council Chambers Remodel design cost is currently at 10% of the schematic design estimate amount and within the expected range for this type of project.

BKV Group is currently engaged in scoping/space planning effort utilizing a pre-construction contract for \$42,000.00.

Benefit to the Community:

The proposed remodel project will update the Council Chambers to better meet the needs of the City Council and the community, including improved accessibility, ergonomics, lighting, and technology.

Legal Review:

The City Attorney has reviewed the contract.

Fiscal Impact:

The fiscal impact of this Agenda item is \$195,000 funded from the Facilities Infrastructure Maintenance Fund, assigned fund balance.

Recommendation:

Staff recommends approval of this item.