



PROFESSIONAL SERVICES AGREEMENT FOR  
KILLEEN CIVIC & CONFERENCE CENTER-HVAC &  
LIGHTING REPLACEMENT PROJECT

RS-23-020

January 17, 2023

# Background

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- ❑ The Killeen Civic & Conference Center was allocated ARPA funding to replace the HVAC systems and upgrade the lighting to LED fixtures and components (interior and exterior)
- ❑ The current HVAC system is the original system to the facility (20+ years old) and is unreliable and not operating efficiently
- ❑ The current lighting in the facility is also original to the facility and needs to be upgraded to a more energy efficient LED system

# Background

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- ❑ In August and September 2022 an RFP was developed to solicit for professional services (architectural and engineering) for this project.
- ❑ Nine firms responded to the RFP
- ❑ A staff review panel evaluated each proposal on the following criteria:
  - ▣ Previous successful planning and design experience for similar type projects
  - ▣ Staff experience and team qualifications
  - ▣ Appropriateness of proposed timeline
  - ▣ Bonding/insurance capacity/history
  - ▣ Availability and location of firm

# Background

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- The panel interviewed the top three scoring firms and selected Parkhill as the Architectural and Engineering firm to provide the design services for the project
- The proposed project consists of:
  - ▣ Discovery phase an assessment report
  - ▣ Photometric study
  - ▣ Schematic design
  - ▣ Design development
  - ▣ Construction documents
  - ▣ Bidding assistance
  - ▣ Construction observations
  - ▣ Warranty closeout
- The design phase is expected to take approximately four months
- Competitive bidding will commence once design is accepted by City

# Financial Impact

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- Funding is available out of the ARPA funding
- The proposed fee for the professional design services from Parkhill is \$157,500

# Alternatives

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- ❑ Do not approve the professional services agreement for A&E services with Parkhill for the HVAC & Lighting Replacement project at Killeen Civic & Conference Center
- ❑ Approve the professional services agreement for A&E services with Parkhill for the HVAC & Lighting Replacement project at Killeen Civic & Conference Center

# Recommendation

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- Staff recommends that the City Council approve the professional services agreement with Parkhill in the amount of \$157,500 and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.