



STAFF REPORT

DATE: September 18, 2018

TO: Ronald L. Olson, City Manager

FROM: Brett Williams, Executive Director of Community Services
Leslie K. Hinkle, Executive Director of Community Development

SUBJECT: Amendment to Professional Services Agreement with LS Johnston Architects for A&E Services associated with renovations at Bob Gilmore Senior Center

BACKGROUND AND FINDINGS:

The Community Services Department received \$209,248 of CDBG funding in February 2018, under Ordinance 18-006, from a substantial amendment to the Community Development FY 2016-17 Annual Action Plan; funding is for architectural and engineering services, construction and related costs for renovations to the Bob Gilmore Senior Center that includes improvements to restrooms, creating a covered entry, and parking lot drainage modifications to prevent water infiltration into the building.

City Council approved Phase 2 of renovations to the Bob Gilmore Senior Center with the approval of the FY2018-2019 Community Development Department Annual Action Plan at the July 10, 2018 business meeting of the City Council. Phase 2 renovations include the remodel of the interior entry and reception area, game room, site work with grading, and accessible parking improvements. The approval of Phase 2 renovations facilitated additional work related to architecture and engineering services. The combined funding amount of Phase 1 and 2 of the Bob Gilmore Senior Center renovation project is \$783,725.05. These two phases combined provide funding for a comprehensive renovation plan for the facility to include the building and its vital system components.

LS Johnston Architects has previous knowledge of the Bob Gilmore Senior Center from preliminary work done in 2013 in conjunction with the Killeen Community Center renovations. This previous experience allows for added familiarity with the senior center building and related construction components. In March 2018, the firm presented a limited scope professional services agreement in the amount of \$25,000 encompassing renovations covered under Phase 1 of the Bob Gilmore Senior Center renovation project. Phase 1 funding was awarded in the amount of \$209,248 via the CDBG funding allocation. On April 6, 2018, this agreement was executed by the City. To date, preliminary A&E work on the project is completed with payment to the firm totaling \$20,675 of the \$25,000 original agreement amount. Because of the additional professional services associated with the increase in the project scope, the firm presented an amendment with a more detailed scope of work in the amount of \$76,000. This includes the additional A&E Services for the comprehensive renovation plan for the facility to encompass Phase 1 and 2 of the project. The amendment to the existing agreement causes a

revised agreement amount totaling \$101,000 for the professional services associated with the entire Bob Gilmore Senior Center renovation project.

The amended professional services agreement cost is within industry standards of 13% (0.129) of total available budget and 15% (0.148) of the total available for construction related costs.

THE ALTERNATIVES CONSIDERED:

Two alternatives were considered - Amend the existing agreement between the City and LS Johnston Architects or seek professional services of another A&E firm through the request for qualifications (RFQ) process.

Which alternative is recommended? Why?

Amending the existing professional services agreement with LS Johnston Architects is recommended to reduce further delay of the bidding and construction processes. This alternative best serves the City by using a firm that is currently working under an agreement, is in tune with the City's vision of providing quality facilities for its residents, and is experienced with the structure and overall project objectives to include timely expenditure of the City's CDBG funding.

CONFORMITY TO CITY POLICY:

Killeen Purchasing Manual, revised October 2016, and incorporated into the Financial Governance Policies, and in accordance with Texas Local Government Code §252.022 exempts selected professional services from change order limitations, however, contracts over \$50,000 must be submitted to the City Council for approval.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

Expenditure amounts for the current fiscal year are anticipated at \$20,675. Expenditure amounts for future years are anticipated at \$80,325 in fiscal year 2019.

Is this a one-time or recurring expenditure?

This is a one-time expenditure.

Is this expenditure budgeted?

Yes. Funds are available in account #228-0067-495-5166.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes.

RECOMMENDATION:

Staff recommends City Council approve an amendment to the agreement with LS Johnston Architects for the Detailed Scope of Architectural and Engineering Services (professional services) for the Bob Gilmore Senior Center Renovation.

DEPARTMENTAL CLEARANCES:

Purchasing, Finance, Legal

ATTACHED SUPPORTING DOCUMENTS:

Agreement

Proposed Amendment

Certificate of Interested Parties