



STAFF REPORT

DATE: January 19, 2021

TO: Kent Cagle, City Manager

FROM: Danielle Singh, Executive Director of Public Works

SUBJECT: Authorize a Professional Services Agreement with Randall Scott Architects, Inc., in the amount of \$543,825 for the Killeen Community and Senior Center Project.

BACKGROUND AND FINDINGS:

Killeen Community Center and Bob Gilmore Senior Center are located near the intersection of Veterans Memorial Blvd. and WS Young Drive. City Council previously approved a resolution (CCM/R#19-121R; attached as supporting document) awarding a professional services contract to Randall Scott Architects to perform a Needs Assessment and Conceptual Design Services. The assessment and concept plan study was completed in June 2020. The conceptual floor plan is attached as supporting document. City staff and consultant presented the concept plan to the senior community members and Senior Advisory Board accordingly and received positive feedback and approval. City staff and consultant also presented the concept plan and a virtual tour of the proposed facility to the City Council in August 2020 and obtained permission to proceed to the next phase. The Council presentation file is attached as supporting document.

This professional services agreement is for the design phase and necessary support services during construction phase. The design process includes the preparation of construction and bid documents. The scope of work also includes construction administrative services, which consist of assisting City with bid process, inspections, documentation, and project close-out.

Out of the total stated fee amount, \$532,725 is required for above mentioned services. Two optional additional services are included in the proposal: (1) Structural foundation design at the cost of \$5,750 if discovered that it is needed after construction has begun to better support the expansion of the outer walls, and (2) Artwork and accessories design package at the cost of \$5,350 should the Recreation Services Department decide to have this. Payment of optional additional services will depend on actual service to be provided based on necessity.

The scope of this phase does not include design and construction of the new gymnasium as delineated in the concept plan in the northeast of existing building. Subject of funding availability in future, design and construction of the new gymnasium can be completed in a subsequent phase.

THE ALTERNATIVES CONSIDERED:

Alternatives are -

- a. Alternative 1 - Do not move forward with the project at this time.
- b. Alternative 2 - Instruct staff to search for or to consider a different architectural consulting firm for the Professional Services Agreement.
- c. Alternative 3 - Authorize a Professional Services Agreement with Randall Scott Architects, Inc.

Which alternative is recommended? Why?

Staff recommends alternative 3, which is to authorize the City Manager to execute a Professional Services Agreement with Randall Scott Architects, Inc. This recommendation is based on the necessity to complete the project as soon as feasible for the residents in the northern portion of the city and also due to the consulting firm's capability as well as familiarity with the existing facility as they have completed the preliminary assessment which included conceptual floor plan.

CONFORMITY TO CITY POLICY:

This item conforms to all applicable State and City policies.

FINANCIAL IMPACT:

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

The fee for the services is not to exceed \$543,825.

Is this a one-time or recurring expenditure?

This is a one-time expenditure.

Is this expenditure budgeted?

Funding for this project is available in the account 349-8930-493.69-01.

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 that the City Council authorize the City Manager or his designee to enter into a Professional Services Agreement with Randall Scott Architects, Inc., in the amount of \$543,825 for the design and construction administration services of the Killeen Community and Senior Center project, and that the City Manager is expressly authorized to execute any and all changes within the amounts set by the state and local law.

DEPARTMENTAL CLEARANCES:

Public Works
Recreation Services
Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Agreement
Conceptual Floor Plan
Certificate of Interested Parties