



City of Killeen

Legislation Text

File #: RS-23-042, **Version:** 1

Consider a memorandum/resolution authorizing a Professional Services Agreement with Brinkley Sargent Wiginton Architects, Inc., for a needs assessment and conceptual layout of a new Killeen City Hall and Municipal Court Complex, in the amount of \$108,295. (Tabled from 2/28/23 Regular City Council Meeting)

DATE: February 21, 2023

TO: Kent Cagle, City Manager

FROM: Danielle Singh, Assistant City Manager

SUBJECT: Authorize a Professional Service Agreement with Brinkley Sargent Wiginton Architects, Inc. in the amount of \$108,295 for a needs assessment and conceptual layout of a new Killeen City Hall and Municipal Court Complex.

BACKGROUND AND FINDINGS:

City Council directed City Staff to look into a Bond Election in 2023. In order to get accurate cost estimates for this type of project, a needs assessment and conceptual design by an architectural firm is necessary.

City Staff negotiated a professional services agreement with Brinkley Sargent Wiginton Architects, Inc. (BSW) to conduct a needs assessment and develop a conceptual layout and project phasing of a new City Hall and Municipal Court Complex.

Total Fees and Reimbursable Costs Breakdown:

Brinkley Sargent Wiginton Architects (Exhibit A)	\$ 87,070
CP&Y Engineers (Exhibit B)	\$ 17,225
Reimbursables (Exhibit B)	\$ 4,000
Total	\$108,295

BSW will provide the following scope of Services:

- Kickoff Meeting/Project Start-Up
- Tour existing facilities to determine goals and expectations of the project
- New facility needs assessment
- Initial Concept Layout
- Initial Concept Project Budget
- Revised Project Budget/Initial Exterior Design
- Final Project Budget/Final Exterior Design
- Presentation to City Council
- Final Deliverable

THE ALTERNATIVES CONSIDERED:

1. Do not authorize a Professional Services Agreement with Brinkley Sargent Wiginton Architects, Inc., for a needs assessment and conceptual layout of a new Killeen City Hall and Municipal Court Complex.
2. Reject the Professional Services Agreement with Brinkley Sargent Wiginton Architects, Inc. and select another architectural firm.
3. Authorize a Professional Services Agreement with Brinkley Sargent Wiginton Architects, Inc. for a needs assessment and conceptual layout of a new Killeen City Hall and Municipal Court Complex.

Which alternative is recommended? Why?

Staff recommends alternative 3, which is to authorize the City Manager to execute a Professional Services Agreement with Brinkley Sargent Wiginton Architects.

CONFORMITY TO CITY POLICY:

This item confirms to state and local policies.

FINANCIAL IMPACT:

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

The fee for services is \$108,295.

Is this a one-time or recurring expenditure?

This is a one-time expenditure.

Is this expenditure budgeted?

Yes, funds are available in the Governmental CIP Fund account 349-8932-493.69-01.

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 Brinkley Sargent Wiginton Architects, Inc., in an amount of \$108,295 for a needs assessment and a conceptual layout of a new Killeen City Hall and Municipal Court Complex and that the City Manager or his designee, is expressly authorized to execute any and all change orders with the amounts set

by State and Local Law.

DEPARTMENTAL CLEARANCES:

Finance

Legal

ATTACHED SUPPORTING DOCUMENTS:

Agreement

Certificate of Interested Parties

Contract Verification