
City Council Regular Meeting

DEPARTMENT: City Manager's Office
FROM: Eric Oscarson, Deputy City Manager
MEETING: March 4, 2024

SUBJECT:

Consider approval of change order for professional services with Brinkley Sargent Wiginton Architects for City Hall Renovations in the amount of \$92,661.86. *(Staff Presenter: Eric Oscarson, Deputy City Manager)*

SUMMARY:

On September 19, 2022, City Council approved a contract with Brinkley Sargent Wiginton (BSW) for professional services for City Hall Renovation in the amount of \$283,392. This included a new Human Resources office, HVAC upgrades, and updated bathrooms. BSW completed 90% of the construction plans for this design and expended \$181,221.86.

On October 16, 2023, City Council requested staff to amend the design and include a new Council Workroom and updated offices for the City Secretary Office. This option includes design, construction, and FFE for a cost of \$1,552,355.

Staff has been working with the City Secretary's office to discuss possible layouts and the working with BSW on the updated design costs. The proposed design costs for the new council workroom and office spaces is \$194,832.

Staff is recommending approval of a change order in the amount of \$92,661.86 to complete the design of the new council workroom and office space for a total contract of \$376,053.86

RECOMMENDATION:

Approve a change order for professional services with Brinkley Sargent Wiginton Architects for City Hall Renovations in the amount of \$92,661.86.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

September 19, 2022 – City Council approved a contract with BSW for design services for City Hall improvements which include new space for Human Resources.

October 16, 2023 – City Council requested staff to amend the design to include a council workroom and new offices for the City Secretary's Office.

REFERENCE:

CSO # 3079-09-2022

FISCAL IMPACT:

Project: FA2303 - \$92,661.86

STAFF CONTACT:

Eric Oscarson
Deputy City Manager
eoscarson@burlesontx.com
817-426-9837