

**HDR / Doucet Task Order #3 / PSA Amendment #2  
Downtown Parking  
Plans Specifications and Estimates  
DRAFT Staff Report- KS  
March 02, 2026**

**Overview & Background:**

HDR /Doucet continues to serve as directed and in good faith, to diligently advance the Downtown Parking / Stephenson Parking Lot Project towards construction completion scheduled Substantial Completion by October 2026.

While initially conceived and developed as a separate TIRZ Priority Project, the Downtown Parking Project was combined with the City's Stephenson Building Renovation project for the purposes of unifying Permits, Bid Packages and Contract Awards, and both are currently under construction with a single General Contractor, with an expected opening date of 10/26.

The Downtown Parking Project was designed and engineered under scopes and fees defined in Task Order (T.O.) #3 of HDR/Doucet's their original "TIRZ Engineering and Surveying Support" Professional Services Agreement (PSA). These scopes and fees have evolved over time, responding to changing project needs.

In 2020, TIRZ Project needs and priorities were changing, and Task Order #3 was written to address those current needs. Downtown Parking Project was scoped to move forward from the approved Concept Plan into a Preliminary Design Package including Plans, Specifications and Estimates (PSE's). Doucet provided Surveying and basic Civil Engineering, with HDR supporting with Project Management and coordination. T.O. #3 also included project scopes, fees and tasks for other TIRZ Priority Projects also advancing at that time, including Town Center Support, Old Fitzhugh Road Implementation Funding Support, the Triangle Project, and Overall Project Management Support.

By 2024 TIRZ Project priorities had continued to evolve and change. The Downtown Parking PSE's were proceeding apace, while other projects were effectively on hold (Town Center), and others were either discontinued (Triangle) or being undertaken under separate Professional Service Agreements (Old Fitzhugh Road).

Thus, in July '24, Amendment 1 (A.1) of T.O. #3 worked to revise scopes and subtasks and associated fees by conserving and consolidating funds from projects no longer needed, into bolstered Downtown Parking tasks and fee allocations, thus enabling the continuing development and expected completion of Downtown Parking Lot PSE's by utilizing existing contract and fee allocations, without encumbering additional TIRZ or City Budget funds.

**HDR/Doucet Downtown Parking- Contract / Timeline / Fees:**

- Original T.O.#3 PSA scope 07/07/2020; Original Fee: \$139,502
- T.O. #3 Amendment 1: revised tasks & scopes 08/07/2024; Added Fee: \$0
- Total Fee Through Amendment #1: \$139,502 (unchanged)
- Billings 88% Complete (Invoices through current Billings- 9/26/25: \$123,366)
- Contract Balance Remaining: \$16,136 (allows for un-billed work completed & Doucet's remaining Civil Engineering Phase Services)

**Background for Task Order #3 / Amendment 2:**

**TIRZ Stephenson Lot - HDR PSA Task Order #3 / Amendment 2 for Discussion and Possible Action**

HDR has presented a proposal for \$28,480 in additional services costs for the following evolving project tasks:

- Added hard-wired Parking Lot Lighting circuitry, photometrics and controls
- Added (12) Parking Lot Electrical receptacle stubs, to facilitate downtown City and civic festivals & events, including a possible permanent location for the Farmers Market
- PEC electrical service provider & circuitry changes to enable these Parking Lot Electrical features
- HDR's Parking Lot Electrical & Lighting Construction Administration (for CA services remaining).

The approved TIRZ FY '26 Budget anticipated such an Amendment, and allocated \$20K to help defray these costs.

HDR/Doucet have continued to provide services, rising to project challenges and evolving scopes, resolving design issues and assisting the City's Bid process and dealing with PEC complications. Compensation for these additional tasks and scopes of work are anticipated in the executed PSA Task Order #3 nor Amendment #1. The TIRZ Project Manager and Staff has disallowed billings for Additional Services not covered by the Existing contract & Amendment.

HDR has prepared the Amendment #2 Proposal, in order to be reimbursed for uncompensated efforts on the necessary & expanded project tasks and scopes, and to serve the project through the Substantial Completion.

**Amendment #2 Proposal – Task & Fee Breakdown:**

- Design Package Changes ~10.4k
- PEC Changes ~\$9.7k
- Construction Support ~\$4.4k
- Project Management & Coordination ~\$3.4k
- Misc. & Expenses ~\$0.6k

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•Total ~\$28.5k (70% Completed / 30% projected needed up to completion of construction)

**Staff Recommendations:**

- Approval of the HDR OFR PSE Amendment #1- as submitted- \$28,480
- Subject to Budget Availability (capped at \$20,000 as Approved in FY '26 Budget)
- Additional Funding Sources to be Identified:
  - TIRZ- \$8.5K (possible allocation in FY '26 Budget)
  - Transfer \$8.5K Balance from FY '26 TIRZ Misc. Consulting (\$30K avail. Unused)
  - Other Sources

**Respectfully Submitted,**

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