



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78620**

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**Submitted By:** Michelle Fischer, City Administrator

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**Council Meeting Date:** June 6, 2023

**Agenda Item Wording:** **Discuss and consider approval of a Professional Services Agreement between the City of Dripping Springs and Architexas for full architectural services for the Stephenson Building and authorization for staff to issue a Notice To Proceed on Task Order #1 (Design Development).** *Sponsor: Council Member Sherrie Parks.*

**Agenda Item Requestor:** Michelle Fischer, City Administrator

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**Summary/Background:** Architexas completed the updated feasibility study and cost estimates for the Stephenson Building and presented them to City Council. The next tasks in the project are the design development, construction documents, and permitting/bidding and construction administration. Architexas submitted a proposal for these tasks, worked with staff to refine the proposal, and a professional services agreement was drafted.

Task Order #1, design development, is \$100,675 and will take approximately 8 weeks. Task Order #2, construction documents, is \$110,250 and will take approximately 9 weeks. Task Order #3 permitting/bidding and construction administration is \$77,500 and will take approximately 6 months. The proposal also includes \$3,500 in reimbursable expenses. This fiscal year there is approximately \$200,000 left in the budget line item for this project. We can get Task Order #1 and most of Task Order #2 completed this fiscal year, which lines up with the timeline well.

Staff is seeking City Council approval of the Professional Services Agreement and authorization to issue a Notice To Proceed on Task Order #1 (Design Development).

At the end of the Design Development Phase, Architexas will give presentations to the Historic Preservation Commission and TIRZ Board, and to the City Council on the progress of the design, and a real, detailed cost estimate. At that time, if agreeable, we will seek City Council authorization to proceed with Task Order #2 (Construction Documents), yielding another “check point” and look at a refined Design & Cost Estimate at the end of that phase, before City Council authorizes the project to be let out for Construction Bids.

Costs would be well understood and agreed on, and Construction funding would have to be lined-up before going ahead with bids. But this architectural work allows us to get to that decision point.

**Commission Recommendations:** Historic Preservation Commission supported this project in their FY 2024 Budget Recommendation and the TIR Board made this project a priority project.

**Recommended Council Actions:** Staff recommends approval of the Professional Services Agreement and authorization to issue a Notice To Proceed on Task Order #1 (Design Development).

**Attachments:** Professional Services Agreement and Architexas Proposal.

**Next Steps/Schedule:** If approved, execute PSA and issue Notice To Proceed with Task Order #1.