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**CITY COUNCIL CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**June 15, 2023**

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AGENDA TOPIC:      Consideration and possible action approving a resolution authorizing the execution of an agreement with Lopez Salas Architects, Inc. for Design Services for a Civic Center

DATE:                      June 15, 2023

DEPARTMENT:        Finance

PRESENTED BY:       Clayton Hoelscher, Procurement Manager  
                                 Grant Watanabe, P.E., Director of Public Works & Engineering Services

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**INTRODUCTION/BACKGROUND:**

The Adopted FY 2022-23 budget included \$412,815 for the Civic Center Project. The City is seeking a firm to provide professional facility planning, design and construction phase services for a new Civic Center. The design will be for a new 3,000-5,000 square foot community Civic Center to provide flexible, highly functional meeting and event space. The Center will be located on city-owned property and the exterior facade will match the hill country theme of the municipal campus. In addition to designing and providing construction phase services, the consultant will also:

- Conduct workshops with City Staff and City Council to develop consensus on project goals, intended uses, site location, estimated budget and other city needs.
- Facilitate meetings with the public and stakeholders to get input from potential users.
- Present opinions of probable construction cost at multiple phases of the design process.
- Provide updates at multiple City Council meetings.

To support this effort, a Request for Qualifications was issued on March 23, 2023. Responses were due on April 13, 2023 and five submittals were received. An evaluation team met and ranked the proposals based on the following criteria:

- Team Qualifications and Experience
- Project Approach
- Quality Control/Quality Assurance

After evaluation, the City selected Lopez Salas Architects, Inc. as the highest ranked respondent. A fee proposal in the amount of \$272,219.00 was negotiated for this project. This includes \$262,719.00 for basic services (schematic design through construction administration), inclusive of normal structural and mechanical-electrical engineering, civil engineering, landscape architecture and irrigation engineering, and \$9,500.00 for additional services (tree and topographic survey, soils investigation).

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

- Supports Priority 3.5 of the Strategic Action Plan to Enhance and Ensure Continuity of Reliable City Facilities
- Complies with procurement requirements for professional services.

**LONG-TERM FINANCIAL & BUDGETARY IMPACT:**

Funds were allocated in the FY 2022-23 Budget in the amount of \$412,815.00 in Account 02-504-102 for this project. Future funds will need to be budgeted for construction.

**LEGAL ANALYSIS:**

The City's standard Professional Service Agreement is being utilized for this project.

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve a resolution authorizing the execution of an agreement with Lopez Salas Architects, Inc. for Design Services for a Civic Center for \$272,219.00 with a 10% contingency in the amount of \$27,221.90, for a total value not to exceed \$299,440.90.