



STAFF REPORT

MEETING DATE:	August 17, 2026
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	Discuss and consider A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF THE PROPOSED SERVICE FEE AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND BRANDSTETTER CARROLL, INC. FOR ARCHITECTURAL DESIGN SERVICES FOR THE PUBLIC WORKS BUILDING; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: James Quin, City Administrator

Background Information

Brandstetter-Carroll (BCI) is proposing to provide Conceptual Design Services for a new Public Works Building. The building would be approximately 10,000 square feet and is assumed to have areas for administrative offices, workspaces, storage, and fleet maintenance bays. The Scope of Work centers around designing concepts centering around architectural aesthetic, site design elements, a potential space plan diagram, and conceptual spatial 3D-views to convey design intent of the exterior. Interior operations spaces will be determined in the later programming phase and not included in this scope of work.

Budget Implications

The fee will be a fixed fee (not to exceed) \$14,000.00, and funds are available.

Operational Impact

This proposed agreement will help move the project forward.

Legal Review

The resolution was approved by the City Attorney.

Staff Recommendation

NA

Supporting Documentation and Attachments

1. Resolution

2. Fee Proposal