



**Meeting Date:** December 14, 2023      **Agenda Type:** Consent Items for Action

**From:** Jacob Tschoepe      **Reviewed by:** Shawn Schorn  
Program Portfolio Manager      Director of Business Planning

**Submitted by:** Shawn Schorn      **Approved by:** Ryan Kelso  
Director of Business Planning      Interim Chief Executive Officer

**RECOMMENDED ACTION:** Authorize Interim CEO or His Designee to Negotiate and Execute an AIA Agreement with SpawGlass Contractors, Inc., Including Contingency, for the NBU Annex Facility Renovation Design Build

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## **BACKGROUND**

New Braunfels Utilities (“NBU”) staff identified a need to find additional office space to house employees. On April 27, 2023, the Board of Trustees approved the transfer of property located at 1488 South Seguin Avenue to NBU from the City of New Braunfels. Prior to the transfer, a building assessment was completed, identifying items that need to be addressed before relocation of employees to the site.

In order to address the items identified in the building assessment, NBU staff issued a request for qualifications (“RFQ”) on August 6, 2023, for the NBU Annex Facility Renovation Design-Build (the “Project”). NBU received two responses to the RFQ on August 23, 2023, and deemed both respondents qualified. On September 12, 2023, NBU issued Request for Proposal (“RFP”) #23-0011 for the Project to both respondents. Interviews were conducted with both respondents on October 2, 2023. The project team evaluated both proposals and recommends the selection of SpawGlass Contractors, Inc. (“SpawGlass”), based on the criteria specified in the RFP as follows: (i) proposer and design-build team profiles, (ii) proposer and design-build team qualifications and related experience, (iii) design-build organization and key personnel, (iv) project approach, and (v) respondents’ technical information and cost.

NBU staff requests that the Board of Trustees approve the AIA agreement with SpawGlass for the Project.

This item is being presented to the Board of Trustees because the total amount of the contract exceeds \$250,000.

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## **FINANCIAL IMPACT**

The contract amount for the Project is \$2,000,000. In anticipation of challenges that are common in remodel projects, a 15% contingency of \$300,000 will be added to the project construction budget. The total financial impact of the Project, including contingency, is \$2,300,000. The Project is budgeted within the Fiscal Year 2024 Board approved Capital Improvement Projects Budget.

## **LINK TO STRATEGIC PLAN**

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**Customers and Community**

**People and Culture**

**Safety and Security**

## **EXHIBITS**

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1. NBU Annex Facility Renovation Design Build AIA141