



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 Amendment to the Professional Services Agreement with Marmon Mok Architecture for Architectural Design Services for the New Braunfels Utilities Headquarters Project

BACKGROUND

On May 28, 2020, New Braunfels Utilities (“NBU”) entered into a Professional Services Agreement (the “Agreement”) with Marmon Mok Architecture (“Marmon Mok”) for Architectural Design Services for a campus consolidation project to consolidate the Main Office and Operations Center into a single campus to improve efficiency, communication, and collaboration between the various divisions (“Original Services”) for the NBU Headquarters Project (“NBU HQ”), to be completed by September 30, 2023, (the “Project”). This Agreement went to the Board of Trustees for approval because it was over the \$500,000 threshold.

The Project was delayed briefly to allow for the completion of a staffing study, and upon completion of the study, it was determined that a larger site was required to accommodate the additional staff identified. Upon review of multiple sites, a new site was selected. The new campus is a 76-acre tract located in west New Braunfels between FM 482 and I-35 South at Engel Road.

Upon completion of the staffing study and the selection of the new site, NBU and Marmon Mok identified a need to (i) accommodate approximately 765 employees on a daily basis, an increase from 417 originally programmed; and (ii) provide workspaces, including meeting, support spaces, and amenity spaces as determined through Project Vision Mapping with NBU Vision Team and Executive Steering Committee; (iii) accommodate expanded operational and yard facilities as required by the expanded staffing and service demand; (iv) expand the design to include parking either surface and/or structures as determined through site planning for approximately 880 vehicles distributed throughout the site for employees, guest parking, contractor parking, short term parking, and deliveries; (v) expand the design to include increased warehouse and maintenance building facilities positioned within the site to provide efficient access for loading and unloading of various materials and associated offices, raw material storage, and loading dock access for shipping and receiving; (vi) expand the design to include increased vehicle maintenance facilities to include vehicle lifts, fluids distribution, overhead lift capabilities, exhaust evacuation

capabilities, and other requirements as determined through programming efforts; (vii) expand the design to include infrastructure and support to include utility connections and coordination, trash and recycling, mail facility for pickup, delivering, and processing, security, health and wellness features, and customers service activities (“New Services”).

As a result, NBU staff requests that the Board of Trustees approve the First Amendment to the Agreement (the “First Amendment”) to (i) add the New Services, (ii) authorize additional compensation for the New Services, and (iii) extend the completion time to January 31, 2025.

This item is being presented to the Board because the total amount for the Project exceeds \$250,000.

FINANCIAL IMPACT

The total financial impact of the First Amendment is \$ 9,682,862. The total contract amount for the Agreement and the First Amendment with Marmon Mok for the Project is \$11,254,950. The Project is budgeted within the fiscal year 2023 through fiscal year 2026 NBU Board approved Capital Improvement Projects Budget as NBU Headquarters.

LINK TO STRATEGIC PLAN

Infrastructure and Technology

Safety and Security

EXHIBITS

1. AIA G802 First Amendment to the Professional Services Agreement with Marmon Mok