



## PARKS AND RECREATION

**To: Mayor and Town Council**

**From: Dan Baker, Director of Parks and Recreation**

**Through: Mario Canizares, Town Manager  
Robyn Battle, Executive Director**

**Re: Second Amendment to a Professional Services Agreement**

**Town Council Meeting – August 27, 2024**

**Strategic Visioning Priority: 1. Acceleration of Infrastructure**

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**Agenda Item:**

Consider and act upon approval of an amendment to a professional services agreement with Dunaway Associates, LLC, for additional design and construction administration services related to the development of Raymond Community Park in the amount of \$61,000.

**Description of Agenda Item:**

The Town entered into a Professional Services Agreement with Dunaway Associates, LLC, for the design of Raymond Community Park in March of 2022. The scope of design services has been increased since the execution of the original Professional Services Agreement due to additional scope added at the Town's request and the time involved in the planning and execution of those items.

The additional design services are as follows:

1. Multi-Use Field Irrigation: \$9,000  
The Multi-Use Field irrigation was noted for temporary irrigation for turf establishment. Per the Town's request, Dunaway is now designing a full irrigation system that may be connected into the overall system if funding allows.
2. Construction Admin: \$18,000  
The original contract had a maximum of 18 progress meetings; to date we have had 8 total meetings (6 virtual and 2 in person). Per the Construction Manager-At-Risk (CMAR's) construction schedule provided with their Guaranteed Maximum Price (GMP) # 2 Amendment, the CMAR will be wrapping up construction in Quarter 3 2025, which is an extension of 4 months from the original plan, primarily due to weather delays and scope changes. The construction management team has requested additional construction administration including additional weekly in person and virtual meetings until project completion.
3. Two Separate Bid Packages / Additional Bid Phase (work already complete): \$30,000  
Per the original contract, "It is anticipated that the Phase I park design will be prepared as

one bid package.” To expedite the construction phase, to avoid 4 months of cost escalation, and to meet the Town’s goal of starting construction in Quarter 1 of 2024, the project team agreed to request an early grading package (Bid Package #1 – Utilities, Grading, & Earthwork) and then a site development package (Bid Package #2 – Overall Site amenities). Therefore, having already prepared one full bid package, Dunaway had to begin coordinating the detailed components of two bid packages with both Peak Program Value, LLC, (PPV) the Town’s project management consultant and the CMAR. This included numerous calls, emails, and administrative tasks with PPV and CMAR. Dunaway and all disciplines then prepared two full bid packages (plans, specifications, coordination with bid forms, etc.) for CMAR to use in the bidding of two packages.

In addition, to meet the Town’s initial budget goal (and have flexibility if/when future funding was made available), the project team decided to use scope as the contingency to absorb predicted marketplace escalation. Dunaway was very cooperative in identifying and documenting over two dozen alternatives in the GMP #2 bid package. This turned out to be a prudent approach, given both the subcontractor bids validating the predicted base cost, and the additional resources currently available for the project now.

4. Electrical Easement Preparation (work already complete): \$4,000

The Town requested Dunaway to prepare and document the easement associated with the main electrical service to ensure CoServ could begin work ahead of the plat being accepted.

**Budget Impact:**

The original contract amount was \$1,091,600, plus the addition of \$261,250 for Contract Amendment No. 1 brought the total cost of services to \$1,352,850. The total revised contract amount including \$61,000 for Contract Amendment No. 2 will be \$1,413,850. The original budget was \$1,200,000. Additional funding for this amendment is available in account 750-5410-10-00-2122-PK.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. Dunaway Contract Amendment #2

**Town Staff Recommendation:**

Town Staff recommends approval of the amendment to the professional services agreement with Dunaway Associates, LLC, for additional design services for Raymond Community Park.

**Proposed Motion:**

I move to approve an amendment to the professional services agreement with Dunaway Associates, LLC, for additional design services for Raymond Community Park in the amount of \$61,000.