

REQUEST FOR COUNCIL ACTION

Agenda Bill No.: 25-013

Meeting Date: February 24, 2025

Subject: Resolution 2025-10 Amending CKJT's Contract Scope

Attachments: Resolution 2025-10, Scope Amendment

Presented by: Andrew Hattori, Community & Economic Development Director

Approved For Agenda By: Dan Ford, PE, City Manager

Discussion: The City of Toppenish has selected CKJT Architects PLLC (CKJT) through a responsive request for Qualifications process and has entered into a contract for the design and re-model of the building located at 220 West 1st Avenue. The contract for their efforts was approved at the January 27, 2025 City Council regular meeting.

Since the contract has been entered into staff has worked with CKJT and it has been identified that services necessary for the re-model project were not included in the initial contract. These services are absolutely necessary to complete the project in a timely manner and some of the items, including IT and Security related scopes, are not allowed to be completed by City staff due to City policies. These services include:

- Head ended equipment for IT.
- Head ended equipment for Security.
- TERO requirements and coordination.
- Purchase and modification of AIA Contract Documents.
- Bid Opening coordination and management.

Additionally, provisions for reserve services were also identified. It's important to note that these services are will only be utilized and charged on a "as-needed" basis and the rates included will only impact the project budget if they are provided at staff's request. These services include:

- Additional site visits.
- Additional hourly professional design services.

Professional services for these scopes will be provided for an additional not to exceed fee of \$24,300.00 per the following breakdown:

- Expanded Services: lump sum fee of \$14,300.00.
- Reserve Services: \$10,000.00

The Finance Director has reviewed this requested amendment and affirms that there is financing to support this proposal.

Fiscal Impact: The City of Toppenish will be required to fund the expanded scope.

Recommendation: Approve Resolution 2025-10, authorizing the City Manager to amend the previously approved contract with CKJT Architects PLLC to include an expanded scope and professional services related to the design and r-model of the building located at West 1st Avenue. Details are listed in the letter dated February 18, 2025.

Alternatives: 1) Do not adopt. 2) Forward to Study Session for further discussion which will delay implementation.