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# AGENDA REPORT

**Meeting Date:** May 13, 2026      **Item Number:** 2  
**Prepared By:** Jason Greiner      *(Staff Use Only)*

## Subject

Consider and act upon issues surrounding architectural concept design services at Cooper Plaza.

## Recommendation

Motion to enter into an Architectural Concept Design Services Proposal with \_\_\_\_\_ in the amount of \_\_\_\_\_ and further authorize the Executive Director to execute any and all necessary documents.

## Discussion

Within the 2026 Goals & Objectives, the WEDC Board has identified the need to update the concept plans and market/sell lots at Cooper Plaza. As such, staff have solicited qualifications and proposals from select architectural firms to provide concept-level architectural and site planning services for Cooper Plaza.

### Project Overview:

Cooper Plaza is envisioned as a walkable mixed-use development integrating:

- A future office or coworking building on Lot 6
- A planned restaurant cluster on adjacent lots
- Public amenities, including a water feature and pedestrian connectivity
- Architectural compatibility with Historic Downtown Wylie and applicable overlay districts

The intent of this solicitation is to select an architectural firm capable of delivering tangible, cost-informed conceptual design that clearly communicates feasibility, tradeoffs, and development implications.

### Scope of Services:

The selected firm shall provide conceptual architectural and site planning services for Lot 6, including the following:

- Prepare concept site plan options for an office or coworking building with:
  - 25,000–35,000 SF
  - One- and two-building configurations
- Demonstrate minimum parking compliance per local ordinance
- Illustrate engagement and connectivity with:
  - Lot 7 - water feature and amenities
  - Lots 2-5 - restaurant cluster or as needed for Lot 6 office design/development
- Develop architectural concepts that comply with the applicable overlay district and are compatible with Historic Downtown Wylie
- Prepare conceptual interior layout options suitable for office and/or coworking use

## **Required Deliverables:**

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At a minimum, the Architect shall provide:

- Concept site plans illustrating building layout, parking, vehicular circulation, and pedestrian connectivity
- Architectural massing and character studies depicting scale, form, and relationship to adjacent development and site amenities
- Conceptual interior test fits
- A preliminary order-of-magnitude development budget for each concept option

## **Actionable Design & Budget Control Requirements:**

The Architect shall provide actionable conceptual design services sufficient to support informed decision-making by the Wylie EDC Board and City Council. Each concept option shall include a concise narrative and comparison summary identifying key assumptions, site constraints, development tradeoffs, and implications related to phasing, parking, circulation, and integration with adjacent uses and public amenities. Concepts shall be developed at a level of detail appropriate to guide entitlement discussions, developer solicitation, and financing evaluation.

All concept options shall be designed to align with the Owner's stated construction budget parameters and cost objectives. The Architect shall prepare a preliminary order-of-magnitude development budget for each option, clearly identifying assumptions related to building size, construction type, core and shell versus interior buildout, and major building systems. If preliminary cost estimates indicate that a concept exceeds the stated budget parameters, the Architect shall revise the design, materials, systems, or scope as necessary to restore alignment at no additional fee, unless a change in scope or budget is authorized in writing by the Owner. No concept shall be advanced for Board, Commission, or Council consideration without documented cost alignment or clearly identified cost risks.

## **Proposal Requirements:**

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Responses shall include the following:

1. Firm qualifications and relevant experience, particularly with:
  - a. Mixed-use developments
  - b. Public-sector clients
  - c. Historic or context-sensitive projects
2. Project approach and understanding of the Cooper Plaza vision
3. Proposed phased scope and fee structure, beginning with concept/schematic design and clearly identifying optional pricing for subsequent phases (design development, construction documents, permitting, and construction administration)
4. Key project team members
5. Representative project examples

Selection will be based on qualifications, demonstrated understanding of the project, proposed approach, and overall value to the Wylie EDC's Board of Directors.

Upon selection of an architect, Staff will engage the services of the chosen firm to expedite the design process.