

Meeting Date (?) 03/22/2016

Subject Matter * (?) BRAC Services Design Contract
This must match rolling agenda entry

Department of Origin * PARKS & RECREATION

Submitted By * M. Darrell Lovelette

Type of Meeting * BCD Special Regular

Classification * Public Hearing Consent Statutory Regular

Ordinance * None First Read Second Read First & Only Read

Strategic Initiative * Public Safety Service
 Economic Development Infrastructure
 Quality of Life

Agenda Item Description * Consider approval to award a Contract for Architectural / Engineering Services to Burditt Consultants, LLC for design, engineering and construction services for the Bryan Regional Athletic Complex (a.k.a. BRAC) for a total fee not to exceed an amount of one million three hundred forty thousand seven hundred fifty dollars (\$1,340,750). This contract amount includes all labor, travel expenses, supervision, reporting, and document production as outlined in the Contract.

Summary Statement * This agenda item is for the City Council to consider a professional services contract between the City of Bryan and Burditt Consultants, LLC (Firm) to provide Architectural/Engineering Services for Park Design and Construction Services of the Bryan Regional Athletic Complex (a.k.a. BRAC) in an amount not to exceed \$1,340,750.

For several years, the City Council and City staff have discussed and researched possible park expansions for the creation of a new park, including a "super park." Approximately two (2) years ago, the City engaged Half Associates to provide conceptual designs of park additions or a possible new park in various locations. The conceptual designs were schematics to demonstrate possible park amenities and provide a footprint on a specific tract or property. The conceptual designs were not intended to be a final product or provide a final cost estimate, and the designs were conceptual and preliminary.

Over the last several years, discussions about park amenity needs have occurred at multiple levels and among various groups, including the Parks and Recreation Advisory Board, league representatives of various sports/athletic types, the City Council, and City staff.

After City Council discussion, two (2) councilmembers submitted an agenda item titled, Bryan Regional Athletic Complex Renovations Phase I, on the November 24, 2015, City Council agenda. Among other action, the City Council unanimously directed staff to "provide a design cost for BRAC by the second meeting in February 2016." To obtain a design cost, staff selected the Request for Qualifications (RFQ) process as the most logical process to meet the City Council's direction. Any process to select a design firm (and obtain cost amounts) requires certain steps, some of which are dictated by State statute.

The following is a summary of the RFQ process for the professional services contract between the City of Bryan and Burditt Consultants, LLC (Firm) for the Firm to provide Architectural/Engineering Services for Park Design of the Bryan Regional Athletic Complex (a.k.a. BRAC):

- a. November 24: City Council directed staff to provide a design cost by February 23
- b. December: Staff prepared a RFQ
- c. January 11: RFQ released
- d. January 19: Pre-SOQ conference
- e. January 21: Deadline for questions and inquiries

- f. January 28: Deadline to submit a Statement of Qualification or SOQ (i.e., a response to the RFQ); Note - By law, price (not even a range) is not a consideration in a SOQ; price is a negotiated term once a firm is selected
- g. February 1 week: Staff reviewed submitted SOQ
- h. February 4: Staff met to review submitted SOQ and selected three (3) firms to interview; interviews were scheduled the next day for February 11
- i. February 11: Staff interviewed three (3) firms
Note - Staff discussed the interviews and selected a firm by February 12
- j. February 12-16: Staff finalized a draft contract
- k. February 17: Staff shared a draft contract with the selected firm
- l. February 18: Staff met with the selected firm to negotiate details; negotiations continued through March 11
- m. March 22: City Council consideration of a proposed contract

The recommended firm, Burditt Consultants, LLC, has assisted clients that include municipalities, state and federal governments, non-profits, and commercial/residential categories. The multidisciplinary firm has experience in master planning and design, landscape architect, community development, natural and built asset inventories and audits, Geographic Information Systems (GIS) databases and archival data management, wildlife studies, urban and community forestry, and environmental assessment. The firm has been involved in over sixty-five (65) park-related projects. The team assembled for this project includes a local engineering firm, Mitchell & Morgan.

As proposed, the contract takes into consideration many factors, including the approach/methodology provided in the firm's Statement of Qualifications (SOQ). The multi-phased approach found in the SOQ includes: the planning phase, the preliminary design phase, the final phase, the procurement phase, and a construction phase.

The Planning Phase identifies opportunities and constraints, then establishes the primary goals, facts, concepts, and needs that form the "Guiding Intentions" of the project. Staff anticipates this phase including multiple opportunities for users and stakeholders to provide input. In early discussions, users and stakeholders might include citizens, local leagues, the Parks and Recreation Advisory Board, and the BCS Convention and Visitor Bureau. Discussions also could include input from the City of College Station staff with the intent of the two (2) cities implementing plans that complement park amenities between the two cities.

The Preliminary Design Phase begins to focus on specific amenities, including components that will make the park unique. Park operations are reviewed in an effort to understand how design and operations impact one another. The firm suggests this phase is when "Form, Function, Economy, and Time are established."

During the Final Design Phase the effort becomes more pinpointed with a focus on scope, budget, and the quality of the project. Budget and available funds become an important component in finalizing the design. At this stage, decisions are based on expected project funding and whether such amenities fit within funding parameters, and if not, elements are removed.

The Procurement Phase "establishes the tone and quality of the construction phase and project." Final decisions are made about project responsibilities (i.e., what tasks the City might complete to reduce project costs), procurement methods (Request for Bid or some other method), etc. As with the other phases, each previous phase impacts the next phase(s).

The Construction Phase represents the firm's involvement in the construction of the amenities, whether it be flat (or horizontal) or vertical construction. The firm can assist with construction management, including a review of submittals, pay applications, etc.

Similar to the SOQ, the proposed Professional Services Contract has multiple phases, which will dictate the course of the project. City staff and the Firm negotiated the process for the City of Bryan, and in doing so, identified six (6) phases for the BRAC Professional Services Contract. Additionally, deliverables are identified for each phase. Within the proposed contract, the following phases are specifically identified (see Exhibit C - Scope of Services - of the proposed Professional Services Contract):

1. Public Engagement and Programming (Phase I): This initial phase includes public involvement. The deliverables include all meetings, assistance and content for public relations efforts and awareness. and a Stakeholder Engagement Report. Findings will be presented in a City Council

Workshop. The cost for this phase is estimated at \$67,038.

2. Schematic Design and Master Plan (Phase II): This phase begins to become more targeted as deliverables include a Master Plan and Schematic Design, Statement of Probable Costs, projected O&M cost estimates, and a Council Workshop presentation. Also during this phase, work begins on components that will be completed in Phases II and III; for example, the Firm begins obtaining CADD base drawings, Geotechnical Reports and Boundary Surveys, and Phase I Environmental Reports. The cost for this phase is estimated at \$368,706.

3. Design Development (Phase III): Deliverables for this phase include Design Development Drawings, updated Statement of Probable Costs, updated project O&M costs, and a Council Workshop presentation. The cost for this phase is estimated at \$201,112.

4. Final Design (Phase IV): Deliverables for the final design include all appropriate submissions to regulatory agencies, updates to Statements of Probable Costs, production of all sealed plans for relevant disciplines, and a Council Workshop presentation. Sealed plans include such documents as architectural plans and specifications, Civil Engineer, Structural Engineer, MEP Engineer, landscape plans, irrigation plans, drainage mitigation, and SWPP. The cost for this phase is estimated at \$402,225.

An important note is the Firm will not be on site during construction on a daily basis, before bidding the project, the City should considering employing a project manager to assist the City onsite on a daily basis in conjunction with the oversight provided by the Firm.

5. Bidding and Award (Phase V): The firm will assist with bidding and awarding a construction contract. In particular, the firm will assist with meetings, provide AutoCAD drawings, prepare electronic copies of bid packages, respond to requests for information, issue addenda, tabulate bids, and make a recommendation for contract award. The cost for this phase is estimated at \$33,519.

6. Construction Observation (Phase VI): As part of the construction phase, Burditt will perform construction observation (at least once per week), issue observation reports, prepare change orders, attend weekly construction progress meetings as necessary, review pay applications, and conduct a final completion report. The cost for this phase is estimated at \$268,150. As previously mentioned, before bidding the project for construction, the City should consider employing a project manager who can be onsite daily during the construction phase.

Based on the subtotal costs of the above six (6) phases, the total not to exceed amount is \$1,340,750. The Professional Services Contract cost is based on a construction cost of \$15M, which is based on conceptual plans previously shared with the City Council. That is, the \$15M figure is based on conceptual drawings and is not a firm figure - it is a rough estimate based on many unknowns. Since funding for a BRAC project is unknown, the Firm has included in the proposed contract an eight percent (8%) adjustment calculation or fee adjustment to be used for an increase or decrease in the \$15M figure. Of important note, the adjustment is dictated by the timing of the \$15M estimate. For example, staff recommends that adjustments should be considered in Phase II and certainly no later than early in Phase III.

In other words, since the design costs are not tied to hard/firm construction costs. The design cost of services could fluctuate up or down based on the awarded bid price. If the construction cost increases, then the Firm shall be compensated for increased scope design services commensurate with an amount equal to eight percent (8%) of the increased level of cost. If the cost is less than the projected construction costs, the fees will be adjusted downwards accordingly by the same amount (8%).

The City Council has discussed using hotel occupancy tax (HOT) funds to partly fund construction costs for improvements attributable to putting heads in beds; that is, enhancing hotel occupancy. A model using 2015 tournaments indicates hotel lodging revenue is approximately \$900,000. Conservatively, \$500,000 could be attributed as an annual cost. (Note: \$500,000 is a random figure selected as a safe target instead of using the \$900,000 figure; the lesser figure accounts for a potentially poor tournament year.) Additionally, while the City Council has discussed the use of HOT funds, a specific recurring annual amount has not been dedicated for purposes of enhancing parks. Furthermore, staff does not recommend using HOT funds for design purposes; in staff's opinion, HOT funds are better suited for construction purposes.

Within the firm's SOQ is a timeline. The timeline shows the first phase will take approximately 105 days, and the construction design phase will take about 165 days for a grand total of almost fourteen (14) months. As negotiated, six phases now exist in the proposed Professional Services Contract; however, those six phases still result in about a fourteen (14) month period before construction might begin. According to the information provided in the SOQ and depending on the final design, construction could take between one (1) and two (2) years, and phasing could have a completely different impact.

This proposed contract takes into account a variety of services, including architectural, engineering, landscaping, operational/maintenance costs expertise, and public input facilitation.

Staff Analysis & Recommendation *

If the City Council desires to further develop BRAC by enhancing existing and constructing new amenities, then approving the proposed contract is the logical next step. Recent input suggests expanding fields of various types and enhancing current facilities, could benefit residents while attracting out of town visitors (i.e., heads in beds).

However, the design contract is an unbudgeted expense. Additionally, approving this contract could be perceived that the City is interested in making significant BRAC improvements, and therefore citizens may have certain expectations. That is, approving a design contract could be considered one of the first steps to committing to an even greater expenditure.

The Parks and Recreation Department staff respectfully requests City Council approve the Contract for Architectural / Engineering Services with Burditt Consultants, LLC for an amount not to exceed \$1,340,750.

The recommended firm met requirements of the RFQ. They have excellent experience and qualifications in park design for cities similar in size and character of Bryan. The firm is familiar with the area and community, has put together a good team, and seems to understand the critical nature of this project. References indicate the Firm is reliable and provides quality work.

Options *

(In Suggested Order of Staff Preference)

1. Approve the proposed professional services contract between the City of Bryan and Burditt Consultants, LLC (Firm) for the Firm to provide Architectural/Engineering Services for Park Design of the Bryan Regional Athletic Complex (a.k.a. BRAC) in an amount not to exceed \$1,340,750.

2. Suggest changes to the proposed professional services contract between the City of Bryan and Burditt Consultants, LLC (Firm) for the Firm to provide Architectural/Engineering Services for Park Design of the Bryan Regional Athletic Complex (a.k.a. BRAC) and continue negotiations with the Firm. This action requires consideration at a future City Council meeting.

3. Do not approve the proposed professional services contract between the City of Bryan and Burditt Consultants, LLC (Firm) for the Firm to provide Architectural/Engineering Services for Park Design of the Bryan Regional Athletic Complex (a.k.a. BRAC) in an amount not to exceed \$1,340,750.

4. Provide other direction to staff.

Funding Source *

General Fund Fund Balance (this proposed expenditure is not budgeted)

Attachments

BRAC_RFQ_16-014melanie .pdf	736.86KB
BRAC_DesignContract_03222016.docx	82.82KB

Please detail attachments and note attachments available for viewing in City Secretary's Office:

1. Request for Qualifications Professional Services (BRAC Design) (Note: Exhibit A to the Contract) (pdf file)

2. Proposed Professional Services Contract (Word document)

3. Burditt Consultants submittal (SOQ) is available for viewing in the City Secretary's Office (Note: Exhibit B to the Contract)

Dept. Head Signature

H. Darnell Lovelette

**Deputy City Manager
Signature**

Hugh R. Walker

City Manager Signature



City Attorney Signature

Janis K. Hampton