

<b>Meeting Date</b> (?)	11/08/2016
<b>Subject Matter</b> * (?)	Consideration to award the contract for Professional Services for Edgewater Park This must match rolling agenda entry
<b>Department of Origin</b> *	PARKS & RECREATION
<b>Submitted By</b> *	M. Darrell Lovelette
<b>Type of Meeting</b> *	<input type="radio"/> BCD <input type="radio"/> Special <input checked="" type="radio"/> Regular
<b>Classification</b> *	<input type="radio"/> Public Hearing <input type="radio"/> Consent <input checked="" type="radio"/> Statutory <input type="radio"/> Regular
<b>Ordinance</b> *	<input checked="" type="radio"/> None <input type="radio"/> First Read <input type="radio"/> Second Read <input type="radio"/> First & Only Read
<b>Strategic Initiative</b> *	<input type="checkbox"/> Public Safety <input type="checkbox"/> Service <input type="checkbox"/> Economic Development <input checked="" type="checkbox"/> Infrastructure <input checked="" type="checkbox"/> Quality of Life
<b>Agenda Item Description</b> *	Consider approval to award a Contract for Architectural / Construction Services for design, engineering, and construction services for Edgewater Park to Half Associates, Inc. for an amount not to exceed ninety-three thousand six hundred dollars (\$93,600). This contract amount includes all labor, travel expenses, supervision, reporting, and document production as outlined in the Contract.
<b>Summary Statement</b> *	<p>This item is for the City Council to consider a professional services contract between the City of Bryan and Half Associates, Inc. (Firm) to provide Architectural/Engineering Services for Park Design and Construction Services for Edgewater Park in an amount not to exceed \$93,600.</p> <p>The City of Bryan acquired the 9.67 acre parcel of parkland from the then developer of the property on November 16, 2015, as part of the requirement for parkland dedication. Over the last year the City's Parks and Recreation Department and the current developer, Style Craft Builders, were working together in an effort to reach an agreement for the developer to build the park. While great strides were made toward a possible partnership, it did not happen this time.</p> <p>When it appeared an agreement could not be reached, City staff began reviewing other options. The selected option was the traditional method, which includes hiring a consultant who can perform Architectural and Engineering services for the Park Design and Construction of the park. This option provided an opportunity to apply for a Texas Parks and Wildlife Grant, which if funded, alleviates some of the cost of the construction of the park.</p> <p>A Request for Qualification (RFQ) process for a professional services contract was used to select a design firm. The RFQ went out for bids on August 8, 2016; the SOQs were due on August 25, 2016, and six (6) responses were received.</p> <p>A Selection Committee of five (5) City employees from various departments reviewed and rated the submittals according to set evaluation factors. The submittals were competitive so the Committee invited four (4) firms to interview on Tuesday, September 20. Based on the interviews, the Committee selected Half Associates, Inc.</p> <p>The recommended firm, Half Associates, Inc., is a multi-discipline firm with expertise in the planning and design of public parks and open space developments. Over the last nine years, they have planned and designed approximately 100 park and open space projects in Texas, including trail work, master plans, park design and development, recreational facilities, inclusive playgrounds, sport complexes, and much more. Additionally, Half Associates has provided the City of Bryan conceptual park designs over the last several years. The team assembled for this project includes Half Associates for the planning, landscape architecture, architectural structural, and MEP engineering services; McClure and Brown Engineering/Surveying, Inc. for their engineering and surveying expertise; and Terracon Consultants, Inc. for Geotechnical Services.</p> <p>As proposed, the contract takes into consideration many factors, including the approach/methodology provided in the firm's Statement of Qualifications (SOQ). Similar to the SOQ, the proposed Professional Services Contract has multiple phases, which will dictate the course of the project. Within the proposed contract, the following phases are specifically identified (see Exhibit C - Scope of Services - of the proposed Professional Services Contract):</p> <p>The Project Programming Phase consists of the Consultant meeting with City staff to identify project goals, list elements, establish a design and construction schedule, and define the construction budget and funding source. The cost of this phase is \$1,500.</p>

The Public Meeting Phase will have the Consultant working with the City in preparing and conducting two (2) separate public meetings to receive citizen input, compiling the results of each meeting, evaluating the programming elements, and summarizing the results for the City's review, consideration, direction and approval. The cost of this phase is \$3,500.

The Design Phase will be based on the programming and public meeting input. The Consultant will prepare design documents for bidding and construction, and the City will monitor the design progress with a 50%, 75%, 90% and Final document submittal reviews. Deliverables for this phase will happen with each document submittal review. Deliverables include CAD file for survey work, hard and electronic copies of geotechnical reports, hard and electronic copies of hydraulic reports, hard and electronic copies of all plans and drawings, electronic copies of all specifications outside of the City of Bryan standard specifications, electronic copies of Project Manuals, electronic copies of OPCC, and electronic copies of all bid documents. The cost of this phase will be \$74,000.

The Bidding, Contract Negotiations, and Construction Administration Phase includes multiple tasks such as assisting the City with preparing bid documents; attending the pre-bid conference and preparing minutes; answering questions and issuing addenda; assisting with reviewing qualifications and acceptability of prospective contractors; and assisting with and advising as to the acceptability of alternate materials and equipment proposed by prospective bidders. Additionally, the Consultant will attend the pre-construction meeting; prepare and provide copies of the construction plans; prepare revisions to address problems encountered in the field; review change orders; visit the project site at appropriate intervals; and participate in final project inspections, compliance, punch list, etc. Deliverables will include copies of sealed construction plans. The cost for this phase is \$7,000.

The Post Construction Phase is to prepare certified record drawings, which are the deliverables. The cost of this phase is \$4,000.

There is also a Reimbursable Cost allowance of \$3,600.

For design cost purposes, a construction cost estimate of \$900,000 was used. The design cost could fluctuate depending on the awarded bid price. If the construction cost increases, the Consultant shall be compensated for increased design services commensurate with an amount equal to ten percent (10%) of the increased cost. If the construction cost is less than the estimated cost, the fees will be adjusted downwards by the same amount (10%).

The timeline suggests the design phase is approximately five (5) months, and the construction phase is approximately five (5) months for a total of ten (10) months. 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 develop Edgewater Park, then approving the proposed contract is the next step.

The design contract will be funded by Parkland Development funds and a grant from the Texas Parks and Wildlife Department (TPWD), if the City is awarded the grant. If the City is not awarded the grant, the construction phase can be phased in over time as Parkland Development Funds become available within SMD 5.

A design contract indicates the City's desire to make significant improvements, and therefore citizens may have certain expectations. That is, approving a design contract is one of the first steps to committing to an even greater expenditure. Once the design phase is complete, the construction phase follows.

The Parks and Recreation Department staff respectfully requests City Council approve the Contract for Architectural / Engineering I Services with Half Associates in an amount not to exceed ninety-three thousand six hundred dollars (\$93,600).

The recommended firm met requirements of the RFQ, and has 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 nature of this project.

**Options\***

(In Suggested Order of Staff Preference)

(In Suggested Order of Staff Preference)

1. Approve the proposed professional services contract between the City of Bryan and Half Associates, Inc. (Firm) for the Firm to provide Architectural/Engineering Services for Park Design for Edgewater Park in an amount not to exceed \$93,600. This contract will cover both design and construction services for the park.

2. Suggest changes to the proposed professional services contract between the City of Bryan and Half Associates, Inc. (Firm) for the Firm to provide Architectural/Engineering Services for the Edgewater Park Design and continue negotiations with the Firm. This action may require consideration at a future City Council meeting.

3. Do not approve the proposed professional services contract between the City of Bryan and Half Associates (Firm) for the Firm to provide Architectural/Engineering Services for Edgewater Park Design and provide direction to staff.

4. Provide other direction to staff.

**Funding Source\***

Parkland Development funds (SMD 5) and a grant from the Texas Parks and Wildlife Department (TPWD), if the City is awarded the grant. If the City is not awarded the grant, the construction phase can be phased in over time as Parkland Development Funds become available within SMD 5.

**Attachments**

contractfinal102616.pdf

834.94KB

Edgewater\_Concept and Map.pdf

696.99KB

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

Attachments 2-3 in single PDF

1. Proposed Professional Services Contract

2. Map - site location

3. Conceptual drawing

Please note the following are available for viewing in City Secretary's Office:

A. Edgewater RFQ

B. Half Associates, Inc. SOQ

**Dept. Head Signature**

*M. Darrell Lovellette*

**Deputy City Manager Signature**

*Hugh R. Walker*

**City Manager Signature**

*Hugh R. Walker*

**City Attorney Signature**

*Janis K. Hampton*