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ACTION FORM
BRYAN CITY COUNCIL

Meeting Date (?) 11/08/2016

Subject Matter* (?) Consideration to award the contract for Professional Services for Siena Park
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 ☐ Economic Development ☑ Quality of Life ☐ Service ☑ Infrastructure

Agenda Item Description* Consider approval to award a Contract for Architectural / Construction Services to Pacheco Koch for the design, engineering, and construction services for Siena Park in an amount not to exceed sixty-four thousand dollars ($64,000). This contract amount covers all labor, travel expenses, supervision, reporting, and document production as outlined in the Contract.

Summary Statement* The City of Bryan received a 3.72 acre parcel of land in the Siena subdivision in late 2009. This parcel of land was dedicated to the City as part of parkland dedication under the Subdivision Ordinance for parkland dedication requirements. The ordinance states that "Any funds paid for such purposes must be expended by the city within seven years from the date received for acquisition of development of a community park as defined herein." Therefore, moving forward with this project is timely, including the design and construction of this park so requirements of the ordinance are met.

This item is for the City Council to consider a professional services contract between the City of Bryan and Pacheco Koch, LLC (Firm) to provide Architectural/Engineering Services for Park Design and Construction Services for Siena Park in an amount not to exceed $64,000.

Over the last few months, City staff considered planning and development options and selected the Request for Qualifications (RFQ) process. A RFQ was released and distributed on August 1, 2016; a Pre-SOQ Conference was held on August 11; and Statement of Qualifications (SOQ) submittals were due on August 23, which was extended to August 25, 2016. A total of eight (8) submittals were received by the due date.

A Selection Committee of five (5) City employees from various departments reviewed and rated the submittals according to set evaluation factors. The Committee invited four (4) firms for interviews on Tuesday, September 20. After the interviews, the Committee selected Pacheco Koch, LLC., and since that time, contract negotiations resulted in the proposed design, engineering, and construction services contract.

The recommended firm, Pacheco Koch, is a multi-discipline firm with in-house resources including expertise in landscape architecture, engineering, land surveying, and the ability to provide comprehensive and coordinated service. They have an extensive list of park and recreation clients and will bring an experienced team of experts who have developed over 100 park projects. They will hire a sub-consultant, Aquirre Roden, for electrical and structural engineering.

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):

Schematic Design
The Schematic Design phase begins with an initial Project Kick-off Meeting to define the lines of communication, roles, and responsibilities among team members; establish objectives and specific design criteria; organize stakeholder and public involvement; discuss both construction and maintenance budgets; and develop the initial programming and vision for the project. In addition, the Schematic Design phase includes all Pre-Design Services, which involve data gathering, site survey, geotechnical investigation, site analysis, and base plan development. The Schematic Design phase deliverables consists of rendered illustrative site plans, supporting graphics, and a preliminary estimate of probable construction costs. The City will review one (1) submittal during this phase. Among other meetings, there will be (1) public input meeting for the

submittal during this phase. Among other meetings, there will be (1) public input meeting for the neighborhood associated with this phase. The cost of this phase is $16,500.

Design Development
The Design Development phase sets the framework for construction delivery and includes initial selections of primary materials and elements. The deliverables consists of a refined rendered illustrative site plan, supporting graphics, and an opinion of probable construction costs. There will be two (2) submittals during this phase. A Public Hearing will be held at a regular Parks and Recreation Advisory Board meeting near the end of this phase. The cost of this phase is $12,000.

Construction Documents
The Construction Documents phase will continue the framework for construction delivery into final plans and specifications suitable to bid and construct the project. The consultant will be responsible for registering the project with the Texas Department of Licensing and Regulation and having a Registered Accessibility Specialist (RAS) review the plans. The consultant also will be responsible for creating a Site Plan and obtaining approval from the Site Development Review Committee. The Construction Documents phase deliverables consists of final plans and a final opinion of probable construction costs. There will be two (2) submittals (50% and 100%) provided for City review and one (1) final set. The cost of this phase is $24,500

Bidding and Construction Phase Services
The Bidding and Construction phase includes preparation of bid documents for advertisement, Pre-Bid Conference, as well as contractor bid review. This phase includes a Pre-Construction meeting, construction administration, and project closeout procedures. Deliverables for the Bidding and Construction Services phase consists of addenda, as necessary, and a final Conformance Set at the conclusion of the bidding period before construction begins. There will be one (1) Pre-Bid Conference, one (1) Pre-Construction Meeting, and three (3) site visits.The cost for this phase is $9,000.

Post-Construction Services
The Post-Construction Services phase includes the contractor updating the set of plans with red-line revisions provided by the contractor, conducting client/consultant post-project review, and attending the Grand Opening. Deliverables include a final set of record drawings. The cost for these services will be $2,000.

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 an increased scope of design services commensurate with an amount equal to 9.85% of the increased cost. If the cost is less than the projected construction costs, the fees will be adjusted downwards by the same amount (9.85%). Any change to the design cost requires an amendment approved by the City Manager or City Council.

The timeline includes a three (3) to four (4) month process for the design phases and a ten (10) month process for the construction phases for a total of fourteen (14) 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 Siena Park, then approving the proposed contract is appropriate.

The design contract will be paid by Parkland Development funds (SMD 3). Construction of the park will need to be phased, if the only funding source is Parkland Development Fund (SMD 3).

Additionally, designing a park 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. The estimated cost for the construction of the park is $650,000. In the Parkland Development fund there is currently $400,000. The total cost of the park project is estimated at $714,000 ($64,000 Design, $650,000 Construction), resulting in a $314,000 shortfall. Options for the shortfall include phasing park construction and using future Parkland Dedication funds or dedicating other funds to the project.

The Parks and Recreation Department staff respectfully requests City Council to approve the Contract for Architectural / Engineering Services with Pacheco Koch, LLC for an amount not to exceed sixty-four thousand dollars ($64,000).

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 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 Pacheco Koch (Firm) for the Firm to provide Architectural/Engineering Services for Park Design for Siena Park in an amount not to exceed $64,000.

2. Suggest changes to the proposed professional services contract between the City of Bryan and Pacheco Koch (Firm) for the Firm to provide Architectural/Engineering Services for the Siena 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 Pacheco Koch, LLC(Firm) for the Firm to provide Architectural/Engineering Services for Siena Park Design and provide direction to staff.

4. Provide other direction to staff.

Funding Source*

Parkland Development Funds - SMD 3 (Design only) for this Council Action Form. This action does not dedicate funds for construction but does suggest construction is a next step. As stated above, the Parkland Development Funds (SMD 3) do not have adequate funds to fully fund construction in a single phase.

Attachments

01-15223 Sienna Contractfinal.pdf	337.55KB
01-15223finalscope101716.pdf	243.93KB
D-Siena Park Location Map.PNG	632.38KB

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

1. Proposed Professional Services Contract
2. Contract Exhibit C,D, and E, Pacheco Koch Basic Services/Fees/Schedule
3. Map -- Site Location

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

A. Contract Exhibit A, Siena RFQ (#3)
B. Contract Exhibit B, Pacheco Koch, LCC SOQ (#4)

Dept. Head Signature

M. Darrell Lovelette

Deputy City Manager Signature

Hugh R. Walker

City Manager Signature

City Attorney Signature

Janis K. Hampton