

**January 14, 2021**  
**Item No. 5.5.**  
**Facilities Maintenance Design Contract**

**Sponsor:** Emily Fisher, Assistant Director of Public Works

**Reviewed By CBC:** City Council

**Agenda Caption:** Presentation, discussion, and possible action regarding a professional services contract with The Arkitex Studio, Inc. in the amount of \$145,175 for the design of the Facilities Maintenance Relocation project.

**Relationship to Strategic Goals:**

1. Core Services and Infrastructure

**Recommendation(s):** Staff recommends approval.

**Summary:** This contract is for the design of a new Facilities Maintenance office building and workshop to be located near the current Public Works Operations Center off of W. King Cole Dr. Currently, the division uses a portion of the old fire station located at 1207 Texas Ave as office and workshop space. The scope of this project is to construct a 7,000 sf metal building to be used as office, storage, and workshop space.

**Budget & Financial Summary:** Budget in the amount of \$900,000 is currently appropriated for this project in the Facilities and Technology Capital Improvement Projects Fund. A total of \$148 has been committed or spent to date, leaving a balance of \$899,852 for this contract and future expenses.

**Reviewed & Approved by Legal:** No

**Attachments:**

1. 21300024 -- BW

## PROPOSAL

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PROJECT: City of College Station Facility Maintenance Building

December 18, 2020, R4

The Arkitex Studio, Inc. is pleased to offer this proposal for Architectural and Engineering services for the referenced project. Based on our conversations, the following information is provided for your review:

### **Owner**

City of College Station  
1101 Texas Avenue.  
College Station, Texas 77840  
979-450-1589

### **Architect**

The Arkitex Studio, Inc.  
308 North Bryan Avenue  
Bryan, Texas 77803

### **Project Description**

The City of College Station is relocating their Facilities Maintenance Division. They will be moving into a new building on William King Cole Drive. This will be a new 7,000 sf building. It will include drive thru bays, work area, office space, restrooms, kitchen or break room, site and parking lot improvements. The construction budget is limited to \$1,000,000. With the limited budget, the building will be basic in design and materials. It is anticipated to be a pre-engineered metal building with limited masonry to pass the City's UDO. It will be constructed with a CMAR contract. The construction manager has not been selected. The construction of the project is to be completed by the end of 2021.

### **Scope of Services**

The Architect shall provide Architectural, MEP, Structural, and Civil Engineering services. Geotechnical report and survey are included. This includes Schematic Design, Design Development, Construction Documents, Bidding/Negotiation/Permit and Construction Observation services. Structured Cable System design (data and telecom), Audio/Visual design and Security System design are included. It is anticipated that the existing detention pond will be expanded or a new facility provided. This proposal includes analysis of the existing drainage facility as required to accommodate the new project. The anticipated schedule is as follows; note that the survey work cannot begin until January 4, 2020:

Pre-Design: authorize survey and geotechnical report: 2 weeks.

Programming and Schematic Design: 4 weeks

Design Development: 3 weeks

Construction Document Phase: 6 weeks

City site plan review: 4 weeks

Pricing and Permit: 4 weeks

Construction Administration: 8 months

We anticipate the billing schedule to closely relate to the design schedule as follows:

Schematic Design 20% of fee

Design Development 15% of fee

Construction Documents 40% of fee

Pricing and Permit 5% of fee

Construction Administration 20% of fee over 8 months

The schedule does not include city review/approval time, nor does it include time to resolve potential issues related to UDO (desire to have simple rectangular PEMB design will not meet the UDO).

### **Fee Proposal**



308 N. Bryan Ave.  
Bryan, TX 77803  
P (979)821-2635  
F (979)775-8224  
www.arkitex.com

PROPOSAL: City of College Station Facility Maintenance Building

We propose to provide architectural services for a fixed fee of \$145,175. The fee does not include reimbursable expenses. Reimbursable expenses may include parking, long distance telephone calls, copies, cost of AIA contracts, and Texas Accessibility Standards drawing review required by the State. Reimbursable expenses will be invoiced at 1.15 times their actual expense incurred. Reimbursable expenses will not exceed \$5,000 without prior authorization in writing from the Owner. Invoices will be sent monthly, proportionate to the work accomplished and are payable within 15 days of the date of invoice. The fees for additional Architectural services, if requested in writing, shall be based on the following hourly rates: Principal Architect \$165; Project Architect \$125; Project Lead \$95; Technician \$80; Project Intern \$65; and Administrative \$60. The fees for additional engineering services will be based on their hourly rates. Additional services will not be performed or invoiced without written authorization. We are prepared to start the work within one week after receipt of the executed contract.

Signed,



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Michael S. Record, AIA  
Principal

Approved

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Ryan Key  
Project Manager

The Texas Board of Architectural Examiners has jurisdiction over individuals licensed under the Architect's Registration Law, Texas Civil Statutes, Article 249A. The Texas Board of Architectural Examiners may be contacted using the following information: P.O. Box 12337, Austin, TX 78711-7337, or 333 Guadalupe, Suite 2-350, Austin TX 78701-3942, phone 512-305-9000 or on the web at [www.tbae.state.tx.us](http://www.tbae.state.tx.us).

**Terms and Conditions**

**Contract**

Architecture/engineering services will be provided in accordance with the City of College Station's Architects & Engineering Professional Services Contract.

**Standard of Care**

The standard of care for architectural services provided under this agreement will be performed with the degree of skill and care ordinarily exercised by other members of the profession under similar circumstances, at the same time and in the same or a similar locale.