CITY OF DEER PARK FD 01-151

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

A SPECIAL MEETING OF THE DEER PARK FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD OF DIRECTORS HELD AT CITY HALL COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, ON MARCH 05, 2018 BEGINNING AT 5:15 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
SHANNON BENNETT	CITY SECRETARY
DONNA TODD	TREASURER
JOHN GREEN	MEMBER
DON DAVIS	MEMBER
EDDIE BRASHIER	MEMBER
CHARLIE JOHNSON	MEMBER
MICHAEL RECORDS	MEMBER

1. CONSIDERATION OF AND ACTION ON A CONTRACT BETWEEN THE CITY OF DEER PARK AND PGAL FOR ARCHITECTURAL SERVICES FOR THE DESIGN OF THE DEER PARK EMS ANNEX – Fire Chief, Don Davis gave an overview of the scope of work and fee proposal for the final design of the new EMS Annex building. (Exhibit A1- A2)

   Chairman Pipkin asked, "Is the $226,250, what we are looking at approving tonight?

   Mr. Davis responded, "Yes."

   Chairman Pipkin asked, "Will they do the work and will the bids go out once it is approved?"

   Mr. Davis responded, "Yes."

   Chairman Pipkin asked, "Is the project schedule anticipating August 1, 2019 to be the completion date?"

   Mr. Davis responded, "That is the projected completion date. Assuming they get the bid process to go as expected, November 1st will the beginning of construction."

   Mr. Charlie Johnson asked, "Will there be any additional administrative environmental surveys or services needed?"

   Mr. Paul Bonnette, of PGAL, responded, "As part of the proposal, the survey was already done. The City will be doing their own civil engineering as well as the geotechnical investigation. Once this is approved, the geotechnical investigation will be the first step to be done. I do not anticipate any other site environmental reports."

Mr. Davis commented, "If you need any further details on schematic designs or design developments, Paul can give you that as well."

2. ADJOURNMENT – President Pipkin adjourned the meeting at 5:21 p.m.

ATTEST:

Shannon Bennett
Board Secretary

APPROVED:

Sam Pipkin
President

ARCHITECTURE
ENGINEERING
INTERIORS
PLANNING

PGAL

February 27, 2018

Mr. W. R. "Bill" Pedersen, P. E.
Director of Public Works
City of Deer Park
710 East San Augustine
Deer Park, TX 77536
Voice: 281-479-2394
Email: bpedersen@deerparktx.org

RE: Scope of Services and Fee Proposal
City of Deer Park Fire Department EMS Annex Final Design Phase

Dear Mr. Pedersen:

The office of PGAL is pleased to present this scope of work and fee proposal for the final design of the new EMS Annex building in Deer Park, Texas. PGAL has previously completed a pre-design and programming study for the facility and we are now prepared to complete the project providing A/E services for schematic design, design development, construction documentation, bidding and construction administration.

PROJECT UNDERSTANDING

The City of Deer Park, with the assistance of PGAL, has defined a viable solution to the City's needs, based on the study, completed earlier this year. The study identified an approximately 9,000 GSF building with an estimated construction cost of approximately $3,000,000 to include lobby, office spaces, conference room, watch room, kitchen and dining area, day room, eight dorm rooms, shower/restrooms, ems storage room, central supply, tool room and three apparatus bays. Two dorm rooms and one apparatus bay will be bid as add alternates.

SCOPE OF WORK

The previous effort provided a facility program to accurately reflect the needs of the EMS annex building. In the upcoming final design phase of the work PGAL and the A/E team will complete the construction documents for bidding/pricing and provide construction administration services through the completion of the project. Our consultants for the project will provide structural engineering, mechanical electrical and plumbing engineering, A/V consulting, security consulting, telecommunications system consulting and landscape design. We have also included basic MEP commissioning based on the requirements of the 2015 IECC as part of the basic services scope of work. It is anticipated that documentation will be provided for the buildout of all spaces in the EMS annex building, and that the

project will be bid out by a Design Bid Build delivery method. The city will be providing Civil Engineering services for the project, along with a geotechnical investigation and report.

COMPENSATION

As requested, we have provided a lump sum fee:

• Schematic Design (15%)	$ 33,938
• Design Development (20%)	$ 45,250
• Construction Documents (40%)	$ 90,500
• Bid/Negotiating (5%)	$ 11,312
• Construction Administration (20%)	$ 45,250
• **Total (100%)**	**$ 226,250**

Reimbursable Expenses: PGAL would expect to be reimbursed for any out of pocket expenses we incur on behalf of this project, to include, but not limited to, printing, plotting, photography, permits, fees, special handling or delivery, mileage and travel (if necessary). Reimbursable expenses will be billed at our cost, and are estimated not-to-exceed **$5,000** to complete the project through construction.

Additional Services: If services other than those described above are requested and approved by the City of Deer Park, they will be billed in addition to the above compensation in accordance with PGAL's personnel rate schedule for 2018.

Terms: PGAL will invoice monthly based on a percentage of project completion. Payments are due within thirty (30) days of receipt of invoice.

PROJECT SCHEDULE

PGAL is prepared to deliver this project in accordance with the following schedule:

• Schematic Design	Mar. 21 – Apr. 31, 2018
• Design Development	May 1 – June 30, 2018
• Construction Documents	July 1 – September 30, 2018
• Bid/Negotiating	Oct. 1 – Oct. 31, 2018
• Construction	Nov. 1, 2018 – Aug. 1, 2019

Thank you again for the opportunity to serve the City of Deer Park. PGAL looks forward to the commencement and successful completion of this project. Please contact me at 713-622-1444 should you have any questions or comments regarding this proposal.

Sincerely,

Paul D. Bonnette, AIA
Principal

CC: Accounting, File – PGAL