



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** April 2, 2024

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the approval of a sixth amendment to a Professional Services Agreement between the City of Denton and Nelson + Morgan Architects, Inc., amending the contract approved by Purchasing on February 13, 2014, in the not-to-exceed amount of \$24,840.00, amended by Amendments 1-5 approved by Purchasing and City Council, said sixth amendment to provide additional design services for the base project and additional design services of the HVAC system at Fleet Maintenance; providing for the expenditure of funds therefor; and providing an effective date (File 5497 – providing for an additional sixth amendment expenditure amount not-to-exceed \$171,299.00, with the total contract amount not-to-exceed \$541,698.97).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

### **INFORMATION/BACKGROUND**

The Fleet Services Maintenance Facility opened in 2000 and is located at the Denton Service Center off Mingo Road. The facility is a 24,400-square-foot structure and comprised of 15 bays to house 16 technicians. All fleet repairs and fueling are conducted as a centralized operation.

In 2014, the City contracted with Nelson+Morgan Architects (NMA) to perform an initial design project to expand to an additional four (4) bays. In 2016, Solid Waste and Fleet Services explored building a satellite facility at the Landfill and engaged NMA to complete the design documents. Amendment No. 1 was executed by Purchasing staff to expand the original design to incorporate additional bays for a total amount of \$20,073.09. While Amendment No. 2 covered the design of a satellite Fleet facility at Solid Waste for a total amount of \$158,035. However, the expansion project was never constructed due to financial and operational considerations.

In early 2018, Fleet Staff worked with Facilities Management to explore several options for re-initiating the expansion project that never commenced in 2014. Staff recommendations included expanding the Fleet Maintenance facilities to an additional six (6) bays for a total of twelve bays. It was the City staff's opinion that the 12-bay expansion should accommodate the City's fleet maintenance repair needs through 2030 or until other facilities are planned to address the City's growth. Since NMA had already completed the design documents in 2016 for the original bay expansion, it was determined that there would be economies of scale to amend the NMA contract for a third time to complete the design documents for an additional six (6) bays,

which would bring the total to 12 bays to be constructed at the Service Center. Council approved Amendment No. 3 on December 14, 2018, to include the revised design changes to expand the Fleet Maintenance Facility to a total of 12 bays for a total amount of \$139,871.88.

Amendment No. 4 and No. 5 were executed by Purchasing staff for the additional professional services necessary to compile alternates and the re-bid of the Fleet Expansion project for a total amount of \$9,320 and \$18,260.

This Amendment No. 6 will cover additional construction administration, design for price requests 6-9 and 11, and HVAC design requested by the project stakeholders. The aforementioned price requests include changes to access control, compressor, oil distribution, Independent Distribution Frame (IDF) changes, and wash bay equipment. This project is currently in the close-out phase, with only a few miscellaneous items and HVAC design remaining.

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On October 18, 2016, City Council approved Amendment No. 2 with Nelson + Morgan Architects, Inc. in the not-to-exceed amount of \$145,000, for a total not-to-exceed amount of \$202,948.09 (Ordinance 2016-329).

On December 11, 2018, City Council approved Amendment No. 3 with Nelson + Morgan Architects, Inc. in the not-to-exceed amount of \$139,871.88, for a total not-to-exceed amount of \$342,819.97.

### **RECOMMENDATION**

Award Amendment No. 6 with Nelson + Morgan Architects, Inc., to provide additional design services for the base project and additional design services of the HVAC system at Fleet Maintenance, in a not-to-exceed amount of \$171,299.00, for a total contract award of \$541,698.97.

### **PRINCIPAL PLACE OF BUSINESS**

Nelson + Morgan Architects, Inc.  
Denton, TX

### **ESTIMATED SCHEDULE OF PROJECT**

This project will continue upon approval with an estimated completion date occurring within 365 days.

### **FISCAL INFORMATION**

These services will be funded from Fleet account 820026725. Purchase Order #188120 will be revised to include the sixth amendment amount of \$171,299. The total amended amount of this contract is \$541,698.97.

### **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Original Contract, Ordinances, and Amendments 1-5  
Exhibit 3: Ordinance and Amendment 6

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Aaron Skinner, 940-349-8182.

Legal point of contact: Marcella Lunn at 940-349-8333.