



# City of Denton

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

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Christine Taylor  
**DATE:** June 3, 2025

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a Professional Services Agreement with HOAR Program Management, LLC, for project management services for the Fleet Services HVAC Upgrade for the Facilities Management Department as set forth in the contract; providing for the expenditure of funds therefor; and providing an effective date (RFQ 8245-005 – Professional Services Agreement for project management services awarded to HOAR Program Management, LLC, in the not-to-exceed amount of \$141,844.00).

### **STRATEGIC ALIGNMENT**

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

### **INFORMATION/BACKGROUND**

HOAR Program Management (HPM) was selected from a prequalified list for project management services for vertical construction projects (RFQ 8245). Project management services include planning, coordination, budgeting, and execution to ensure projects are completed on schedule and within scope, and provide an additional layer of oversight for the project. HPM has experience performing project management services for the construction of Fire Station #9 and the Fleet Services Expansion. Based on their knowledge and experience with these existing projects, HPM ranked highest to provide project management services for the Fleet HVAC Upgrade Project. In addition, as the project management service for the Fleet Services Expansion, they have in-depth knowledge of the facility and Fleet Services operations, making them a valuable asset to the project team.

Request for Qualifications for project management services for various vertical construction projects for the Capital Improvement Projects Department was solicited using the City's formal solicitation process. City Council approved a pre-qualified list of professional service firms on August 15, 2023 (Ordinance 23-1521).

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

On August 15, 2023, City Council approved RFQ 8245 for a prequalified list of firms for project management services for various vertical construction projects for the Capital Improvement Projects Department (Ordinance 23-1521).

## **RECOMMENDATION**

Award a contract with HOAR Program Management, LLC, for project management services for the Fleet Services HVAC Upgrade for the Facilities Management Department, in a not-to-exceed amount of \$141,844.

## **PRINCIPAL PLACE OF BUSINESS**

Hoar Program Management, LLC  
Dallas, TX

## **ESTIMATED SCHEDULE OF PROJECT**

These services will be started upon approval, with an anticipated completion date of December 2025.

## **FISCAL INFORMATION**

These services will be funded from Fleet HVAC account 820037409.1365.40100. Requisition #170142 has been entered into the Purchasing software system in the amount of \$141,844. The budgeted amount for this item is \$141,844.

## **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Ordinance and Contract

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

For information concerning this acquisition, contact: Tom Gramer, 940-349-7647.

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