
DEPARTMENT MEMO

DEPARTMENT: Economic Development

FROM: Drew Pennywell, Economic Development Specialist

MEETING: July, 6 2020

SUBJECT:

Consider approval of a change order to the Mayor Vera Calvin Plaza project design contract with TBG Partners for additional site visits and construction administration in the amount of \$12,000.00 (*Staff Presenter: Drew Pennywell, Economic Development Specialist*)

SUMMARY:

On December 12, 2018 the City Council approved a design services contract with TBG Partners for design, deliverable construction documents and construction administration of the Mayor Vera Calvin Plaza in the amount of \$188,900.

To date, TBG has guided the City to the final Plaza design, assisted in bidding process and is now actively participating in construction administration. TBG leads the “design team”, comprised of several sub-contracted groups responsible varying disciplines; landscape architecture (TBG), civil engineering, structural engineering, architecture, A/V, environmental graphics and irrigation.

To date, five change orders have been approved to accommodate design changes and Dunaway’s construction administration in the ROW:

- Add Service #1: additional print quality illustrative layout/site plan of the final design (\$2,500)
- Accessibility Review Fee: staff requested TBG to coordinate an accessibility review with a third party consultant to submit to the State, as required per the 2012 Texas Accessibility Standards
- Add Service #2: redesign of the play trolley area to accommodate ADA ramp and transfer platform into play trolley (\$2,500)
- Add Service #3: redesign of the great lawn area to synthetic grass (\$500).
- Add Service #4: reimbursement for Dunaway construction administration for completion of Plaza and right-of-way work (not to exceed \$15,500)

TBG Partners has requested that the City of Burleson consider an Additional Service Change Order to the design contract. Twelve site visits were allocated in the original proposal and contract. By the project wrap, TBG will have conducted 24. A log of these visits is included in the attached Service Request. During each visit TBG advises contractors of important details, corrections and fixes. After

each visit TBG logs the visits and follows up with each item noted on the visit. These visits have been important to ensure that the detailed plans were followed appropriately.

Summary of all TBG design contract charges for the Mayor Vera Calvin Plaza, including proposed:

Description	Amount	Percent of Original
Original Contract	\$188,900.00	
Add Service #1 (illustrative layout)	\$2,500.00	1.3%
Accessibility Review Fee	\$1,200.00	0.6%
Add Service #2 (play trolley area redesign)	\$2,500.00	1.3%
Add Service #3 (synthetic turf area redesign)	\$500.00	0.3%
Add Service #4 (Dunaway construction admin.)	\$15,500.00	8.2%
Add Service #5 (TBG site visits and admin.)	\$12,000.00	6.4%
<i>Subtotal</i>	<i>\$34,200.00</i>	<i>18.1%</i>
Grand Total	\$211,100.00	

Per the City of Burleson Purchasing Policy, “construction related change orders greater than 5% (one time) or 10% in aggregate it must be approved by City Council”.

TBG Partners and their sub-consultants continue to be responsive to questions, clarifications and requests of Hill & Wilkinson to ensure adherence in every detail of the construction plans, including site visits and weekly meetings. TBG Partners, and their sub-consultants have provided a very high level of service in assuring that no detail in the plans was missed in construction. TBG Partners has gone above and beyond to help create a memorable and high-quality public space.

OPTIONS:

- a. Approve a change order to the Mayor Vera Calvin Plaza project design/engineering contract with TBG Partners to account for additional site visits and construction administration in the amount of \$12,000.00
- b. Deny a change order to the Mayor Vera Calvin Plaza project design/engineering contract with TBG Partners to account for additional site visits and construction administration in the amount of \$12,000.00

RECOMMENDATION:

Approve as presented

FISCAL IMPACT:

Budgeted Y/N: N

Fund Name: 2018 CO Bonds – Old Town Dev.

Full Account #s: 358-5020-417.72-01

Amount: \$12,000.00

Project (if applicable): CD1601 – Old Town Plaza

STAFF CONTACT:

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