



## Staff Report

**TO:** City Council  
**FROM:** Doug Story, Community Services Director  
**DATE:** February 7, 2023  
**SUBJECT:** Award a Professional Services Agreement with TSK for the Construction Documents and Plans for City Hall Building C Remodel Project - Capital Improvement Project (CIP) No. PS-06 in an Amount Not to Exceed \$84,790

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**Description** Award Contract for City Hall Building C Remodel

### **Background and Analysis:**

With the growth of the police department there is a need for additional office space for staff. Staff was directed to begin the process to develop plans and construction documents to remodel the existing Building C near the staff parking lot of City Hall.

In accordance with Beaumont Municipal Code Chapter 3.02.040, which guides the competitive procurement and evaluation process for Professional Services a Request for Proposal (RFP) was created and released on November 21, 2022, with a job walk performed with all interested bidders on December 2, 2022. Bids were opened on January 9, 2023. Three bids were received and deemed responsive:

TSK – \$84,790  
IDS Group – \$101,000  
BFK - \$120,000

Staff reviewed all bid submittals and presented them to the RFP subcommittee for discussion on January 24, 2023, with a recommendation to approve a Professional Services Agreement with TSK.

The goal of the redesign and remodel is to provide a better flow of services and additional office space, while keeping the existing footprint. The building has approximately 2240 square feet.

TSK will prepare design documents consisting of a preliminary design based on a design concept that illustrates the following items:

- Construction of two (2) new office spaces,
- Construction of a comfort, dressing and locker room,
- Reconfiguration of space to create cubicle space, conference room and break area,
- Construction of a small kitchen area, including a sink area,
- Upgrade existing restrooms,
- Cohesive flooring,
- Upgrade HVAC units to accommodate new office space, including new ducting,
- Upgrade fire system to accommodate new office space,
- Upgrade electrical panel to accommodate new offices,
- Upgrade existing lighting, and
- Construction Cost Estimates and Bid Document Preparation

**Fiscal Impact:**

Funding for this project is allocated through the Capital Improvement Plan (CIP) Fiscal Year 2023-2027. CIP No. PS-06 has designated \$750,000 for this project with \$696,073 remaining for design, construction, and additional equipment.

<b>PS-06 PD Building C Project Accounting Summary</b>				
<b>Funding Summary</b>				
<b>Funding Year</b>	<b>Funding Source</b>		<b>Amount</b>	
22/23	Police Facilities DIF		\$750,000	
<b>Total Project Funding =</b>			<b>\$750,000</b>	
<b>Budget Summary</b>				
<b>Project Component</b>	<b>Budget</b>	<b>Encumbered</b>	<b>Paid to Date</b>	<b>Remaining Budget</b>
Project Management	\$0	\$0	\$0	\$0
Preliminary Services	\$0	\$0	\$0	\$0
Environmental	\$0	\$0	\$0	\$0
Design	\$99,000	\$0	\$0	\$99,000
Construction	\$541,000	\$0	\$0	\$541,000
Construction Management	\$0	\$0	\$0	\$0
Permits	\$0	\$0	\$0	\$0
Equipment	\$110,000	(\$53,927)	(\$11,176)	\$56,073
<b>Project Summary Totals</b>	<b>\$750,000</b>	<b>(\$53,927)</b>	<b>(\$11,176)</b>	<b>\$696,073</b>

**Recommended Action:**

Award a Professional Services Agreement with TSK for construction documents and plans in an amount not to exceed \$84,790; and

Authorize the City Manager to approve up to an additional 10% in contingencies if needed.

**Attachments:**

- A. TSK Bid
- B. Professional Services Agreement