



DOCUMENT CONTROL

Please attach this form to original documents to obtain signatures.

FROM: Patricia Jackson **DEPT:** Public Works **EXT:** 7348 **DATE:** 05/29/18

NAME OF DOCUMENT: ~~XXXX~~ Purchasing Policy Request Memo for CM Approval – A/E Services for
 Craig Ranch Fire Station #11 – to contract with Conduit A+D

TYPE OF DOCUMENT: (check one)

- | | | |
|---|---|--|
| <input type="checkbox"/> Contract/Agreement | Start Date: | End Date: |
| <input type="checkbox"/> Contract Amendment | <input type="checkbox"/> Grant | <input type="checkbox"/> Facility Agreement |
| <input type="checkbox"/> Change Order | <input type="checkbox"/> Administrative Order | <input checked="" type="checkbox"/> Other <u>Purchasing Request Memo</u> |
| <input type="checkbox"/> Lien/Lien Release | <input type="checkbox"/> Easement | <input type="checkbox"/> Grant |

Number of Documents Attached (<i>minimum of 2 ORIGINALS required for all contracts</i>)	3 (Vendor, Public Works and City Secretary)
Date and Amount Approved by City Council (if applicable)	\$
Agenda # (if applicable)	XXXX
Project Name and Project Number (required for all AI, CO, DR, FA, FC, FI, GR, LI, PK, ST, TR, WA, WW projects)	<i>This Fire station in current Plan not set to fund till FY22</i>
Account No. (if applicable) <i>FI1731</i>	025-7777-493-8516
Contract/Grant Value (if applicable)	\$TBD

ROUTING

Please sign the attached documents, initial, and date form then forward to the next person checked for signature (must be routed in the order shown below):

Check box for required signatures	INITIALS	DATE
<input checked="" type="checkbox"/> Executive Director or Director (Required for all documents)	<i>DTB</i>	<i>5/30/18</i>
<input checked="" type="checkbox"/> Purchasing Manager (Required if goods or services are purchased)	<i>SL</i>	<i>5/31/18</i>
<input checked="" type="checkbox"/> CFO/Finance Director (Required for all revenue and expenses)	<i>Ph Gordon</i>	<i>6/4/18</i>
<input type="checkbox"/> IT Director (Required if IT related)		
<input type="checkbox"/> Grant Administrator (Required for ALL grant related documents)		
SUBMIT TO CITY ADMINISTRATION FOR THE FOLLOWING SIGNATURES		
<input type="checkbox"/> City Attorney <input type="checkbox"/> Review <input type="checkbox"/> Sign		
<input type="checkbox"/> Mayor		
<input checked="" type="checkbox"/> City Manager / Assistant City Manager (Required for all contracts)	<i>AG</i>	<i>6/4/18</i>
<input type="checkbox"/> Notary		
<input checked="" type="checkbox"/> City Secretary		

RETURN ALL COPIES BY (date)

When Signed

RETURN ALL COPIES TO

Debbie Abdalla, Public Works

Send original document (with all required signatures) and this completed form to the City Secretary. Date received by City Secretary: _____



MEMORANDUM

FACILITIES CONSTRUCTION DIVISION

TO: Paul G. Grimes – City Manager

FROM: Patricia L. Jackson, PE, RAS – Facilities Construction Manager

CC: Danny Kistner – Fire Chief
Steve Tilton – Assistant City Manager
David T. Brown, PE – Public Works Director
Lisa Littrell – Purchasing Manager

DATE: May 10, 2018

SUBJECT: Architectural and Engineering Services – Professional Services for the Craig Ranch Fire Station - Purchasing Policy Request

REQUEST:

The Facilities Construction Division is requesting City Management approval, as allowed by Purchasing Policy, Chapter 19 – Procurement of Professional Services, and in alignment with Section 2254 *et seq.* of the Texas Government Code, to contract with Conduit Architecture+Design (CA+D) for Architectural and Engineering (A/E) services related to the design and construction of Fire Station No. 11 in Craig Ranch to be located at 6260 Rundell Way, McKinney, Texas, 75070.

REASONING:

The procurement of Architectural and Engineering services in Texas are qualifications based as defined by Section 2254 *et seq.* of the Texas Government Code. The following is offered in support of the selection of Conduit Architecture+Design as a professional services consultant for this project.

The City needs an architectural and engineering team to plan and produce contract documents for the Craig Ranch Fire Station that due to the physical site constraints will be a completely new design located on a tight, rectangular site of approximately 2.368 acres.

CA+D is a professional architectural consulting services firm based in McKinney, Texas specializing in commercial and civic design projects. Conduit Architecture+Design has been the architect of record for the City of McKinney on multiple successful City projects including McKinney Fire Station No. 9 and is currently working on the design of Fire Station No. 10 in Trinity Falls.

CA+D is also one of the 5 architectural firms chosen to participate in the A/E vendor pool by RFQ 18-16RFQ A/E Services for Multiple Projects in McKinney for an initial period of three years. It was determined that for the statute mandated qualifications based selection process, the firm proposed is indeed the most qualified.

The Fire Department along with the Facilities Construction Division recommends the firm of Conduit Architecture+Design for this project in light of their experience and expertise with this particular type of project in the City of McKinney along with their prior and very successful performance for the City of McKinney.

APPROVAL:



Paul G. Grimes – City Manager



Date