



DOCUMENT ROUTING FORM

DS
DA
INITIATOR: Debbie Abdalla **DEPT:** Facilities Construction

DATE: 5/24/2024

NAME OF DOCUMENT: Purchasing Request Memo recommending Architexas for the historical MPAC project

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 type="checkbox"/> Lease (specify Lessee or Lessor) _____ |
| <input type="checkbox"/> Lien/Lien Release | <input type="checkbox"/> Easement | <input checked="" type="checkbox"/> Other <u>Purchasing Request Memo for CM Signature</u> |

Date and Amount Approved by City Council (if applicable)	NA
Agenda # (if applicable)	NA
Project Name and Project Number (required for all AI, CO, DR, FA, FC, FI, GR, LI, PK, ST, TR, WA, WW projects)	McKinney Performing Arts Center Renovation (historical preservation)
Account No. (if applicable)	NA
Contract/Grant Value (if applicable)	NA

ROUTING

Check box for required signatures		INITIALS	DATE
<input checked="" type="checkbox"/>	Executive Director or Director (Required for all documents)		5/28/2024
<input type="checkbox"/>	Procurement Services Approver (Required if goods or services are purchased)		
<input type="checkbox"/>	IT Director (Required for all IT related items)		
<input type="checkbox"/>	Grant Administrator (Required for ALL grant related documents)		
<input checked="" type="checkbox"/>	CIP Approver (Required for all CIP Expenses)		5/26/2024
<input type="checkbox"/>	Finance Approver (Required for all revenue and expenses)		
<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)		5/28/2024
<input type="checkbox"/>	Notary		
<input type="checkbox"/>	City Secretary		



MEMORANDUM

FACILITIES CONSTRUCTION DEPARTMENT

TO: Paul G. Grimes – City Manager

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

CC: Andrew Jones – Director of Cultural District, Main Street
Barry Shelton – Assistant City Manager
Lisa Littrell – CPPO, CPPB, Procurement Manager

DATE: May 24, 2024

SUBJECT: Professional Architectural and Engineering Services for the McKinney Performing Arts Center (MPAC) at the Historical Collin County Courthouse - Purchasing Policy Request

REQUEST:

The Facilities Construction Department 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 Architexas for Professional Architectural and Engineering (A/E) services related to the renovation of the McKinney Performing Arts Center located in downtown McKinney, Texas.

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 Architexas as a professional services consultant for this project.

Architexas is a professional architectural consulting services firm based in Dallas, Texas specializing in encompassing architecture, planning and historic preservation. The City needs a professional architectural and engineering team with this expertise for the renovation and preservation of MPAC. It was determined that for the statute mandated qualifications-based selection process, the firm proposed is indeed the most qualified.

The Facilities Construction Department along with Andrew Jones, Director of MPAC recommends the firm of Architexas 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:

DocuSigned by:

1C90412720C4404...

 Paul G. Grimes – City Manager

5/28/2024

 Date

Certificate Of Completion

Envelope Id: 9488EFC135D24D7D9FE1801085A1F4CE	Status: Completed
Subject: Please DocuSign: Purchasing Request Memo - recommending Architexas for the historical MPAC	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Debbie Abdalla
Time Zone: (UTC-06:00) Central Time (US & Canada)	222 N Tennessee St
	McKinney, TX 75069
	dabdalla@mckinneytexas.org
	IP Address: 50.84.129.124


Record Tracking

Status: Original	Holder: Debbie Abdalla	Location: DocuSign
5/24/2024 10:12:18 AM	dabdalla@mckinneytexas.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of McKinney	Location: DocuSign

Signer Events

Debbie Abdalla
dabdalla@mckinneytexas.org
Project Coordinator
City of McKinney
Security Level: Email, Account Authentication (None)

Signature




Signature Adoption: Pre-selected Style
Using IP Address: 50.84.129.124

Timestamp

Sent: 5/24/2024 10:21:42 AM
Viewed: 5/24/2024 10:21:59 AM
Signed: 5/24/2024 10:22:18 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Patricia Jackson
pjackson@mckinneytexas.org
Security Level: Email, Account Authentication (None)




Signature Adoption: Pre-selected Style
Using IP Address: 64.25.9.115
Signed using mobile

Sent: 5/24/2024 10:22:20 AM
Viewed: 5/26/2024 10:09:03 AM
Signed: 5/26/2024 10:09:11 AM

Electronic Record and Signature Disclosure:
Accepted: 5/26/2024 10:09:03 AM
ID: 7c9f5e0f-d580-48f0-963b-e5f00f498674

Barry Shelton
bshelton@mckinneytexas.org
Assistant City Manager
McKinney National Airport
Security Level: Email, Account Authentication (None)

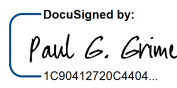


Signature Adoption: Pre-selected Style
Using IP Address: 174.244.21.163

Sent: 5/26/2024 10:09:13 AM
Viewed: 5/28/2024 7:27:03 AM
Signed: 5/28/2024 7:57:13 AM

Electronic Record and Signature Disclosure:
Accepted: 5/28/2024 7:57:04 AM
ID: 644fe1a9-55db-464d-960c-19ec2fb5e6a8

Paul G. Grimes
pgrimes@mckinneytexas.org
City Manager
City of McKinney
Security Level: Email, Account Authentication (None)

DocuSigned by:

1C90412720C4404...

Signature Adoption: Pre-selected Style
Using IP Address: 50.84.129.124

Sent: 5/28/2024 7:57:15 AM
Viewed: 5/28/2024 5:47:42 PM
Signed: 5/28/2024 5:47:53 PM

Electronic Record and Signature Disclosure:
Accepted: 6/13/2022 4:44:30 PM
ID: aeff6214-b1b1-492c-aeac-798a875cc2d6

In Person Signer Events	Signature	Timestamp
--------------------------------	------------------	------------------

Editor Delivery Events	Status	Timestamp
-------------------------------	---------------	------------------

Agent Delivery Events	Status	Timestamp
------------------------------	---------------	------------------

Intermediary Delivery Events	Status	Timestamp
-------------------------------------	---------------	------------------

Certified Delivery Events	Status	Timestamp
----------------------------------	---------------	------------------

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Heather Moody hmoody@mckinneytexas.org Signing Group: Record Management Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 5/28/2024 5:47:55 PM
---	---	----------------------------

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	5/24/2024 10:21:42 AM
Certified Delivered	Security Checked	5/28/2024 5:47:42 PM
Signing Complete	Security Checked	5/28/2024 5:47:53 PM
Completed	Security Checked	5/28/2024 5:47:55 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of McKinney (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of McKinney:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dbates@mckinneytexas.org

To advise City of McKinney of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at dbates@mckinneytexas.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from City of McKinney

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to dbates@mckinneytexas.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of McKinney

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to dbates@mckinneytexas.org and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of McKinney as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of McKinney during the course of my relationship with you.