

MEMORANDUM

TO: Claire Powell, City Manager

VIA: Jim Proce, ICMA-CM, Assistant City Manager

FROM: Chris McGinn, Director of Neighborhood and Inspection Services

DATE: February 17, 2025

SUBJECT: **Approval of Professional Services Agreement for Design Services of the Lewisville Animal Shelter Expansion & Renovation Project with Quorum Architects Inc, of Fort Worth, Texas, for a total fee in the Amount of \$1,028,300; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.**

BACKGROUND

The Animal Shelter Expansion & Renovation Project has been determined to be a high priority and approved by voters in the 2024 bond package. The Animal Shelter Expansion & Renovation Project has been determined to be a high priority and approved by voters in the 2024 bond package. In 2012, Quorum Architects, Inc. (QAI) created the original Animal Shelter Project Master Plan and are now being selected to do the design based on their knowledge and experience with facilities of this type. Funding is available in the Animal Shelter Expansion project.

ANALYSIS

The first step in implementing the Animal Shelter Expansion and Renovation Project is to hire a design firm. The City has determined QAI is the most qualified firm to provide Design Services for the City's Lewisville Animal Shelter Expansion & Renovation Project. The agreement amount for services is \$1,028,300. The design may take up to a year to complete.

The next step in the process is the approval of this Professional Services Agreement, which will then start the design process. The proposed agreement consists of specific goals set at 30%, 60%, and 90%. Funding is available in the Animal Shelter Expansion fund. Upon City Council approval of this agreement, an initial kickoff meeting will be scheduled with City staff and QAI to initiate the design process. Upon 30% design completion staff will begin the process to hire a general contractor for this project.

CITY'S STAFF RECOMMENDATION

That the City Council approve the award and authorize the City Manager, or her designee, to execute the agreement as set forth in the caption above.