

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Chris Lee, Chief Information Officer

DATE: November 3, 2025

SUBJECT: **Approval of an Agreement between the City of Lewisville and GFF, Inc dba Good, Fulton, & Farrell, Inc for Architectural Services for Annex Remodel Project in the amount of \$482,290; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.**

BACKGROUND

The Annex Remodel Project is a strategic component of the City's broader initiative to optimize space utilization and improve the efficiency of municipal operations. Aligned with the City's Sustainability Big Move, this effort focuses on extending the life and functionality of existing resources to better serve both internal departments and the public. Originally constructed in 1989, the Annex building underwent its first major remodel in 2004 following the completion of Old Town City Hall. A subsequent minor renovation was completed in 2023 to consolidate the entire Information Technology Services Department within the building.

Today, the Annex accommodates several essential city functions, including the Information Technology Department, Municipal Court, and Legal Department. The building is also physically connected to the Lewisville Public Library, forming a key part of the City's central municipal complex. A significant portion of the second floor became available when Dispatch moved to the Lewisville Public Safety Complex in August of 2025. This presents a timely opportunity to reconfigure and modernize the space to better meet the evolving needs of City departments and the community. Specifications were created in accordance with Texas Local Government Code Chapter 2254.004.

ANALYSIS

The remodel will take advantage of this newly available space by reconfiguring and upgrading interior areas to meet current and future departmental needs. By redesigning the layout, the City aims to provide room for the expansion of existing departments and accommodate the potential co-location of other City services, thereby fostering interdepartmental collaboration and operational efficiency.

To provide architectural and interior design, the City recommends entering into an agreement with GFF, INC for professional architectural services. GFF will provide architectural, structural, technology design, cost estimation and construction documents.

A Request for Qualifications (RFQ) was issued on November 23, 2024, with responses due by January 7, 2025. Fourteen (14) architectural firms submitted qualifications. Evaluations were conducted to identify the most qualified firm. Negotiations began with the highest-ranked firm and continued for several months; however, the City was unable to reach an agreement on terms. As a

result, the next highest-ranked firm, GFF, Inc., dba Good, Fulton & Farrell, Inc., was contacted, and negotiations proceeded over the following months. Negotiations with GFF were ultimately successful. Funding for the agreement is available in the Renovation to Municipal Annex capital project.

CITY STAFF'S RECOMMENDATION

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