

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Chris Lee, Chief Information Officer

DATE: May 5, 2025

SUBJECT: Approval of an Agreement Between the City of Lewisville and the Ramel Company, LLC for Construction Management Services for Annex Remodel Project in the Amount of \$49,920; 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, Legal Department, Community Room, and Dispatch. The building is also physically connected to the Lewisville Public Library, forming a key part of the City's central municipal complex. With the scheduled relocation of the Dispatch division to the new Lewisville Public Safety Complex in June 2025, a significant portion of the second floor will become available. This presents a timely opportunity to reconfigure and modernize the space to better meet the evolving needs of City departments and the community.

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 manage the complexity of this renovation, the City recommends entering into an agreement with Ramel Company, LLC for professional construction management services. Ramel Company will oversee the planning, coordination, and execution of construction activities, ensuring the project is delivered on time, within budget, and in accordance with City standards. Their expertise will be instrumental in minimizing disruption to ongoing operations within the facility. Funding for the agreement is available in Project G2009 Renovation to Municipal Annex.

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.