

City Council met for a Special Called City Council meeting on January 28, 2020, in the Council Chambers at City Hall, 907 E. Houston, with Mayor Pro-Tem McWaters presiding.

MEMBERS PRESENT: Councilmember Marilyn Clay, Councilmember Jennifer Bergman, Mayor Pro-Tem Carolyn McWaters, Councilmember Fred Terrell, City Attorney David Olson, City Manager Kelly McDonald and City Secretary Angela Smith

ABSENT: Mayor Otis Cohn, Councilmember Danny Lee

VISITORS PRESENT: Robert Reynolds, Rob Sidebottom, Peri Sutton, Ray W Holliday

EMPLOYEES: Darrell Broussard, Bobby Pennington, Rod Hainey, Sean Anderson, Jennifer Jeude, Scott Felts, Garrett Albright

Mayor Pro-Tem McWaters called the meeting to order at 6:04 pm and stated there was a quorum and that the Mayor was absent. The invocation was given by Fred Terrell and Marilyn Clay led the pledge to the US flag and Jennifer Bergman led the pledge to the Texas flag.

Presentations and Comments

1. **Public Comments.**

None

Discussion and Action

2. **Presentation by Gallagher Construction on fire station design project**

Rob Sidebottom with Gallagher made the presentation. He spoke on the defined project for the proposed new fire station. His company helps oversee the project and design. They work with identifying both the hard and soft costs of the project. Remember to factor in cost escalation at 1% per month. This is important because of time to bid, design and then will see true construction costs. Moving forward: need contract approval, select architect, have a scope/program meeting.

3. **Presentation BRW Architects on fire station design project**

Ray W. Holliday & Peri Sutton with BRW Architects (Brown Watford Architects). BRW has done 243 building built and won 89 awards. They have several phases: design, construction delivery methods, bid phase and construction phase. In design phase, they prepare, design, construction documents (formerly known as “blueprints”), design schedule, update the project weekly, manage scope of project, costs estimates, prepare client deliverables, save money on Buyboard for refrigs, etc, hold progress meeting. It is usually six to seven months to get through design phase.

Construction delivery methods-five options: low bids, competitive sealed proposals, construction manager as contractor, design build, construction manager as advisor. 80% of time for cities, they do the competitive sealed proposals.

Bid phase: approve and then put out for bid, can post on their website or the city, they host the pre-bid meeting, they answer as addendum any bid questions, conduct the opening of the bids, document them, check references, and evaluation proposals and then present recommendations and the client makes selection.

They also provide additional services. They are also handling the Mt. Belvieu city hall project. They have a triple check plan to contain errors in the project. If an error occurs, they will cover the cost and they pride themselves on a thorough set of documents. It was asked if the City will own the designs and plans of any building built so we can do additional stations in the future. The response is yes but keep in mind few changes made have to be made with future plans based on location and plot sizes.

4. **Consider authorizing staff to work on agreement(s) for the fire station design project and bring back to council for review and approval.**

Two items: question no. 1 – authorize staff to hire BRW Architects?

Question no. 2 – scope of work with Gallagher as project manager. They would monitor the progress as the agent of the city. There is some overlap of services between the two companies but the legal relationship is different between them. It was asked if council could go into executive session to discuss legal question.

Executive Session

5. **Closed Executive Session under Texas Local Government Code 551.071 for Consultation with Attorney.**

Left for executive session at 7:23 pm.

Return to Open Session

6. **Take action on any items from executive session as needed.**

Returned to open session at 7:49 pm.

Councilmember Bergman made a motion to direct staff to work on agreements with BRW Architects with limited services with Gallagher Construction combined or an agreement with BRW Architects to handle all with a second by Councilmember Clay. All members present voted "AYE". Motion carried.

Adjourn

Councilmember Bergman made a motion to adjourn. Meeting adjourned at 7:49 pm.

PASSED AND APPROVED this 18th day of February 2020.

APPROVED BY COUNCIL _____
Mayor Otis Cohn

ATTEST:
_____/SIGNED _____
Angela Smith, City Secretary TRMC