



## Travis County Commissioners Court Agenda Request

**Meeting Date:** February 7, 2012

**Prepared By/Phone Number:** Jorge Talavera, CPPO, CPPB/854-9762;  
Marvin Brice, CPPB/854-9765

**Elected/Appointed Official/Dept. Head:** Cyd Grimes, C.P.M., CPPO

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language: Approve Modification No. 3 to Contract No. PS100184JT, Stanley Consultants, for professional mechanical, electrical and plumbing (MEP) engineering services for the Travis County Correctional Complex (TCCC) Mini-Projects.**

- Ø **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- Ø This contract requires the Consultant, Stanley Consultants, to provide MEP engineering services for the project entitled, "TCCC Mini-Projects" at 3614 Bill Price Road in Del Valle, Texas. The project consists of designing renovation work at Buildings 100, 102, 106 and 130 at the TCCC.
- Ø The proposed Modification No. 3 provides for two additional construction phase site visits with documentation required for project completion. Modification No. 2, approved by the Commissioners Court on January 18, 2011, required the Consultant to revise the design of Building 130 as per County staff proposed layout changes. Modification No. 1 added engineering services for Building 102 which required the Consultant to research and document one HVAC system for which there was no as-built information available and develop construction documents to utilize a larger emergency generator and associated equipment.
- Ø Modification No. 3 will increase the contract by \$2,100.00, from \$71,050.00 to \$73,150.00. Because the previous modification caused the contract to exceed 25 percent of the original contract amount, the current modification requires Commissioners Court approval.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

Ø **Contract Expenditures:** Within the last 12 months \$31,848.37 has been spent against this contract.

Ø **Contract Modification Information:**

Modification Amount: \$2,100.00

Modification Type: Professional Services

Modification Period: Through Project Completion

Ø **Funding Information:**

Purchase Requisition in H.T.E.: 549128

Funding Account(s): 510-9711-804-8102

Comments:

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## FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St, Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

### MEMORANDUM

FM# TCCC-05-05C-4N

File: 502

TO: Cyd Grimes, CPM, Purchasing Agent

VIA: Steven M. Manilla, P.E., County Executive, TNR

FROM: Roger A. El Khoury, M.S., P.E., Director

DATE: January 4, 2012

SUBJECT: Travis County Correctional Complex (TCCC) Mini-Projects  
Stanley Consultants Inc., Contract Modification No. 3  
Contract #PS100184JT for Professional Engineering Services

Facilities Management recommends approval of Contract Modification No. 03 to Stanley Consultants Inc. for additional professional MEP engineering services related to the TCCC Mini-Projects located at the Travis County Correctional Complex. The additional services are to provide two additional site visits with associated back-up documentation.

This Contract Modification will increase the not-to-exceed contract amount by \$2,100.00 from \$71,050.00 to a revised not-to-exceed contract sum of \$73,150.00. Facilities Management Department (FMD) has reviewed and negotiated the cost for this Contract Modification and has determined that the cost is fair and reasonable.

Funds for this Contract Modification are in account #510-9711-804-8102 and the requisition number is 549128.

In accordance with the procedure to secure the approval of this Contract Modification, this request is being forwarded along with the supporting documents for your approval. If approved, please issue a fully executed Contract Modification Number 03 to Stanley Consultants Inc. If you have any questions or need additional information, please call Ken Gaede at extension 49894.

### ATTACHMENTS:

- 1) Cost Proposal from Stanley Consultants Inc.

### COPY TO:

Amy Draper, CPA, Financial Manager, FMD

Ken Gaede, AIA, Senior Project Manager, FMD

Carolyn O'Hara, RA, LEED AP, Project Manager, FMD

Jorge Talavera, Construction Procurement Specialist, Purchasing Office



# Stanley Consultants INC

A Stanley Group Company  
Engineering, Environmental and Construction Services - Worldwide

December 19, 2011

Mr. Ken Gaede, R.A.  
Facilities Management Department  
1010 Lavaca Street  
Austin, Texas 78701

Subject: Request for Qualifications Q090290-JT  
Professional Engineering Services for Travis County Correctional Complex (TCCC)  
Stanley Consultants' Proposal for Additional Services – Site Visits

Dear Ken:

Due to the contractor issues arising during construction of this project, Travis County requested Stanley Consultants spend additional field time observing the installation. As these are additional professional engineering services, we submit the following proposal for these additional engineering services.

Since the number of additional site visits is indefinite, per your directions, Stanley Consultants is providing unit prices for two versions. One version will include only a site visit with verbal discussion, while the other will also include follow-up documentation as required.

Stanley Consultants understanding of our Scope of Services is:

- Stanley Consultants will visit the TCCC as requested by Travis County.
- Stanley Consultants will provide follow-up documentation (submitted electronically in pdf or email format) when requested by Travis County.

Stanley Consultants proposes to provide these services for a fixed fee unit price of \$650.00 (SIX HUNDRED FIFTY DOLLARS) for a site visit without documentation and a fixed fee unit price of \$1,050.00 (ONE THOUSAND FIFTY DOLLARS) for a site visit with documentation. There will be no additional reimbursable fees.

If you have any questions or require additional information, contact Gary Sutorius at 512.427.3600.

Sincerely,

Stanley Consultants, Inc.

Mitchel Ortego, P.E.  
Project Principal

cc: Gary Sutorius; Stanley Consultants, Inc., Marketing Files

M:\newproposals\Travis County\0EBAB-17914 TCCC MEP Renovations\Revision4Proposal\Travis County Scope Rev 4 Proposal-Scope-Fee Letter Revised Dec 2011.doc

PURCHASE REQUISITION NBR: 0000549128  
 REQUISITION BY: AMY DRAPER 854-9040  
 STATUS: READY FOR BUYER PROCESS  
 REASON: MOD PO #443608 - MEP TCCC MINI-PROJ ATTN: JORGE T  
 DATE: 12/21/11  
 SUGGESTED VENDOR: 76409 STANLEY CONSULTANTS  
 DELIVER BY DATE: 12/21/11

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	CONSTRUCTION PHASE SERVICES TWO (2) ADDITIONAL SITE VISITS WITH DOCUMENTATION \$1,050 PER SITE VISIT PER PROPOSAL DATED 12/19/11 POC: KEN GAEDE 854-9894 COMMODITY: BUILDING IMPROVEMENT SVCS SUBCOMMOD: ARCHITECT/ENGINEER SVS INVENTORY BUILDING: FE STOCK NO: 911-015-00087	2100.00	DOL	1.0000	2100.00	
REQUISITION TOTAL:						2100.00

A C C O U N T I N F O R M A T I O N  
 LINE # 1 ACCOUNT 51097118048102 CAPITAL OUTLAY PURCHSD SERV-BLDG IMPROVM  
 PROJECT KDY003 Planning&Design DV Jail  
 % 100.00  
 AMOUNT 2100.00  
 2100.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

TRAVIS COUNTY - FMD  
RECEIVED  
JAN 12 2012

**MODIFICATION OF CONTRACT NUMBER: PS100184JT Mechanical, Electrical and Plumbing (MEP) Engineering Services for the Travis County Correctional Complex (TCCC) Mini-Projects** PAGE 1 OF 2 PAGES

ISSUED BY: PURCHASING OFFICE 700 LAVACA ST., STE. 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: <b>Jorge Talavera</b> TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED:  <p style="text-align: center;"><b>January 10, 2012</b></p>
ISSUED TO: <b>Stanley Consultants</b> Attn: <b>Mitchel Ortego, P.E.</b> 6836 Austin Center Boulevard, Ste. 350 Austin, Texas 78731	MODIFICATION NO.:  <p style="text-align: center;"><b>Three</b></p>	EXECUTED DATE OF ORIGINAL CONTRACT:  <p style="text-align: center;"><b>April 9, 2010</b></p>
ORIGINAL CONTRACT TERM DATES: <u>Through Project Completion</u>		CURRENT CONTRACT TERM DATES: <u>Through Project Completion</u>

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**  
 Original Contract Amount: \$49,850.00 Current Modified Amount \$73,150.00

**DESCRIPTION OF CHANGES:** The above referenced contract is modified to reflect the changes as set forth below:

A. The following services for two (2) additional construction phase site visits with documentation are hereby added to the contract as detailed in the letter and scope of services attached as page 2 of this modification.

B. As a result, Exhibit 1, Compensation for Professional Services and Schedule of Payments, shall read as follows:

1. Reference Exhibit 1, Section 1:
  - a. The Basic Services Sum is changed from \$70,850.00 (as amended by Modification No. Two, dated January 5, 2011) to \$72,950.00, an increase of \$2,100.00.
2. Reference Exhibit 1, Section 1, Paragraph 1.1.1, (iii), Construction Phase:
  - a. The Construction Phase Services Sum is changed from \$4,800.00 to \$6,900.00, an increase of \$2,100.00.
3. Reference Exhibit 1, Section 5:
  - a. The "Total Agreement Sum" is changed from a not-to-exceed sum of \$71,050.00 (\$70,850.00 Basic Services and \$200.00 Reimbursable Expenses) (as amended by Modification No. Two, dated January 5, 2011) to a not-to-exceed sum of \$73,150.00 (\$72,950.00 Basic Services Sum and \$200.00 Reimbursable Expenses), an increase of \$2,100.00.

C. All other terms and conditions remain unchanged.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

Note to Vendor:  
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.  
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Stanley Consultants, Inc.</u>	<input type="checkbox"/> DBA <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY: <u>Mitchel Ortego</u> SIGNATURE	DATE: <p style="text-align: center;"><u>1/10/2012</u></p>
BY: <u>Mitchel Ortego, P.E.</u> PRINT NAME	
TITLE: <u>Project Principal</u> ITS DULY-AUTHORIZED AGENT	

TRAVIS COUNTY, TEXAS BY: <u>MB</u> CYD V GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT	DATE:
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TRAVIS COUNTY, TEXAS BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:
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RECEIVED



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Engineering, Environmental and Construction Services - Worldwide

December 19, 2011

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Facilities Management Department  
1010 Lavaca Street  
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