



Travis County Commissioners Court Agenda Request

Meeting Date: September 30, 2014

Prepared By/Phone Number: Patrick Strittmatter, CPPB (854-1183),
Marvin Brice, CPPB (854-9765)

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

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: RATIFY AND APPROVE CONTRACT MODIFICATION NO. 4 TO CONTRACT NO. 4400001163, TEXAS ENERGY ENGINEERING SERVICES, INC., FOR PROFESSIONAL MECHANICAL, ELECTRICAL, AND PLUMBING SERVICES FOR HVAC SYSTEM UPGRADE AT THE EXECUTIVE OFFICE BUILDING.

- **Purchasing Recommendation and Comments:** This procurement action did not meet the compliance requirements as outlined by the statutes, therefore, a Ratification and Approval of Contract Modification No. 4 is being requested due to additional design services of \$33,800.00. These services were completed by the contractor prior to the execution of this modification. (Please see Facilities Management memo for its explanation of this occurrence.)

Contract Modification No. 4 is for the following additional design services related to the office floor renovations at the Executive Office Building:

1. 7th and 9th floor revisions and added security rooms on 7th thru 11th floors
 2. MEP design services for 4th thru 6th floor renovations
 3. Electrical service upgrade and design required for new fire pump
- Purchasing Agent requests that this contract modification be ratified and approved by the Commissioners Court to authorize payment to the contractor for services already rendered.
 - **Contract Expenditures:** Within the last 12 months \$49,648.15 has been spent against this contract.

➤ **Contract-Related Information:**

Original Award Amount: \$194,311.00

Contract Type: Professional Services Agreement

Contract Period: Until Completion

➤ **Contract Modification Information:**

Modification No. 4 Amount: \$33,800.00, total modifications of \$71,382.09.

Modification Type: Bilateral

Modification Period: No additional days

➤ **Funding Information:**

Funds Reservation: 3000001347

Cost Center: Account 1140114081-522020

Comments:

MODIFICATION OF CONTRACT NUMBER: PS090287-DG, SAP # 4400001163

Mechanical, Electrical and Plumbing Services for HVAC System Upgrade at Executive Office Building

PAGE 1 OF 10

ISSUED BY: PURCHASING OFFICE 700 LAVACA ST., SUITE 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: Patrick D. Strittmatter, CPPB TEL NO: (512) 854-1183 FAX NO: (512) 854-9185	DATE PREPARED: September 17, 2014
ISSUED TO: Texas Energy Engineering Services, Inc. (TEESI) 1301 S. Capital of Texas Highway Capital View Center - B325 Austin, Texas 78746	MODIFICATION NO.: <p style="text-align: center;">FOUR</p>	EXECUTED DATE OF ORIGINAL CONTRACT: September 15, 2009

ORIGINAL CONTRACT TERM DATES:

CURRENT CONTRACT TERM DATES:

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$194,311.00

Current Modified Amount: \$265,693.09

DESCRIPTION OF CHANGES:

The above referenced contract is modified to reflect the changes as set forth below and listed in **Attachment A**, attached hereto and made a part hereof:

- A. The Total Professional Services Agreement Sum, consisting of Basic Services Fee plus the Not to Exceed Reimbursable Fee, changes from the Not to Exceed amount of \$231,893.09 (with Modification No. 3), and increases \$33,800.00 to \$265,693.09 (Modification No. 4). Of the \$33,800.00, Design Phase increases \$25,890.00, Bid Phase increases \$1,690.00, and Construction Management increases \$6,220.00.
- B. The Scope of Services is modified with additional services as defined in **Attachment A**, attached hereto, and made a part hereof, at a cost of \$33,800.00, equal to the total increase of Design Phase, Bid Phase, and Construction Management.
- C. This modification adds 0 days to the project schedule.

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:

[XXX] 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>Texas Energy Engineering Services, Inc.</u> BY: <u><i>M. Saleem Khan</i></u> SIGNATURE BY: <u>M. Saleem Khan, P.E.</u> PRINT NAME TITLE: <u>President</u> ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER DATE: 9/18/2014
TRAVIS COUNTY, TEXAS BY: <u><i>[Signature]</i></u> CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT	DATE:
TRAVIS COUNTY, TEXAS BY: <u>SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE</u>	DATE:

**TEXAS ENERGY ENGINEERING SERVICES, INC. (TEESI)**

December 2, 2013

Rick Avery, AIA, LEED AP
Travis County - Facilities Management Department
1010 Lavaca, 4th Floor
Austin TX, 78701
P.O. Box 1748
Austin, TX 78767

RE: Proposal – Service Upgrade and Fire Pump Ancillaries at EOB, for Travis County Facilities

Dear Mr. Avery:

I am pleased to present a proposal for professional MEP engineering services for the above referenced project. The project consists of preparing MEP plans for increased electrical service capacity from 2500A to 3000A, extending a 200A service to the fire pump controller, providing power to fire pump accessories, and designing a sump pump system for a floor drain in the fire pump room at the Travis County Executive Office Building (EOB) essentially as illustrated in drawings submitted to you for review on October 29, 2013.

SCOPE OF SERVICES:

1. Coordination with Travis County staff.
2. Develop MEP plans for electrical service to, and floor drain waste disposal from, to the fire pump room being constructed there under a separate contract.
3. HVAC work is to be presented as a change proposal request modifying the HVAC renovation project now underway. The scope of this work is limited to modification of ducts that interfere with construction of the fire pump room or expansion of the main switchboard.
4. Plumbing work is to be presented as a change proposal request modifying the HVAC renovation project now underway. The scope of plumbing work is limited to adding a sump pump for removal of water collected by a floor drain in the fire pump room and a pressure drain line to the building main drain.
5. The scope of lighting work is limited to additional lighting in the electrical room and clarification of the lighting circuit to be used for the fire pump room.
6. The electrical power distribution work is summarized as obtaining a 3000A service from the utility vault to replace the existing 2500A service, adding an additional section to the main switchboard and modifying the existing sections, and providing a service tap from the new switchboard section to the fire pump controller. It further includes a panelboard and branch circuits in the fire pump room to serve various ancillary equipment in the fire pump room such as pressure maintenance pump, ventilation fan, space heater and sump pump.
7. General notes are to be included on plans for relocation of existing FA and other existing devices not within the scope of services for this contract.
8. Assist with and address code official review comments related to MEP work, if required.
9. Preparation of technical addenda.
10. Equipment, materials, and shop drawing submittal review.
11. Respond to requests for information (RFI's) during construction and draft change orders as required for issuance by Owner.

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12. Three site visits during construction phase, which may be coincident with site visits to observe other work on the site.
13. Submit plans to regulatory agencies for permitting and pay permitting fees. (Permitting fees are to be reimbursed to TEESI by Owner).
14. TEESI shall provide one set of plans to Owner for distribution and reproduction.

DELIVERABLES:

1. One set of 75% review drawings for review and comment.
2. One set of PDF's on a compact disc or flash drive or via e-mail for reproduction and distribution by Owner.
3. Field observation reports for the three site visits, which may be combined with reports on other site observations.

ADDITIONAL SERVICES:

The following are not included in the basic scope of services but may be completed as additional services in accordance with the hourly rates outlined in Attachment A.

1. Studies, analyses, design, or reports not specifically included in the scope of work.
2. Extensive analysis or redesign.
3. Additional designs or redesigns due to required scope changes.
4. Meetings not specifically outlined in the scope of work.
5. Owner approved alternate designs in excess of the available budget or scope.
6. Excessive construction administration services due to contractor's neglect of following required procedures for submittal review and addressing engineer's field report observations.
7. Detailed verification of installed conditions necessary to produce record drawings. We will require the contractor to provide this item.
8. Detailed cost opinions.
9. Costs for forensic investigation, deposition, expert witness services, and other litigation support.
10. Invasive investigation for the generation of plans and specifications.
11. Authorization of alternates for construction that exceed the initial construction budget amounts.
12. Extensive field verification of existing conditions.
13. Existing or new proposed computer/server room power requirements and HVAC design.

ASSUMPTIONS

1. Owner will identify existing conditions and provide information required (floor plans in CAD, existing HVAC and fire alarm devices in place, fire wall partition locations, area with special needs and any existing sprinkler or motorized fire smoke dampers etc.) for each location to assist engineer in developing MEP plans and specs.
2. The CAD background drawings provided by the Owner or its Architect must contain necessary furniture layout and proposed equipment placement (copier, TV receptacles, computer receptacles, special equipment placement etc.).
3. Owner shall provide required MEP rough-in/cut sheets for any equipment to be placed in the space.
4. Communication, networking and special systems are by Owner.
5. Non-MEP related consulting services will be provided by others under contract to Owner.
6. Fire alarm system devices to be added, removed or relocated as necessary by certified FA contractor.
7. Owner will verify site conditions at each location and provide engineer required information.
8. The Owner/Contractor will be required to adhere to contract requirements including submittal reviews and construction observations.

FEES & TERMS

We propose to perform the aforementioned professional engineering services for fixed fee of **\$16,400.00**. Based on the information provided, we do not anticipate the need for any additional Sub-consultants; however, if required, the cost of sub consultants will be reimbursed at a 1.10 multiplier. Other reimbursable will be at a 1.05 multiplier. Additional services will be in accordance with Texas Energy Engineering Services, Inc. standard hourly rate schedule

PAYMENT SCHEDULE:

75% Review Phase	35%	of Fee*
Final Construction Document Phase	40%	of Fee*
Bid Phase	5%	of Fee*
Construction Phase	20%	of Fee*
Total:	100%	

*All phases to be billed monthly based on % of completion.

DRAFT



TEXAS ENERGY ENGINEERING SERVICES, INC. (TEESI)

January 6, 2014

Ben Noack, R.A., LEED AP BD+C
Senior Architectural Associate
Travis County - Facilities Management Department
1010 Lavaca, 4th Floor
Austin TX, 78701

RE: Proposal –EOB 4th, 5th and 6th floors finish out at EOB building. Travis County Buildings

Dear Mr. Noack:

I am pleased to present a proposal for professional MEP engineering services for the above referenced project. The project, as I understand it, will consist preparing finish out MEP plans for 4 through 6 floor of the EOB building for the areas marked for changes as outlined in your email dated December 12, 2013.

SCOPE OF SERVICES:

1. Coordination with Travis County staff.
2. Develop MEP plans for the proposed layout changes per floor plans provided by Ben Noack (email attachment dated 12/12/2013).
3. Scope of work is limited to duct relocation, air devices relocation, relocation or addition of space sensor(s) and new supply and return air grill placements as necessary for air distribution.
4. Existing light fixtures will be reused and existing electrical panels will be reused. New light switches and motion sensors will be indicated. TEESI will provide guidelines for the formation of light switching zones and wiring methods for achieving them, including switching zone wiring diagrams. Upgrade to current lighting energy code will only be done in remodeled spaces as required by the local AHJ.
5. **Exit and egress lighting will be laid out on the following assumptions:**
 - a. Travis Co. will provide an egress plan or a review of preliminary plans by TEESI for use in locating exit signs and egress lighting.
 - b. Travis Co. will supply any additional exit signs or fluorescent battery back-up units not available on the floor from TC stock or new purchase. TEESI will provide specifications for related new equipment based on discoveries by the contractor about the extent of the existing emergency circuiting.
 - c. The contractor will supply information about the extent of the existing emergency power circuits and number of existing exit and egress lights on said emergency circuits for evaluation before construction.
6. New receptacles power circuiting to existing panels at each floor. The layout of furniture and receptacles (computer and other equipment locations to be provided by project Architect at the time of notice to proceed by the County). Existing electrical circuits will be reused. TEESI will provide guidelines for any required re-grouping of loads to free up existing circuit breakers to serve new circuits.
7. TEESI will provide guidelines for repair and extension of circuits affected by architectural remodeling.
8. Plumbing is limited to new / relocated fixtures shown.
9. General notes to be included on plans for relocation of existing FA and other existing devices.
10. Assist with and address code official review comments related to MEP work, if required.
11. Preparation of technical addenda.
12. Equipment, materials, and shop drawing submittal review.

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13. Respond to requests for information (RFI's) during construction and draft change orders as required for issuance by Owner.
14. Three site visits during construction phase for progress observation and/or problem evaluation.
15. Two construction meetings for project kick-off and coordination.
16. Contractor, Architect and/or Owner to submit plans and specs to regulatory agencies for permitting.
17. TEESI to provide one sets of plans and specifications for distribution and reproduction.

DELIVERABLES:

1. One set of preliminary plans, 75% review drawings and specifications for review and comment.
2. One set of sealed plans and specs unbound, one set of PDFs by electronic transfer or on a compact disc or flash drive for production by Owner.
3. Field observation report for the three site visits.

ADDITIONAL SERVICES:

The following are not included in the basic scope of services but may be completed as additional services in accordance with the hourly rates outlined in Attachment A.

1. **Special circuiting for future addition of pre-wired modular furniture.**
2. **Increase in electrical capacity to, or circuit count within, existing electrical panels on each floor.**
3. **Re-design due to the non-acceptance of the local AHJ of existing wiring in place.**
4. Studies, analyses, design, or reports not specifically included in the scope of work.
5. Extensive analysis or redesign.
6. Additional designs or redesigns due to required scope changes.
7. Meetings not specifically outlined in the scope of work.
8. Owner-approved alternate designs in excess of the available budget or scope.
9. Excessive construction administration services due to contractor's neglect of following required procedures for submittal review and addressing engineer's field report observations.
10. Detailed verification of installed conditions necessary to produce record drawings. We will require the contractor to provide this item.
11. Detailed cost opinions.
12. Costs for forensic investigation, deposition, expert witness services, and other litigation support.
13. Invasive investigation for the generation of plans and specifications.
14. Authorization of alternates for construction that exceed the initial construction budget amounts.
15. Extensive field verification of existing conditions.
16. Existing or new proposed computer/server room power requirements and HVAC design.

ASSUMPTIONS

1. Owner will identify existing conditions and provide information required (floor plans in CAD, existing HVAC and fire alarm devices in place, fire wall partition locations, area with special needs, and egress paths) for each floor to assist engineer in developing MEP plans and specs.
2. The CAD background drawings provided by the Owner or its Architect must contain necessary furniture layout and proposed equipment placement (copier, TV receptacles, computer receptacles, special equipment placement etc.). Unless specific
3. Owner shall provide required MEP rough-in/cut sheets for any equipment to be placed in the space.
4. Communication, networking and special system by Owner.
5. Non MEP related consulting services to be provided by others under contract to Owner.
6. Fire alarm system devices to be connected/relocated as necessary by certified FA contractor.

7. Owner will verify site conditions at each location and provide engineer required information.
8. The Owner/Contractor will be required to adhere to contract requirements including submittal reviews and construction observations.

FEES & TERMS

We propose to perform the aforementioned professional engineering services for fixed fee of **\$12,000.00**. Based on the information provided we do not anticipate the need for any additional Sub-consultants; however, if required, the cost of sub consultants will be reimbursed at a 1.10 multiplier. Other reimbursable will be at a 1.05 multiplier. Additional services will be in accordance with Texas Energy Engineering Services, Inc. standard hourly rate schedule.

PAYMENT SCHEDULE:

Design Development Phase	35% of Fee*
Final Construction Document Phase	40% of Fee*
Bid Phase	5% of the Fee*
Construction Phase	<u>20% of Fee*</u>
Total:	100%

*All phases to be billed monthly based on % of completion.

DRAFT

**TEXAS ENERGY ENGINEERING SERVICES, INC. (TEESI)**

December 2, 2013

Ben Noack, R.A., LEED AP BD+C
Senior Architectural Associate
Travis County - Facilities Management Department
1010 Lavaca, 4th Floor
Austin TX, 78701

RE: Proposal – EOB 7th & 9th floor plan revisions & added security rooms on 7th thru 11th floors at EOB, for Travis County Facilities

Dear Mr. Noack:

I am pleased to present a proposal for professional MEP engineering services for the above referenced project. The project, as I understand it, will consist of modifying finish-out MEP plans for floors 7 and 9, and for addition of security closets to floors 7 thru 11 of the Travis County Executive Office Building (EOB).

In an earlier proposal, TEESI agreed to provide floor plan renovation work for floors 8 through 11 using funds already allocated to the project for commissioning. This proposal is to add the seventh floor to the scope, to substantially revise the ninth floor MEP drawings, and to add power, lighting and rough-in for data/com outlets for security equipment rooms to floors 7 through 11.

SCOPE OF SERVICES:

1. Coordination with Travis County staff.
2. Develop MEP plans for the proposed layout changes per floor plans provided by Richard Avery and Ben Noack (attached to emails dated 11/6/2013 and following).
3. HVAC work is to be presented as a change proposal request modifying the HVAC renovation project now underway. The scope of this work is limited to relocation (with limited addition and deletion) of ducts, air devices, terminal units, and space sensors as necessary make air distribution and control more compatible with proposed changes in the floor plans.
4. The scope of lighting work is limited to relocation (with some possible contribution to and withdrawal from Owner's stock) of light fixtures, placement of new light switches and motions sensors for lighting control, and circuit modifications (including low voltage control wiring and relays) required to achieve appropriate switching groups, as necessary make lighting and switching code compliant and more compatible with proposed changes in the floor plans.
5. On the 9th floor, all lighting and receptacles will be re-circuited to the existing panels.
6. On the 7th floor, plans will provide directives to the contractor regarding the number of receptacles (including existing and new) allowed per circuit. Existing electrical panels will be reused. The contractor will have latitude to select which lights and receptacles are attached to any circuit, and will provide panel directories and record drawings.
7. New receptacles will be located in newly formed office spaces in the approximate density of one receptacle per 12' section of new partition in offices, and a receptacle each 75 feet in corridors. Additional dedicated receptacles will be provided for identifiable locations with appliances expected to draw more than 10A at 115VAC. Existing electrical panels to be used for all new and existing circuits.

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8. Circuits will be allocated and wiring methods described for distributing power wiring to Owner's modular furniture system. Four (4) circuits will be made available at each identified point of such connection.
9. Scope of plumbing work is limited to connecting existing hot and cold water, waste and vent piping to new and relocated fixtures shown.
10. General notes are to be included on plans for relocation of existing FA and other existing devices not within the scope of services for this contract.
11. Assist with and address code official review comments related to MEP work, if required.
12. Preparation of technical addenda.
13. Equipment, materials, and shop drawing submittal review.
14. Respond to requests for information (RFI's) during construction and draft change orders as required for issuance by Owner.
15. Three site visits during construction phase, which may be coincident with site visits to observe other work on the site.
16. Contractor, Architect and or Owner to submit plans and specs to regulatory agencies for permitting.
17. TEESI to provide one set of plans and specifications for distribution and reproduction.

DELIVERABLES:

1. One set of sealed plans unbound, and one set of PDFs on a compact disc or flash drive or via e-mail for reproduction by Owner.
2. Field observation reports for the three site visits, which may be combined with reports on other site observations.

ADDITIONAL SERVICES:

The following are not included in the basic scope of services but may be completed as additional services in accordance with the hourly rates outlined in Attachment A.

1. Studies, analyses, design, or reports not specifically included in the scope of work.
2. Extensive analysis or redesign.
3. Additional designs or redesigns due to required scope changes.
4. Meetings not specifically outlined in the scope of work.
5. Owner approved alternate designs in excess of the available budget or scope.
6. Excessive construction administration services due to contractor's neglect of following required procedures for submittal review and addressing engineer's field report observations.
7. Detailed verification of installed conditions necessary to produce record drawings. We will require the contractor to provide this item.
8. Detailed cost opinions.
9. Costs for forensic investigation, deposition, expert witness services, and other litigation support.
10. Invasive investigation for the generation of plans and specifications.
11. Authorization of alternates for construction that exceed the initial construction budget amounts.
12. Extensive field verification of existing conditions.
13. Existing or new proposed computer/server room power requirements and HVAC design.

ASSUMPTIONS

1. Owner will identify existing conditions and provide information required (floor plans in CAD, existing HVAC and fire alarm devices in place, fire wall partition locations, area with special needs and any existing sprinkler or motorized fire smoke dampers etc.) for each location to assist engineer in developing MEP plans and specs.
2. The CAD background drawings provided by the Owner or its Architect must contain necessary furniture layout and proposed equipment placement (copier, TV receptacles, computer receptacles, special equipment placement etc.).
3. Owner shall provide required MEP rough-in/cut sheets for any equipment to be placed in the space.
4. Communication, networking and special systems are by Owner.
5. Non-MEP related consulting services will be provided by others under contract to Owner.
6. Fire alarm system devices to be added, removed or relocated as necessary by certified FA contractor.
7. Owner will verify site conditions at each location and provide engineer required information.
8. The Owner/Contractor will be required to adhere to contract requirements including submittal reviews and construction observations.

FEES & TERMS

We propose to perform the aforementioned professional engineering services for fixed fee of **\$5,400.00**. Based on the information provided, we do not anticipate the need for any additional Sub-consultants; however, if required, the cost of sub consultants will be reimbursed at a 1.10 multiplier. Other reimbursable will be at a 1.05 multiplier. Additional services will be in accordance with Texas Energy Engineering Services, Inc. standard hourly rate schedule.

PAYMENT SCHEDULE:

75% Review Phase	35%	of Fee*
Final Construction Document Phase	50%	of Fee*
Bid Phase	5%	of Fee*
Construction Phase	10%	of Fee*
Total:	100%	

*All phases to be billed monthly based on % of completion.



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

FMD Project: EOB-18-14C-3R

FILE: 502

TO: Cyd V. Grimes, CPM, CPPO, Purchasing Agent

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

DATE: September 17, 2014

SUBJECT: Executive Office Building Renovations, Floors 4-9
Texas Energy Engineering Services, Inc, Contract Modification Number 04
Contract No. 4400001163

This Contract Modification Number 04 is for changes to the Professional Services Agreement (PSA) for design services at the Executive Office Building (EOB) as described in the attached proposals from Texas Energy Engineering Services, Inc. (TEESI).

In December 2013 and January 2014, FMD received proposals from TEESI for additional design services related to the office floor renovations at the EOB:

- 7th & 9th floor revisions & added security rooms on 7th thru 11th floors = \$5,400
- MEP design services for 4th thru 6th floor renovations = \$12,000
- Electrical service upgrade and design required for new fire pump = \$16,400
- Construction phase MEP services for HVAC Upgrade = \$50,000

FMD has been negotiating the technical scopes and related fees for these proposals with the consultant for the past several months. FMD agreed with the scope and fees for the first two proposals above. FMD did not initially agree with the scopes and fees associated with the other two proposals. Because all four proposals were received during the same time period and because all were inter-related, FMD included all four in a single group for technical scope clarification discussions with the consultant.

The projects at the EOB were the first in a string of projects ultimately leading to the creation of two new criminal courts in the CJC. Therefore, the EOB projects were highly schedule-critical so TEESI was allowed to continue with their design services as clarifications on the proposals were pursued by FMD.

After several technical scope discussions with TEESI, FMD has finally concluded that the \$16,400 proposal amount for additional services related to the electrical service upgrade and fire pump design work is justified but the \$50,000 proposal amount for additional construction phase services is not. Therefore, out of a total requested amount of \$83,800 for all four proposals, FMD and TEESI have both agreed to this Contract Modification amount of \$33,800.

This Contract Modification will increase the Contract Sum by \$33,800.00 from \$231,893.09 to a revised Contract Sum of \$265,693.09. The Contract Modification adds no days to the Contract Time. Facilities Management Department (FMD) has reviewed the cost and time for this Contract Modification and has determined that the cost and time are fair and reasonable.

Funds for this Contract Modification are in account 1140114081-522020 and are encumbered under Funds Reservation number #300001347. Facilities Management Department recommends approval.

In accordance with the procedure to secure the approval of this Contract Modification, this request is being forwarded along with the supporting documents for Commissioners Court approval on September 30, 2014. If approved, please issue a fully executed Contract Modification Number 04 to Texas Energy Engineering Services, Inc. Please call Rick Avery at extension 44780 if you have any questions.

ATTACHMENTS:

1. Texas Energy Engineering Services, Inc. MEP Engineering Additional Services Proposals (3)

COPY TO:

Leroy Nellis, Acting County Executive, PBO

Amy Draper, CPA, Financial Manager, FMD

Ken Gaede, AIA, Senior Project Manager, FMD

Richard Avery, AIA, Project Manager, FMD

Marvin Brice, Assistant Purchasing Agent, Purchasing Office

Patrick Strittmatter, Purchasing Agent Assistant IV, Purchasing Office