

Memorandum

To: Mayor and City Council Members
Steve Parker, City Manager

From: Randy Kell, Director of Facilities

Subject: Authorization for the City Manager to execute a change order with Sullivan Contracting Services for Utility Billing Renovations at City Hall, as designed by Morkovsky Associates.

Date: May 7, 2026

Historical Background

Since 2023, the Utility Billing Department has experienced significant growth in service demand, with customer increases of 33 percent for sewer, 43 percent for water, and 9 percent for electric services in the City of Seguin. This growth has necessitated the hiring of an additional window teller. However, due to space constraints, this employee has not been assigned a permanent workstation and has been required to move between stations. Currently, they are located away from the other window tellers, which impacts operational efficiency and customer service.

The scope of this project includes the addition of a new ADA-compliant teller window within the existing lobby to better accommodate and serve our citizens. This improvement will provide a dedicated workspace for the new teller and enhance accessibility for all customers.

In addition to the new teller window, the project includes the creation of a secondary means of egress for employees working behind the counter. This new exit will improve safety by providing an additional evacuation route in the event of an emergency.

Morkovsky Associates provided architectural services for this project, and all plans have been reviewed and approved by the Development Services Department.

Action Requested

Consider authorizing the City Manager to approve a change order with Sullivan Contracting Services for Utility Billing Office Renovations at City Hall. Change order amount is \$19,849.36 bringing their total contract amount to \$104,112.77. In addition, I will need approval to fund the asbestos abatement at \$8,000 and IT needs at \$12,000. Project total is estimated at **\$124,112.77**.

Procurement Methodology & Funding Source

This project went out for public bid and six sealed proposals were submitted. All proposals were evaluated and graded. Sullivan provides the best value for the city. Funding for this project comes from left over money from the Development Services Renovation.

Staff Recommendation

City staff recommend council authorizes the City Manager to enter into an agreement with Sullivan Contracting Services for the Utility Billing Renovations in City Hall.

ATTACHMENTS

1. Scope of Work stated in AF-2025-60
2. Sullivan Change Order 1 per proposal 1625195
3. Plans provided by Morkovsky Associates Project 25-001