

## MEMORANDUM

To: Mayor and City Council Members  
Douglas Faseler, City Manager

From: Pamela Centeno, Director of Planning and Codes

Through: Rick Cortes, Assistant City Manager

Subject: Agreement with TSG Architects for Architectural Services for new  
Development Services Center

Date: March 28, 2018

City staff has been working with TSG Architects on the creation of conceptual designs and layout for the proposed City of Seguin Development Services Center over the past year. The proposed center will house all development related activities including building permits, building inspections, and planning as well as code compliance and environmental health. The facility will also house the City Engineer, project manager, inspections and their staff. Due to exponential growth throughout the City, these departments have outgrown their present accommodations.

Tim S. Gescheidle, AIA, principal and owner of TSG Architects, will be directly involved in the development of this project from concept through completion. Projects developed by TSG Architects include the City of Seguin Utilities Operation Center, GVEC's Customer Service Center, Southern Operation Center and the GVEC Western Operations Center.

In addition to architectural services, TSG Architects will provide structural, mechanical, electric and plumbing services as well as interiors/furniture selection consulting. The total proposal fee for these services is \$257,000. In addition to the fees for architectural and engineering services, the City of Seguin will be responsible for reimbursable expenses. These expenses include but are not limited to geotech, postage, handling and delivery charges, printing reproduction, material testing, and transportation, not to exceed an amount of \$15,000. The contract for services proposed and the reimbursable expenses shall not exceed \$272,000.

Staff recommends approval of the proposed resolution authorizing the City Manager to enter into a contract with TSG Architects for these services.