

Memorandum

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

From: Randy Kell, Director of Facilities

Through: Rick Cortes, Deputy City Manager

Subject: Resolution authorizing the City Manager to enter into an agreement with Estacado Construction for the interior refresh of the Public Works Warehouse Offices; and declaring an effective date

Date: 1/22/2026

Historical Background

The Public Works Department is currently housed in a metal barn adjacent to the rodeo arena and shares this space with the Parks Department. Within the Public Works Warehouse, there are eight existing offices that are largely unused, with only two currently serving as storage rooms. We propose renovating the interior of these offices and relocating the Public Works Department into the warehouse. The project would also include construction of a dedicated director's office and expansion of the IT room. Relocating Public Works would free up additional space for the Parks Department within the existing building on a temporary basis, until a future facility can be constructed.

Action Requested

Consider a resolution authorizing City Manager to enter into an agreement with Estacado Construction for the interior refresh of the Public Works Warehouse Offices.

Procurement Methodology & Funding Source

This project was advertised and open to the public for competitive bidding, and five proposals were received. Estacado Construction submitted a proposal in the amount of \$133,498.00 to complete the office updates in the Public Works Warehouse. It is recommended that the Facility Director be authorized to expend up to \$153,523.00, which includes a 15% contingency to address unforeseen conditions or additional necessary work.

Funding for this project will come from account FM23M&OCENTER which was approved as a capital project in budget year 2022-2023.

Staff Recommendation

It is recommended the proposal be approved with the additional contingency, not to exceed \$153,523.

ATTACHMENTS

1. Resolution – Authorization allowing the City Manager to enter into an agreement with Estacado Construction for the interior refresh of the Public Works Warehouse Offices
2. Bid Tab AF-2026-21

Facilities

3. Estacado Construction Proposal 1151.

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