

## **Item 5 – Consideration of Design & Construction Administration Contract – GLS**

Following up on an agenda item from the October 10, 2024 board meeting, attached is design and construction administration proposal from GLS regarding the inclusion of the H&R Block building into the existing District Office complex. The scope of work for the project is outlined and is priced not to exceed \$10,000.

The board needs to consider the following:

- Does the District move forward with the proposed project?
- If so, on what timeline?
- Will the budget allow for the project to move forward in the coming fiscal year?

The General Manager's requirement to the current building tenant is to provide 30-day notice and to do so prior to the busy tax season (January 1 -May 1). The lease agreement currently extends to and ends July 31, 2025. If it is determined that the District will move forward with the project soon, notice will need to be given before the end of November.

It is the recommendation by the General Manager to enter into a contract for design and construction administration for future incorporation of the H&R Block building with the existing District Office and not to exceed \$10,000.



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November 5, 2024

Brazos Valley Groundwater Conversation District  
112 W. 3<sup>rd</sup>. Street  
PO Box 528  
Hearne, Tx 77859

Attn: Alan Day, General Manager  
Sent Via E-mail [aday@brazosvalleygcd.org](mailto:aday@brazosvalleygcd.org)

**Re: Proposal for Design & Construction Administration of  
BVGCD Interior Office Build-out  
GLS Job No. 096230**

Mr. Day:

Thank you for the opportunity to work for the Brazos Valley GCD. Brazos Valley GCD plans to extend current office space into adjacent purchase space with a corridor between the two spaces. The following summarizes the scope of work:

- Develop schematic and construction drawings with specification documents for connection of the existing BVGCD building to the purchased adjacent H&R Block building (approx. 2 offices, a storage, a corridor, a small open space)
- Provide a 30%, 60% and 90% review sets prior to completion of the construction documents
- Attend project meetings
- Drawings will be sent for TAS review as required by the state to address ADA compliance
- Relocate existing electrical box for BVGCD building from neighbor's building (including rerouting electrical lines from neighboring attic and relocating existing electrical panel to within owner's space)
- Fully investigate, modify, and/or upgrade mechanical, electrical, and plumbing as necessary to incorporate new design to existing spaces and maintain code compliance (this includes investigating raising the ceiling height in the H&R block space)
- Coordinate with Owner any required environmental testing and/or reports and provide guidance for any required material removal. (testing and removal fees are not part of this proposal)
- Fully investigate structural concerns with existing brick in common wall where old drycleaning building was removed. Develop recommendations to address any structural deficiencies.
- Provide guidance on project delivery methods to Owner
- Assist BVGCD with bidding process and selection of a contractor as needed and directed by BCGCD.
- Provide construction administration during the construction process including:
  - Pre-construction conference
  - Answer contractor questions
  - Review pay applications

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GLSTEXAS.COM

- Review change order requests
- Perform periodic/critical point construction observation with field reports.
- Coordinate project completion and close-out

We propose to provide the above services for the standard hourly rates, plus reimbursable expenses with a not to exceed amount of \$10,000.

If the scope of work and rates are acceptable, please sign, date and return as our notice to proceed.

Sincerely,



John Rusk, PE  
Vice-President

**ACCEPTED:**

\_\_\_\_\_  
Alan Day, Executive Director of  
Brazos Valley GCD

**Date:** \_\_\_\_\_