

AGENDA ITEM MEMO

BOARD MEETING DATE: August 10, 2023

TO: Board Members

THROUGH: Jeff Walker, Executive Administrator
Ashley Harden, General Counsel
Rebecca Trevino, Chief Financial Officer

FROM: Edna Jackson, Deputy Executive Administrator, Operations & Administration
Kelly Burton, Manager Support Services

SUBJECT: Texas Facilities Commission Minor Construction Contract

ACTION REQUESTED

Consider authorizing the Executive Administrator to negotiate and execute an interagency contract with the Texas Facilities Commission (TFC) regarding minor construction services for Texas Water Development Board (TWDB) assigned properties within the Stephen F. Austin (SFA) building in an amount not to exceed \$350,000.

BACKGROUND

The TWDB anticipates a need for various minor construction projects to accommodate an increasing number of staff as well as to configure newly assigned office space within the SFA building located at 1700 North Congress Avenue, Austin, Texas. The TFC's Minor Construction Program provides these services to state agencies.

Services may include, but are not limited to, architectural, engineering, and/or construction services as well as services required for researching, pricing, estimate gathering, construction document development, bid monitoring, coordinating, and evaluation. The not-to-exceed amount of \$350,000 will fund projects expected for completion within Fiscal Year (FY) 2024-25, with funds expected to be available for use through August 31, 2027.

KEY ISSUES

The 88th Texas Legislature increased the agency's full-time-equivalent count by 81 employees from FY 23 to FY 25. The TFC has additionally approved new SFA office space of approximately 18,000 square feet to be occupied in FY 24 or FY 25. In addition to allocated

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funding by the 88th Texas Legislature to outfit agency expansion, these funds will be used for related projects such as the installation of door card readers, carpet replacement, conference room audio-visual configuration or other applicable projects.

RECOMMENDATION

To meet the TWDB need for facility expansion, enhancements, security, and modernization and to optimize space usage to accommodate an increasing number of staff, the Executive Administrator recommends approval to authorize the negotiation and execution of a contract to allow for needed minor construction services in an amount not to exceed \$350,000.