

AN ORDINANCE

AUTHORIZING THE CITY MANAGER TO AMEND THE CONTRACT FOR SERVICES WITH HALFF ASSOCIATES RELATED TO THE ENHANCEMENTS OF THE BANDERA ROAD CORRIDOR TO INCLUDE ADDITIONAL FUNDING NOT TO EXCEED \$49,850 FROM THE COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (CIED) FUND

WHEREAS, the City of Leon Valley seeks to provide an inviting and enhanced business community and environment to attract and retain diverse and versatile businesses in support of growing a robust and healthy business community; and,

WHEREAS, the City of Leon Valley seeks to identify its boundaries as a community, thereby further marketing itself as a community of choice; and,

WHEREAS, the City of Leon Valley promotes economic development and redevelopment of existing commercial properties within its boundaries; and,

WHEREAS, the City of Leon Valley supports the development of property along Bandera Road, its major commercial corridor.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

1. That the City Manager be authorized to enter into an amended contract for services with Halff Associates related to the enhancements, herein identified in the Scope of Work, Exhibit A, of the Bandera Road corridor to include additional funding not to exceed \$49,850 from the Community Infrastructure and Economic Development (CIED) Fund.
2. The amended contract is hereby effective as of the date of adoption of this ordinance.

PASSED and APPROVED this the 16th day of October 2012.

Chris Riley
Chris Riley, Mayor

ATTEST:

Janie Willman
Janie Willman, City Secretary



APPROVED AS TO FORM:

William McKamie
William McKamie, City Attorney

Agenda Item 10

MAYOR AND COUNCIL COMMUNICATION

DATE: October 16, 2012
M&C: # 10-14-12

TO: MAYOR AND CITY COUNCIL

SUBJECT: CONSIDER AUTHORIZING THE CITY MANAGER, BY ORDINANCE, TO AMEND THE CONTRACT FOR SERVICES WITH HALFF ASSOCIATES RELATED TO THE ENHANCEMENT OF THE BANDERA ROAD CORRIDOR TO INCLUDE ADDITIONAL FUNDING IN THE AMOUNT OF \$49,850 FROM THE COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (CIED) FUNDS AWARDED TO THE CITY BY CPS ENERGY

PURPOSE

The purpose of this item is to provide additional funds for Halff Associates to continue with the design and construction plans for Bandera Road Enhancement which includes but is not limited to: two (2) monument sign designs and plans, landscaping and irrigation plans, a lighting plan, drainage plans, traffic control plans, and other required specifications for approval by the Texas Department of Transportation (TxDot) and construction phase services and related expenses (see attached memo and scope of services).

The original contract for services with Halff Associates began three (3) years ago in August 2009. This additional funding will move the Bandera Road Enhancement Project forward. Halff Associates, Jim Carrillo, has completed the preliminary work associated with this project and the originally approved amount of \$7,500 has been utilized. The initial fees have been used to design an overall concept for Bandera Road which was used to apply for grant funding, resulted in the initial design of the monuments and landscape alternatives, numerous meetings with TxDot and several revisions of the preliminarily accepted designs by TxDot. The Bandera Road Enhancement Project is now ready to move to the next level of development and eventual construction after final approval by City Council and TxDot.

FISCAL IMPACT

\$49,850 in CIED Funds. See Attachment "A" that describes identified CIED Fund Projects.

RECOMMENDATION

Authorization to the City Manager is recommended.

S.E.E IMPACT STATEMENT

Social Equity – the progress and eventual completion of this project will create an identity for Leon Valley and will create a sense of place. Visitors, residents and businesses will be able to truly SEE Leon Valley.

Environmental Stewardship – the landscaping plantings will be drought tolerant and easily manageable

Economic Development – the enhancement of Bandera Road will result in beautification of the Bandera Road Corridor which has the potential to attract and retain business and spur the Leon Valley economy.

Agenda Item 10

APPROVED: **ORD. NO. 12-034**

DISAPPROVED: _____

APPROVED WITH THE FOLLOWING COMMENTS: _____

ATTEST:


Janie Willman, City Secretary



COPY

October 1, 2012
Halff Project Number 1008-12-8708

Mr. Manny Longoria
City Manager, City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78758

RE: Scope of Work – Design and Engineering for Leon Valley Entrance Monuments

Dear Mr. Longoria;

Halff Associates Inc. is pleased to submit this scope of services for the design of two entrance monuments for the City of Leon Valley. The monuments will be designed for permanence and longevity, will address TxDOT's very stringent concerns and requirements, and will also create a "standard" look that can be replicated elsewhere in the City in the future.

We would appreciate your review, and will address any comments or modifications that you suggest. We estimate that this effort will take approximately two to three months, excluding TxDOT review and approval.

We appreciate the opportunity to be of service to the City of Leon Valley, and, upon receipt of a signed original of this proposal (signature block on last page), stand ready to begin this effort immediately.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Jim Carrillo", written over a large, stylized loop that extends to the left and underlines the name.

Jim Carrillo, ASLA, AICP
Vice President



EXHIBIT "A" - SCOPE OF WORK

Entrance Monument Design

Leon Valley, Texas

The scope of work for this project includes the preparation of design plans for two (2) entrance major entrance monuments for the City of Leon Valley, Texas. Services provided will include formal submittals to the Texas Department of Transportation (TxDOT), schematic sign design, final construction plan design, including survey, sign design, lighting plans, landscape plans, irrigation plans, structural engineering for the signs, and drainage improvements to maintain drainage flow.

PROJECT ASSUMPTIONS

The scope of services for this proposal uses the following assumptions as a basis for its preparation:

1. Two monuments will be designed as part of this scope of work. One will be located in the median of Bandera Road in the vicinity of Grass Hill Road, and the second will be located in the median of Bandera Road northeast of the intersection of Bandera and Eckert Roads.
2. This scope is based on using preliminary design concepts previously developed and reviewed informally by TxDOT staff. Preliminary cost estimate targets are \$216,000 for the monument at Grass Hill Road and \$165,000 for the monument at Bandera and Eckert Road. The design and fee effort included in this scope of work is intended to not exceed those levels.
3. The scope will include the preparation of a formal submittal to TxDOT seeking authorization to place the monuments in the median of Bandera Road.
4. Consideration will be given to minimizing the impact of the signs on the possible future conversion of Bandera Road into a "super street."
5. Because the monuments are in the median of Bandera Road (a TxDOT roadway), the monuments and associated landscaping will be designed to meet TxDOT requirements, which may conflict with Leon Valley desires.
6. To ensure that the monuments meet TxDOT requirements, design and construction plan preparation to address structural, lighting, landscaping, irrigation and drainage needs will be prepared will be required to address TxDOT concerns.
7. Monuments will be designed for long term durability, and not for short term cost savings.
8. Along the median, a minimum area of 100' on either side of Grass Hill monument location and 75' on either side of the Eckert Road location will be included in the survey for each site.
9. For structural purposes, a geotechnical engineering report on footing or foundation requirements is included in this scope of services. The geotechnical engineer will contract directly with the City of Leon Valley and provide recommendations directly to the City.
10. One public meeting to review the final sign design is included in this scope of services. It is anticipated that this review will take place as part of a City Council session or workshop.
11. Construction observation services on the part of the engineer are included in this scope of services, and include review of shop drawings and contractor submittals, addressing contractor requests for information (rfi's), review of contractor invoices, and periodic site observation visits. Day to day construction site observation and inspection is assumed to be provided by City of Leon Valley staff and is not included in this scope of services, but can be provided if requested.



SCOPE OF WORK

TASK 1 – SCHEMATIC DESIGN

Upon receipt of a Notice to Proceed from the City, we will begin collection of data and preparation of 30% Schematic level plans.

1. **Design Effort Kickoff with City Staff** - Conduct an initial meeting with city staff and key design team members to review work plan, establish key dates, discuss any necessary public input, TxDOT submittal timeline, materials to be used, and other design parameters.
2. **Coordinate Survey for Design** – assist City of Leon Valley with acquiring an existing conditions survey of the two areas selected for monuments. Survey will include median areas, adjacent street curb lines, street crown and gutters for drainage flow. Existing surface utilities, storm drainage features, light poles, signs, trees and other features located in the medians will be included in the survey. Curb and gutters along the parkway edge of Bandera will be surveyed as well, but other surface features such as sidewalks, vegetation and signs in the parkway are not deemed necessary for the sign design and will not be included. Survey will be conducted by a registered professional surveyor and is not included in this scope of work.
3. **Schematic Design** – prepare schematic level design for both monument locations. Include monument elevations, cross sections, plan view drawings for monument and area surrounding it. Illustrate sign type and City logos to be used. Prepare initial drainage area calculations and illustrate drainage flow in the vicinity of the monuments. These drawings will be prepared in a CAD format.
4. **Review and formal submittal to TxDOT** – the schematic level plans will be reviewed with City staff, and comments and questions will be addressed as necessary. The monument schematics will be presented to the citizens of Leon Valley and the City Council in a council workshop for review and comment. Once approved by City Council, a formal submittal package meeting TxDOT requirements will be prepared and submitted to TxDOT for review and approval.

TASK 2 – CONSTRUCTION PLAN PREPARATION

Once formal approval for both sign locations has been received from TxDOT, detailed construction plans for both monuments will be prepared.

1. **Geotechnical Investigation** – Halff will coordinate with a geotechnical engineering firm approved by the City of Leon Valley to conduct one boring at each monument's location. The Geotechnical investigation will develop foundation recommendations for each sign location.
2. **Monument feature design** – construction plans at a sufficient level of detail for construction will be prepared. These will be prepared in plan, section and elevation views along with required details illustrating construction requirements.
3. **Monument structural design** – based on the geotechnical recommendations, structural and foundation designs for each location will be prepared.
4. **Monument and median drainage features** – adjustments to the existing grass swale gradients, new culverts and storm drainage piping, flumes and other required features will be detailed sufficient for City and TxDOT approval and construction of these improvements.

5. **Monument area landscape and irrigation** – landscaping and irrigation plans for the area around each monument will be prepared and included in the construction plans and specifications.
6. **Lighting Plans** – monument lighting features (internal or uplighting, and subject to meeting TxDOT requirements for shielding), relocation of existing light poles (if necessary) and extensions of electric service to the monuments will be detailed and included in the plan set.
7. **Traffic control plan** – provide contract guidance on traffic control as necessary during construction.
8. **Project Specifications** - Include any necessary specifications on plan sheets as necessary.
9. **Prepare updated estimate of probable construction cost** – Halff will confirm quantities and update the previously prepared cost estimate using latest industry prices and standard bid item pricing.
10. **Submittal of final construction plans to the City of Leon Valley and TxDOT** – Halff will submit a 95% plan set to the City of Leon Valley for review and comment. Submit electronically and hardcopy (one full size set and three 11" x 17" sets). We will conduct a meeting with the City of Leon Valley staff to review the plan set, and prepare summary of comments and items discussed at the meeting. A 100% plan set will be submitted to TxDOT staff for final review and comment.

TASK 3 – BIDDING AND AWARD

1. **Provide plan sets to the City of Leon Valley for advertising** – Halff will provide bidding materials to local bid shops for plan review. Charges by local bid shops to print plans for contractors will be considered a reimbursable charge. Up to five (5) sets of plans will also be provided to the City for distribution to interested bidders. Two printed bid packages will be provided to the City of Leon Valley for internal use during the bid process, and are included in this scope of services
2. **Provide clarifications as needed during the bid process** - Respond to contractor questions and provide clarifications as needed during bid advertisement. No bid analysis or recommendation letters are included in this proposal.
3. **Bid reviews and recommendations** – Halff will assist the City of Leon Valley in reviewing bids received. City of Leon Valley staff or its engineer will be responsible for reviewing bidder recommendations, necessary bonding agreements and other bidder certifications.

TASK 4 – CONSTRUCTION ADMINISTRATION

General construction management services will be provided by the City of Odessa and area TxDOT staff. The Engineer's specific budgeted efforts during Construction Administration are as follows:

A. Meetings

Attend one (1) pre-construction meeting scheduled by the City of Leon Valley which includes meeting preparation and post-meeting clarifications.

Attend two (2) site meetings at the construction location as scheduled by the City of Leon Valley during the construction process.

Attend one (1) final walk through review meeting with the Contractor and City staff.

B. RFI's & Shop Drawings

Review and respond to Request's for Information (RFI's) provided by the contractor. A maximum of three (3) RFI's are proposed to be reviewed.

Review and approve shop drawings submitted by contractor during construction. A maximum of three (3) shop drawing submittals are proposed for review.



EXHIBIT "B" - BASIS OF COMPENSATION
Entrance Monument Design
Leon Valley, Texas

Survey for Design (2 sites) – not included, by contractor to be selected by City

Task 1 – Schematic Design and TxDOT Approval \$ 9,750.00
TxDOT Submittal and Approval

Geotechnical Investigation (2 sites, 1 boring each)
Note, this cost is shown for reference only in this scope of work. Will be contracted directly by the City of Leon Valley.

Task 2 – Construction Plan Preparation \$ 29,650.00
Monument design plan(s)
Structural plan
Lighting plan
Landscape and irrigation plans
Monument and median drainage features
Traffic control plan
Specifications
Updated Statement of Probable Cost

Task 3 – Bidding and Project Award (hourly basis) \$ 2,550.00

Task 4 – Construction Phase Services (hourly basis) \$ 4,500.00

Reimbursable Expenses (printing, equipment, mileage, advertising, photography, etc.) \$ 3,400.00

Total Basis of Compensation (excludes Survey and Geotechnical Investigation) \$ 49,850.00

The fees for Survey and Tasks 1 and 2 shown above will be billed on a **lump sum** basis unless otherwise noted. Tasks 3 and 4 will be billed on an **hourly basis** with a not to exceed limit as shown above unless authorized by the City of Leon Valley. Services will be invoiced monthly based on the percentage of work completed.



EXHIBIT "C" - ESTIMATED PROJECT SCHEDULE*
Entrance Monument Design
Leon Valley, Texas

Survey for Design (2 sites)	2 weeks
Task 1 – Schematic Design and TxDOT Approval TxDOT review and approval)	3 weeks (excluding
Geotechnical Investigation (2 sites, 1 boring each)	3 weeks
Task 2 – Construction Plan Preparation	8 weeks
Task 3 – Bidding and Project Award	4 weeks
Task 4 – Construction Time Frame	Up to 6 months

*Projected Schedule, may vary based on City and TxDOT reviews and comments



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated below.

OWNER:

ENGINEER:

CITY OF LEON VALLEY, TEXAS

HALFF ASSOCIATES, INC.

Name: Manuel Longoria Jr
(Printed or Typed)

Name: James E. Carrillo, ASLA, FAICP

Signature: Manuel L. Longoria Jr.

Signature: James E. Carrillo

Title: City Manager

Title: Vice President

Date Signed: 10-30-2012

Date Signed: 10-17-12

