

**AGENDA
CITY OF WINDCREST, TEXAS
SPECIAL CITY COUNCIL MEETING**

October 8, 2012

**Special City Council Meeting
6:30 P.M.**

NOTICE IS HEREBY GIVEN THAT A SPECIAL WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 08th DAY OF OCTOBER 2012 STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF OCTOBER 08, 2012 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, OCTOBER 09, 2012 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

IT IS ANTICIPATED THAT MEMBERS OF OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE OTHER BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE.

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593

At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

REQUEST ALL PAGERS AND CELL PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL. CITIZENS ARE ASKED TO REFRAIN FROM TALKING DURING COUNCIL PROCEEDINGS.

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Pledge of Allegiance, Invocation and Announcements

II. Citizens to be Heard on Subsequent and Non-Subsequent Agenda Items

1. A member of the public will have three (3) minutes to discuss non-subsequent agenda items.
2. A member of the public will have six (6) minutes to discuss subsequent agenda items.
3. City Council may discuss and respond to current and past agendas on subsequent and non-subsequent agenda items by citizens to be heard

III. Discuss

1. City Council will discuss the city manager's action to initiate emergency street repairs based upon the recommendation of Young Professional Resources and Raba Kistner, Inc.. Costs are not to exceed \$25,000.

III. Discuss and Act

1. City Council will discuss and may take action on work authorization 2012-05 authorizing Raba Kistner to develop city hall roof repair designs and perform construction administration.
2. City Council will discuss and may take action on the renovation of Windy Hollow Pond, also referred to as Takas Pond, including the authorization of the city manager to release a request for proposals.
3. City Council will discuss and may take action on the development of soccer fields in Takas Park, including the authorization of the city manager to release a request for qualifications.

IV. Resolutions

1. City Council will review, discuss and may take action on Resolution No. 2012-404 (R), a resolution authorizing Raba Kistner, Inc. to provide management of the roadway CIP and authorizing the city manager to release a request for qualifications for the engineering design of the roadway CIP projects.

2. City Council will review, discuss and may take action on Resolution No. 2012-405 (R), a resolution authorizing the city manager to release a request for proposals and authorizing Young Professional Resources to develop bid documents, specifications, and construction plans required to be utilized in the bidding and award of construction contracts to perform street point repairs throughout the City of Windcrest.
3. City Council will review, discuss and may take action on Resolution No. 2012-406 (R), a resolution authorizing the city manager to release a request for proposals and authorizing Raba Kistner, Inc. to provide management and develop formal bid packing and geographical rendering of landscape improvement projects for the Civic Center and the City Entrance at Midcrown.
4. City Council will review, discuss and may take action on Resolution No. 2012-407(R), a resolution authorizing the city manager to release a request for proposals and authorizing Raba Kistner, Inc. to provide management, develop specifications and construction plans, and develop bid documents for a CIP construction project on Parkcrest Drive.

V. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

VI. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on October 01, 2012.

By:  **, Alternate Interim City Secretary**

In compliance with the Americans With Disabilities Act, the City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. The City of Windcrest will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Kelly Rodriguez, Assistant City Secretary, at 210-655-0022 ext. 2150 or Fax 210-655-8776.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ October, 2012.

Title: _____



WINDCREST TEXAS

City Council Agenda Item Report

October 8, 2012

Contact – Tom Garcia
tgarcia@windcrest-tx.gov

Resolution #: 2012-404 (R)

SUBJECT: Deliberation and possible action on a resolution to authorize Roadway CIP Management and Release of Request for Qualifications for Detailed Engineering Design of Roadway CIP Projects

1. BACKGROUND/HISTORY

The City has planned for and adopted a Roadway Capital Improvements Plan to address the deteriorating roadway condition within the City. The City's 3 year Roadway Capital Improvement Plan is projected to cost approximately \$3.1 million.

2. FINDINGS/CURRENT ACTIVITY

The City seeks the engineering consulting experience and expertise needed to best procure and manage the engineering professionals needed for the detailed design and preparation of construction documents for the Roadway CIP.

To maintain the highest level of management, design, and construction, the City seeks to separate the management of the CIP from the detailed engineering design. Accordingly, the City seeks to release a Request for Qualifications for the detailed engineering and design of the roadway CIP projects.

3. FINANCIAL IMPACT -

The fee for these services is not to exceed \$60,920.00. Funding of \$60,920.00 is available from the FY 2012-2013 Roadway CIP budget.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends to take action on the authorization of Raba Kistner, Inc. for the management of the CIP and for the release of a RFQ for detailed design.

RESOLUTION NUMBER 2012-404 (R)

**A RESOLUTION AUTHORIZING RABA KISTNER , INC. TO PROVIDE
MANAGEMENT OF THE ROADWAY CIP AND AUTHORIZING THE CITY
MANAGER TO RELEASE A REQUEST FOR QUALIFICATIONS FOR THE
ENGINEERING DESIGN OF THE ROADWAY CIP PROJECTS.**

WHEREAS, the City of Windcrest desires to enter authorize Raba Kistner, Inc. for Work Authorization # 2012-03, dated October 5, 2012, in accordance with the agreement for professional consulting services dated August 1, 2012 between the City of Windcrest and Raba Kistner, Inc.

WHEREAS, the existing City of Windcrest staff does not have the engineering consulting experience or expertise needed to best procure and manage the engineering professionals needed for the detailed design and preparation of construction documents for the Roadway CIP.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The Raba Kistner, Inc. Work Authorization #2012-03 for the Roadway CIP Management for a not to exceed fee of \$60,920.00.
2. The City Manager is authorized to develop and release a Request for Qualifications for the detailed engineering design and preparation of construction documents for CIP roadway construction projects.
3. The City's 3 year Roadway Capital Improvement Plan is projected to cost approximately \$3.1 million.

DULY PASSED AND APPROVED, on the 8th Day of October, 2012, at a specially scheduled meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

,City Secretary

CITY OF WINDCREST

WORK AUTHORIZATION NO. 2012-03

For

PROFESSIONAL CONSULTING SERVICES

By

RABA KISTNER, INC.

In accordance with the AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES (the "Agreement") dated August 1, 2012 between CITY OF WINDCREST (hereinafter call CLIENT) and Raba Kistner, Inc., (hereinafter called CONSULTANT); **CLIENT** hereby authorizes **CONSULTANT** to proceed with the following Services for the following Project.

I. PROJECT

The project has been designated as ROADWAY CIP MANAGEMENT. The Project is located in the City of Windcrest. The **CLIENT** work order 003 is assigned to PO # 2012-03.

II. SCOPE OF SERVICES

The goal of the proposed scope of services is to provide CIP management support to the **CLIENT** in the execution of the **CLIENT**'s first ever multi-year roadway capital improvements program. On the behalf of the **CLIENT**, the **CONSULTANT** will provide administration of the detailed engineering design and preparation of construction documents needed to bid and construct all major roadway projects in the most cost effective manner. The proposed work also includes keeping the **CLIENT** regularly informed through a monthly CIP status letter, monthly CIP update presentations to the City Council, and creation and updating of project map exhibits for the **CLIENT** citizens and leaders to reference. The proposed scope of services is as follows:

CIP Reporting and Administration (FY12-13)

- Project Administration
- Written Monthly CIP Update
- Monthly CIP Updates to City Council
- Provide GIS database of CIP projects with project information, including status

Administration of Detailed Engineering Design and Preparation of Construction Documents

- Develop Request for Qualifications (RFQ) for Detailed Design
 - Define scope of work
 - Define estimated total design fee
 - Define minimum qualifications and weights
 - Develop design schedule
- Support **CLIENT** During Procurement of Detailed Design Professionals
 - Organize and hold a RFQ pre-submittal meeting to answer questions on behalf of the **CLIENT**
 - Review submitted Statement of Qualifications (SOQs) for compliance with RFQ requirements

- Review SOQs and provide a recommendation for final selection to the **CLIENT**. (The **CONSULTANT** recommendation would be in addition to those review recommendations performed by the **CLIENT** and City Council)
 - Support **CLIENT** during negotiations for contract and fee with selected firm
- Manage Detailed Design Professionals and Submittal Review Process
 - Answer requests for information from the design engineer on behalf of the **CLIENT**
 - Maintain submittal schedule for submittals at: 10%, 50%, Traffic Control Plan at 70%, 90%, and 100%
 - Perform submittal reviews for design, specifications, and construction cost estimates at each submittal (5 total)
 - Guide design direction as needed on behalf of the **CLIENT**

Develop Multi-Year CIP Construction Execution Plan

- Scheduled and Package Projects for Construction
 - Review construction cost estimates at 50% and 90%
 - Coordinate with City Manager and City Finance Director to package and phase construction projects
 - Provide phasing schedule for all projects at 50% (draft) and 100% (final) of design

The **CONSULTANT** will provide a separate work authorization to the **CLIENT** for performing Geotechnical Engineering services. The scope of services for Geotechnical Engineering services will be based on the soil boring requirements of the selected detailed design engineer.

The **CONSULTANT** will provide a separate work authorization to the **CLIENT** for performing Construction Administration services and Construction Material Testing services once the multi-year CIP Construction Execution Plan is finalized and approved by the **CLIENT**.

III. RESPONSIBILITIES OF CLIENT

The **CLIENT** is responsible for notifying **CONSULTANT** of task requirements, schedules, and expectations.

IV. COMPENSATION

CLIENT shall compensate **CONSULTANT** for providing the services set forth herein in accordance with the terms of the existing Agreement. Based on the scope of work, the **CONSULTANT'S** fee is NOT TO EXCEED \$60,920.00, including related expenses. A breakdown of the **CONSULTANT'S** fee is provided below in

Table 1 – Proposed Fee Breakdown

CIP Reporting and Administration	\$17,160
Administration of Detailed Design and Preparation of Construction Documents	\$38,070
Develop CIP Construction Execution Plan	\$5,690
TOTAL NOT TO EXCEED:	\$60,920

If construction material testing services will be required during the citywide point repairs, the **CONSULTANT** will provide a separate work authorization to the **CLIENT** for approval prior to performing the additional work.

The **CONSULTANT'S** fee proposal is valid for a period of 30 calendar days. The **CLIENT** will pay **CONSULTANT** based on monthly invoices provided by **CONSULTANT**.

The personnel classification and rates anticipated for this project are provided below in Table 2. The specific hourly rate within each classification listed below depends on the experience, special training, and qualifications of the personnel needed for the project. For projects requiring work at any hazardous waste site, there will be a \$10 per hour surcharge added to the normal billing rate for all personnel. Consultants to **CONSULTANT** will be charged according to their professional classification. The **CLIENT** will be notified prior to any changes to these rates. The below personnel classifications and rates may vary for each Work Authorizations according to the needs each project.

Table 2 – Anticipated Personnel Classification and Rates

Personnel Classification	Rate
Principal	\$200
Senior PM / Professional	\$175
Project Manager	\$150
Professional	\$125
Jr. Professional / Technician	\$90
Administrative	\$70

V. PROJECT SCHEDULE

The **CONSULTANT** shall perform the Services within the proposed CIP schedule provided below. Due to the nature of the activities anticipated for this project, schedules for individual tasks performed during this project will be updated with **CLIENT** input throughout the project. Separate work authorizations will be required for other services, including geotechnical services during detailed design.

PROPOSED ROADWAY CIP SCHEDULE FOR FY 2013												
TASK NAME	FY 2013											
	2012			2013								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Citywide Point Repairs												
Procure Design Professional for CIP												
Prepare Construction Documents for CIP												
Develop CIP Construction Execution Plan												
Construction of CIP												
Parkcrest Drive Engineering												
Parkcrest Drive Construction												

VI. CLIENT'S PROJECT MANAGER

The **CLIENT'S** project managers and point of contacts for this Project are:

- Rafael Castillo
- Sarah Mangham
- Tom Garcia

VII. KEY CONSULTANT PERSONNEL

The following **CONSULTANT** key personnel are assigned to perform the Services:

- Principal - Paul Hawryluk, PE
- Project Manager - Andrew Hunt, PE
- Professional - Matt Henley, PE

AUTHORIZED BY:

ACCEPTED BY:

CLIENT:

CONSULTANT:

Signature

Signature

Print Name

Print Name

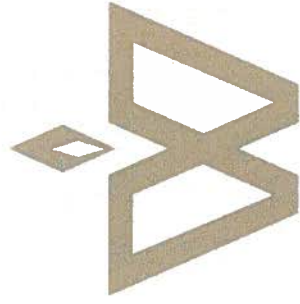
Date

Date

CAPITAL IMPROVEMENTS PROJECT

2012 - 2014

STREETS AND DRAINAGE



WINDCREST

TEXAS



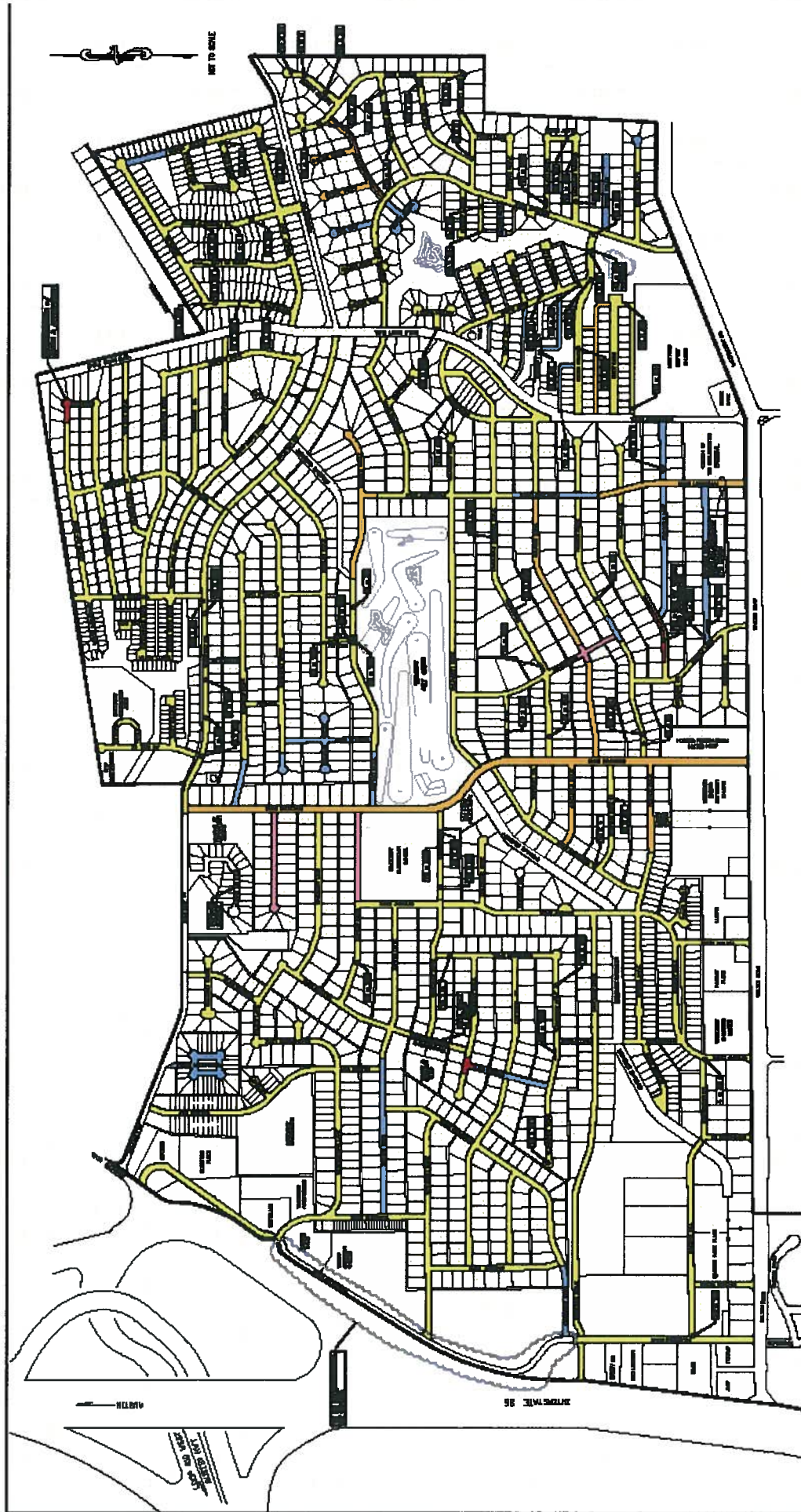
Summary

City of Windcrest
Capital Improvement Project
Cost Estimate Summary Years
2012-2014

- Year One: \$1,100,000
 - Year Two: \$1,000,000
 - Year Three: \$1,000,000
- Overall project as estimated to date: \$3,100,000



Project Map – 2012 through 2014



LEGEND

- RECLAIMED, STABILIZED W/ UNDERLAY
- MILL W/ OVERLAY
- EXTENSIVE LEVEL UP W/ CURBS & APPROACHES
- NORMAL MAINTENANCE/CRACK SEALING (BY PUBLIC WORKS DEPT.)

- RECLAIMED, STABILIZED W/ UNDERLAY EXTENSIVE LEVEL UP W/ CURBS & APPROACHES
- RECONSTRUCTION W/ CURBS & APPROACHES
- SPOT RECONSTRUCTION (PAVING)

CITY OF WINDCREST CAPITAL IMPROVEMENTS PROJECT STREETS AND DRAINAGE

APRIL 2014

DMC
DON MCCRARY & ASSOCIATES, INC.
10000 N. LOOP WEST
SUITE 100
DALLAS, TEXAS 75243-1000
214-444-0000

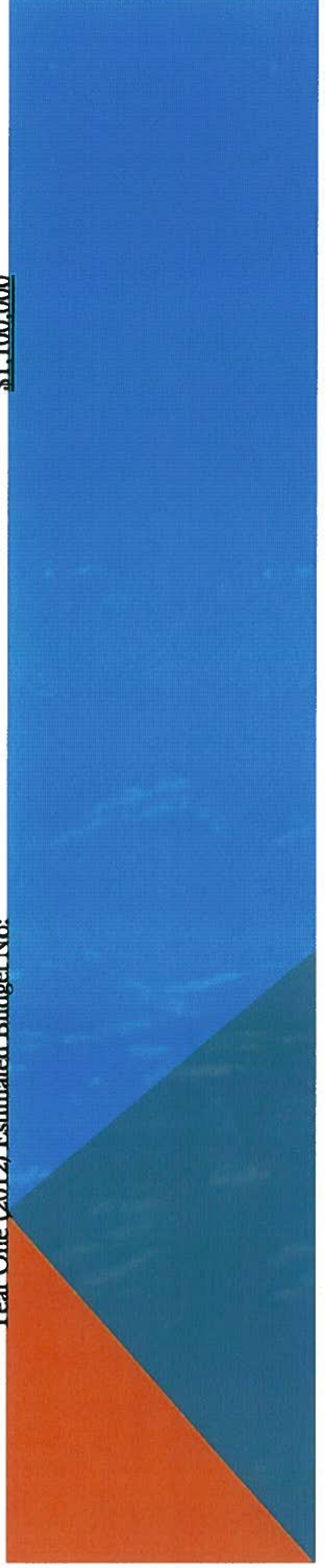
Construction Types and Cost Estimate – Year One

City of Windcrest Capital Improvement Project Streets & Drainage Year One (2012)

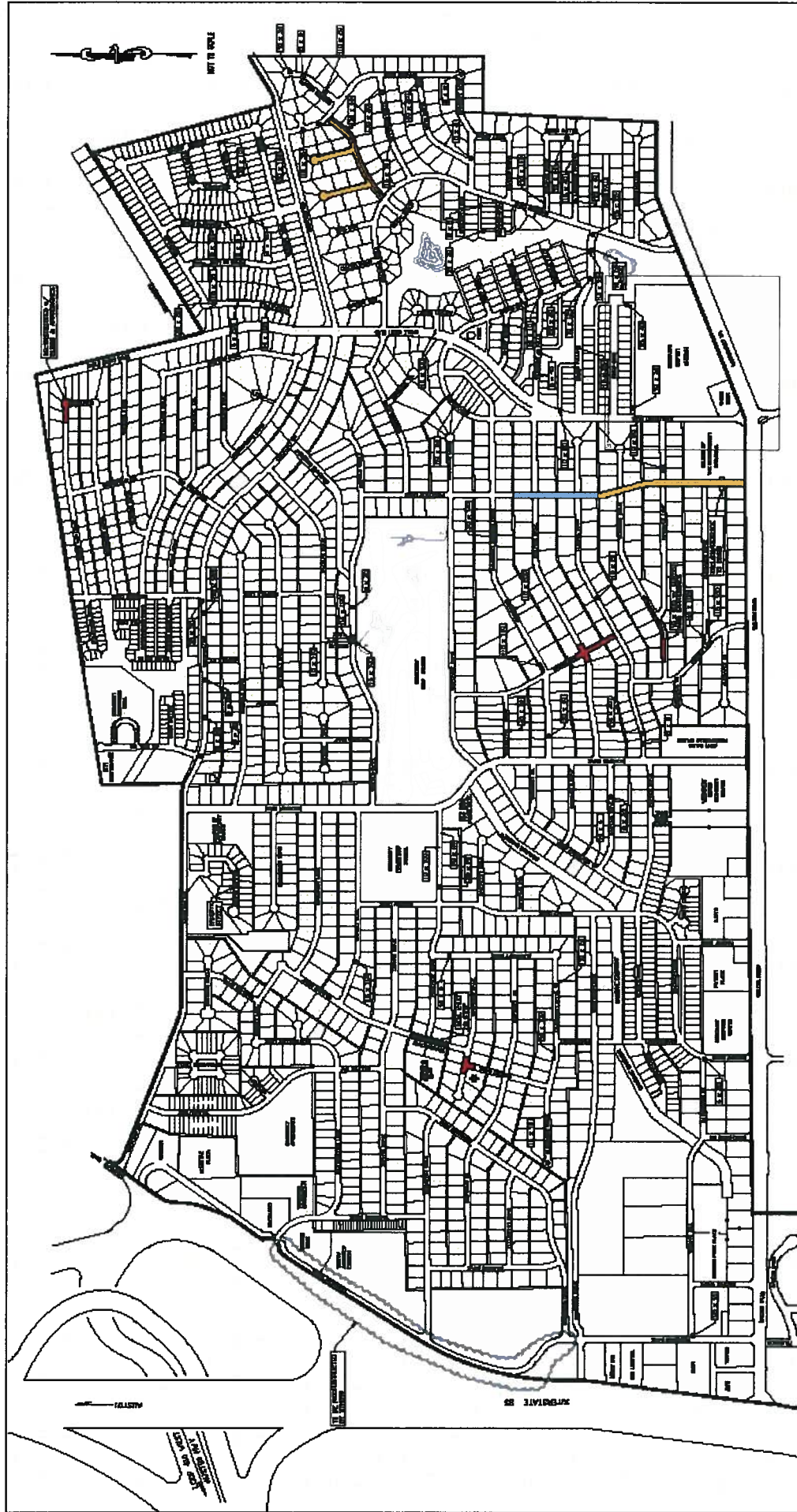
- Point repairs required throughout the City
 - Approx. 4,900 square yards
- Parkcrest
 - Reclaim with Stabilization
 - Mill with 1 ½" Overlay
- Blue Grass (from Balfour to Fenwick)
 - Reconstruct w/ Curbs and Driveway Approaches to include Balfour Intersection
- Hickory Hollow Options
 - Reconstruct w/ Curbs, Approaches, Sidewalks and French Drains
 - (Includes reclaim of Pintail Point and Cattail Creek)
- Moorside
 - Point Reconstruction w/ Curbs and Approaches
- North Gap @ North Bend
 - Point Reconstruction with Curbs, Approaches and Drainage Improvements

Year One (2012) Estimated Budget No:

\$1,100,000



Areas of Construction – Year One (2012)



LEGEND

- RECLAIMED, STABILIZED w/ UNDERSEAL
- MIL. w/ OVERLAY
- NORMAL MAINTENANCE/CRACK SEALING (ST. PUBLIC WORKS DEPT.)
- RECONSTRUCTION w/ CURBS & APPROACHES
- SPOT RECONSTRUCTION (PATCH)
- MAY BE COMPLETED WITH STORMWATER DRAIN

CITY OF WINDCREST CAPITAL IMPROVEMENTS PROJECT STREETS AND DRAINAGE

APRIL 2012

YEAR ONE

Don McCravy & Associates, Inc.
ENGINEERS & ARCHITECTS
200 SUMMIT
SAN ANTONIO, TEXAS 78204-1442
(214) 444-9001



Construction Types with Cost Estimates – Year Two

City of Windcrest Capital Improvement Project Streets & Drainage Year Two(2013)

- Midcrown
 - Reclaimed with Cement Stabilized Base, Underseal and 2” Type “D” Asphalt
 - Replace Curb and side Walls as required
- Point Repair, as required
- Streets West of Midcrown
 - Reclaimed with Stabilization
 - Mill with 1 ½” Overlay
- Windcrest @ Windsong
 - Street and Drainage Modification *

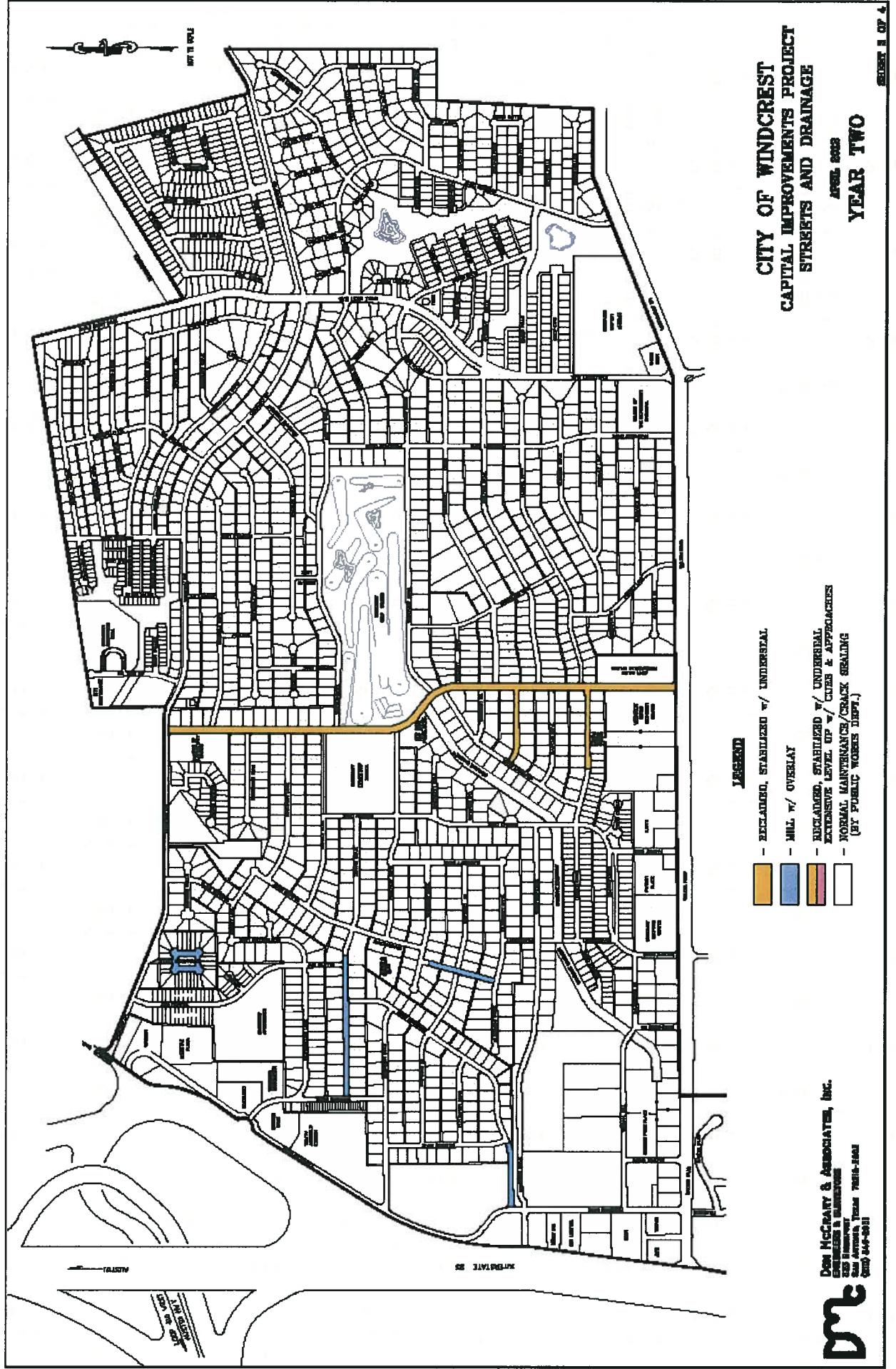
Year Two (2013) Estimated Budget No:

\$1,000,000

*This may be completed by Stormwater Drain



Areas of Construction – Year Two (2013)



Construction Types and Cost Estimate – Year Three

City of Windcrest Capital Improvement Project Streets & Drainage Year Three (2014)

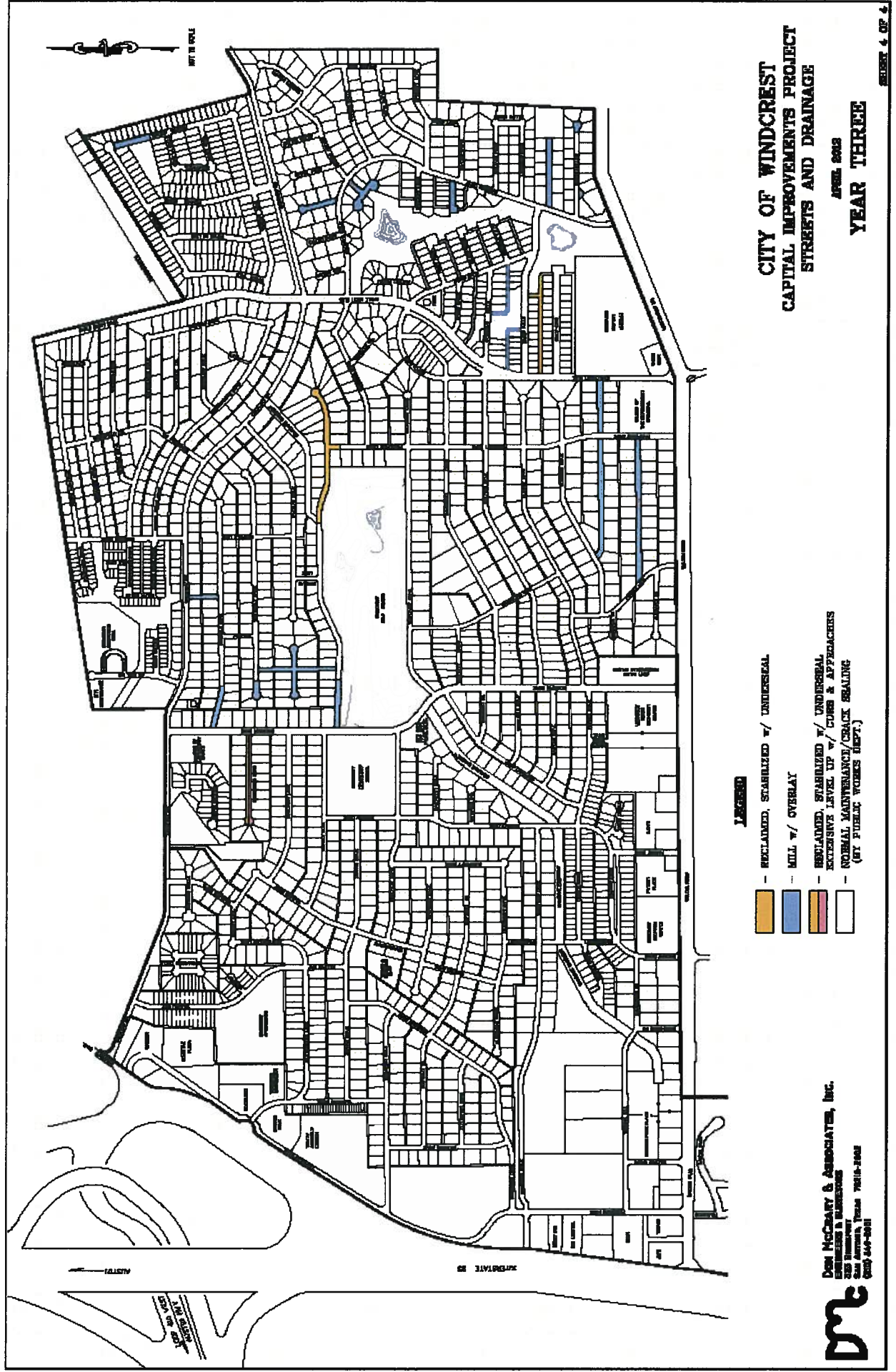
- Streets East of Eaglecrest
 - Reclaim with Stabilization
 - Mill with 1 ½" Overlay
- Streets Between Midcrown and Eaglecrest
 - Reclaim with Cement Stabilization
 - Mill with 1 ½" Overlay
- Bronzglo
 - Reclaim with stabilization, Level Up, Replace needed Curbs and Drive Approaches
- Point Repairs, as required throughout the City

Year Three (2014) Estimated Budget No:

\$1,000,000



Areas of Construction – Year Three (2014)





WINDCREST TEXAS

City Council Agenda Item Report

October 8, 2012

Contact – Tom Garcia
tgarcia@windcrest-tx.gov

Resolution #: 2012-405 (R)

SUBJECT: Deliberation and possible action on a resolution to authorize the development of bid documents, specifications and construction plans required to be utilized in the bidding and award of construction contracts to perform street point repairs throughout the City of Windcrest.

1. BACKGROUND/HISTORY

The City has planned for and adopted a Roadway Capital Improvements Plan to address the deteriorating roadway condition within the City. Total FY 2012-2013 CIP funding for street point repairs is projected not to exceed \$250,000.

2. FINDINGS/CURRENT ACTIVITY

The City seeks the engineering consulting experience and expertise needed to best procure and manage the construction services necessary for the performance of street point repairs throughout the City of Windcrest

To maintain the highest level of management, design, and construction, the City seeks to separate the performance of the street point repairs from the detailed engineering design. Accordingly, the City seeks to release a Request for Proposals for the execution of street point repairs.

3. FINANCIAL IMPACT -

The fee for these engineering services is not to exceed \$25,000.00. Funding of \$25,000.00 is available from the FY 2012-2013 Roadway CIP budget.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends to take action on the authorization of Young Professional Resources to perform certain engineering services related to city-wide street point repairs.

RESOLUTION NUMBER 2012-405 (R)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO RELEASE A REQUEST FOR PROPOSALS AND AUTHORIZING YOUNG PROFESSIONAL RESOURCES TO DEVELOP BID DOCUMENTS, SPECIFICATIONS, AND CONSTRUCTION PLANS REQUIRED TO BE UTILIZED IN THE BIDDING AND AWARD OF CONSTRUCTION CONTRACTS TO PERFORM STREET POINT REPAIRS THROUGHOUT THE CITY OF WINDCREST.

WHEREAS, the City of Windcrest desires to enter authorize Young Professional Resources for Work Authorization # 2012-02, dated October 4, 2012, in accordance with the agreement for professional consulting services dated September 11, 2012 between the City of Windcrest and Young Professional Resources.

WHEREAS, the existing City of Windcrest staff does not have the engineering experience or expertise needed to best procure and manage the construction services needed for the performance of street point repairs throughout the City of Windcrest.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The Young Professional Resources Work Authorization #2012-03 for the performance of certain services relating to street point repair is not to exceed a fee of \$25,000.00.
2. The City Manager is authorized to develop and release a Request for Proposals for the performance of street point repairs throughout the City of Windcrest.

DULY PASSED AND APPROVED, on the 8th Day of October, 2012, at a specially scheduled meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

,City Secretary

ATTACHMENT C

PROFESSIONAL SERVICES WORK ORDER NO. 2

Project Name: **FY 2012-2013 STREET POINT REPAIR PROJECT**

Work Order Date: OCTOBER 4, 2012

Job No.: 100112-02

Subject to the Professional Services Agreement between **CITY OF WINDCREST TEXAS** and **YOUNG PROFESSIONAL RESOURCES**, dated _____, City of Windcrest authorizes Engineer to perform services as specified in this Work Order and in accordance with the above mentioned Agreement.

1. Scope of Work: Engineer shall perform services as described below (attach additional pages as necessary and are incorporated into this Work Order). Detailed descriptions of the services are provided in this Work Order. Indicate fee type as "LS" for Lump Sum or "H" for Hourly, as described in this Agreement.

Young Professional Resources is directed to develop bid documents, specifications and construction plans required to be utilized in the bidding and award of construction contracts to perform street point repairs throughout the City of Windcrest. The total of the Construction contracts shall not exceed \$250,000. The length of the construction contracts will be approximately 90 days. YPR will assist the City in the bidding process and provide construction phase engineering services to include construction observation. The following task are to be performed:

1. Design Construction Plans
2. Prepare technical specifications
3. Prepare bid documents
4. Hold utility coordination meeting to determine conflicts
5. Assist the City with the bidding process and bid evaluations
6. Attend Pre-bid meeting
7. Attend Bid Opening
8. Evaluate bids and make recommendations to the City of Windcrest on Award
9. Perform Construction Administration services to include:
 - a. Hold a preconstruction meeting with Contractor
 - b. Onsite construction observation services (includes Coordination with material testing services) – (8 hours week for 12 weeks)
 - c. Review of pay application (3 pay applications)
 - d. Review of change order requests
 - e. Review of material submittal

- f. Hold weekly meetings with contractors (12 meetings)**
10. Provide weekly progress report to the City Staff (12 reports)
11. Attend Council meetings provide project updates to City Council (3 Council meetings)
12. Develop final record plans base upon redline drawings

Engineer's Fee Proposal

Young Professional Resources fee is for an amount not to exceed \$ 25,000.00.
Detailed Fee Spreadsheet attached.

ISSUED AND AUTHORIZED BY:

ACCEPTED AND AGREED TO BY:

By: _____

By: _____

Title: City Manager, City of Windcrest

Title: _____

Date: _____

Date: _____

	Discipline Rate	Principal	Proj. Mgr.	Proj. Engineer	ET	Construction Observer	Design Tech	Administrative	Task Hours	Task Cost
1. Design Construction Plans										
2. Prepare technical specifications			7.00	15.00	25.00		30.00			\$ 8,155.00
3. Prepare bid documents			2.00	2.00	8.00					\$ 1,410.00
4. Hold utility coordination meeting to determine conflicts			1.00	2.00	3.00					\$ 720.00
5. Assist the City with the bidding process and bid evaluations			1.00	1.00						\$ 285.00
6. Attend Pre-bid meeting			3.00	1.00						\$ 420.00
7. Attend Bid Opening			1.00	1.00						\$ 265.00
8. Evaluate bids and make recommendations on Award			1.00	1.00						\$ 140.00
9. Perform Construction Administration services to include:										\$ -
a. Hold a preconstruction meeting with Contractor			1.00	1.00						\$ 285.00
b. construction observation services - (8 hours week for 12 weeks)						96.00				\$ 7,200.00
c. Review of pay application (3 pay applications)			3.00							\$ 420.00
d. Review of change order requests			1.00	2.00						\$ 390.00
e. Review of material submittal			1.00	3.00						\$ 515.00
f. Hold weekly meetings with contractors (12 meetings)				6.00						\$ 750.00
10. Provide weekly progress report to the City Staff (12 reports)			4.00	6.00				4.00		\$ 1,490.00
11. Attend Council meetings provide project updates (3 Council meetings)		3.00						2.00		\$ 585.00
12. Develop final record plans base upon redline drawings			1.00	1.00			4.00			\$ 605.00
Total Hours		3.00	28.00	41.00	38.00	96.00	34.00	8.00	0.00	\$ -
Total Fee		\$ 495.00	\$ 3,920.00	\$ 5,125.00	\$ 3,980.00	\$ 7,200.00	\$ 2,890.00	\$ 270.00		\$ 23,860.00

FEE BREAKOUT

Project: FY 2012-2013 Street Point Repair Project
Client: City of Windcrest
Date 10-04-12



City Council Agenda Item Report

October 8, 2012

Contact – Tom Garcia
tgarcia@windcrest-tx.gov

Resolution #: 2012-406 (R)

SUBJECT: Deliberation and possible action on a resolution to authorize the development of the bid documents and geographical renderings required to be utilized in the bidding and award of construction contracts to perform renovations to the Civic Center and City Entrances.

1. BACKGROUND/HISTORY

The City in association with the Parks and Recreation Commission has planned the renovation and landscape design of the Civic Center and City Entrances.

2. FINDINGS/CURRENT ACTIVITY

The City seeks the engineering consulting experience and needed to best procure and manage the construction and landscape architectural services necessary to complete Civic Center and City Entrances Landscaping and Construction projects

3. FINANCIAL IMPACT -

The fee for these engineering services is not to exceed \$10,770.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends the authorization of Raba Kistner, Inc. to perform certain engineering services related to Civic Center and City Entrances Landscaping and Construction projects.

RESOLUTION NUMBER 2012-406 (R)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO RELEASE A REQUEST FOR PROPOSALS AND AUTHORIZING RABA KISTNER, INC. TO PROVIDE MANAGEMENT AND DEVELOP FORMAL BID PACKAGING AND GEOGRAPHICAL RENDERINGS OF LANDSCAPE IMPROVEMENT PROJECTS FOR THE CIVIC CENTER AND THE CITY ENTRANCE AT MIDCROWN.

WHEREAS, the City of Windcrest desires to enter authorize Raba Kistner, Inc. for Work Authorization # 2012-08, dated October 5, 2012, in accordance with the agreement for professional consulting services dated August 1, 2012 between the City of Windcrest and Raba Kistner, Inc.

WHEREAS, the existing City of Windcrest staff does not have the engineering consulting experience or expertise needed to best procure and manage the construction and landscape architectural services necessary to complete Civic Center and City Entrances Landscaping and Construction projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The Raba Kistner, Inc. Work Authorization #2012-008 for the development and review of bid packages and development of geographical renderings is not to exceed \$10,770.
2. The City Manager is authorized to develop and release a Request for Proposals for the execution of Civic Center and City Entrances construction projects.

DULY PASSED AND APPROVED, on the 8th Day of October, 2012, at a specially scheduled meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

,City Secretary

CITY OF WINDCREST

WORK AUTHORIZATION NO. 2012-08
For
PROFESSIONAL CONSULTING SERVICES
By
RABA KISTNER, INC.

In accordance with the AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES (the "Agreement") dated August 1, 2012 between CITY OF WINDCREST (hereinafter call CLIENT) and Raba Kistner, Inc., (hereinafter called CONSULTANT); **CLIENT** hereby authorizes **CONSULTANT** to proceed with the following Services for the following Project.

I. PROJECT

The project has been designated as CIVIC CENTER AND CITY ENTRANCE LANDSCAPE FORMAL BID PACKAGE WITH RENDERINGS. The Project is located in the City of Windcrest. The **CLIENT** work order 008 is assigned to PO # 2012-008.

II. SCOPE OF SERVICES

The proposed scope of services is to develop a formal bid package and graphical renderings of the landscape improvements of the Civic Center and the City entrance at Midcrown, as design by Peter B. Olfers and Associates. The goal of the proposed scope of services is to support the **CLIENT** in obtaining competitive bids for the installation of the project in accordance with the **CLIENT**'s procurement requirements. The proposed scope of services seeks to provide performance specifications and the provision of bid alternates to afford the **CLIENT** the flexibility in contracting for construction to meet the **CLIENT**'s allocated budget. The Services will also include development and presentation of graphical renderings of the adopted landscape design prior to soliciting construction bids to allow the **CLIENT** to best understand the proposed design. The proposed scope of services is as follows:

Develop and Present Graphical Renderings

- Development of one rendered plan and one perspective view of each site
 - The rendering orientations will be confirmed with the **CLIENT** during field photography work
- Provide illustration representing the planting palette proposed for the project
 - This information will reference the botanical and common names of each plant accompanied with a photo
- Present renderings and illustrations to the **CLIENT**

Construction Procurement Support

- Provide a bid package to the **CLIENT**, including:
 - Invitation for Bid
 - Bid Form
 - Unit Pricing Form
 - Short Form Performance Specifications
 - Provisions for bid alternates
- Provide a list of pre-qualified landscape contractors to the **CLIENT**
- Review bids received and provide a recommendation of contract award to the **CLIENT**

III. RESPONSIBILITIES OF CLIENT

The **CLIENT** is responsible for notifying **CONSULTANT** of task requirements, schedules, and expectations. The **CLIENT** is responsible for providing the necessary documents from the original Landscape Architect, as needed. The **CLIENT** is responsible for providing necessary information relating to other contract forms and conditions of the construction contract during the construction procurement support phase of the Services.

IV. COMPENSATION

CLIENT shall compensate **CONSULTANT** for providing the services set forth herein in accordance with the terms of the existing Agreement. Based on the scope of work, the **CONSULTANT'S** fee is NOT-TO-EXCEED \$10,770, including related expenses. A breakdown of the **CONSULTANT'S** fee is provided below in Table 1.

Table 1 – Proposed Fee Breakdown

Presentation Package with Renderings	\$4,850
Formal Bid Package and Contractor Procurement Support	\$5,920
TOTAL NOT TO EXCEED:	\$10,770

The **CONSULTANT'S** fee proposal is valid for a period of 30 calendar days. The **CLIENT** will pay **CONSULTANT** based on monthly invoices provided by **CONSULTANT**.

The personnel classification and rates anticipated for this project are provided below in Table 2. The specific hourly rate within each classification listed below depends on the experience, special training, and qualifications of the personnel needed for the project. For projects requiring work at any hazardous waste site, there will be a \$10 per hour surcharge added to the normal billing rate for all personnel. Consultants to **CONSULTANT** will be charged according to their professional classification. The **CLIENT** will be notified prior to any changes to these rates. The below personnel classifications and rates may vary for each Work Authorizations according to the needs each project.

Table 2 – Anticipated Personnel Classification and Rates

Personnel Classification	Rate
Principal	\$200
Senior PM / Professional	\$175
Project Manager	\$150
Professional	\$125
Jr. Professional / Technician	\$90
Administrative	\$70

V. PROJECT SCHEDULE

The **CONSULTANT** shall develop and present the renderings to the **CLIENT** on October 15, 2012. Development of a bid package is anticipated to take from ten (10) to fifteen (15) working days upon acceptance of the renderings presentation by the **CLIENT**. Procurement support will follow the required schedule of the **CLIENT**.

Due to the nature of the activities anticipated for this project, schedules for individual tasks performed during this project will be updated with **CLIENT** input throughout the project. Separate work authorizations will be required for other services, if needed.

VI. CLIENT'S PROJECT MANAGER

The **CLIENT'S** project managers and point of contacts for this Project are:

- Rafael Castillo
- Sarah Mangham
- Tom Garcia

VII. KEY CONSULTANT PERSONNEL

The following **CONSULTANT** key personnel are assigned to perform the Services:

- Principal – Paul Hawryluk, PE
- Project Manager – Andrew Hunt, PE
- Landscape Architect – Larry Hicks, ASLA

AUTHORIZED BY:

ACCEPTED BY:

CLIENT:

CONSULTANT:

Signature

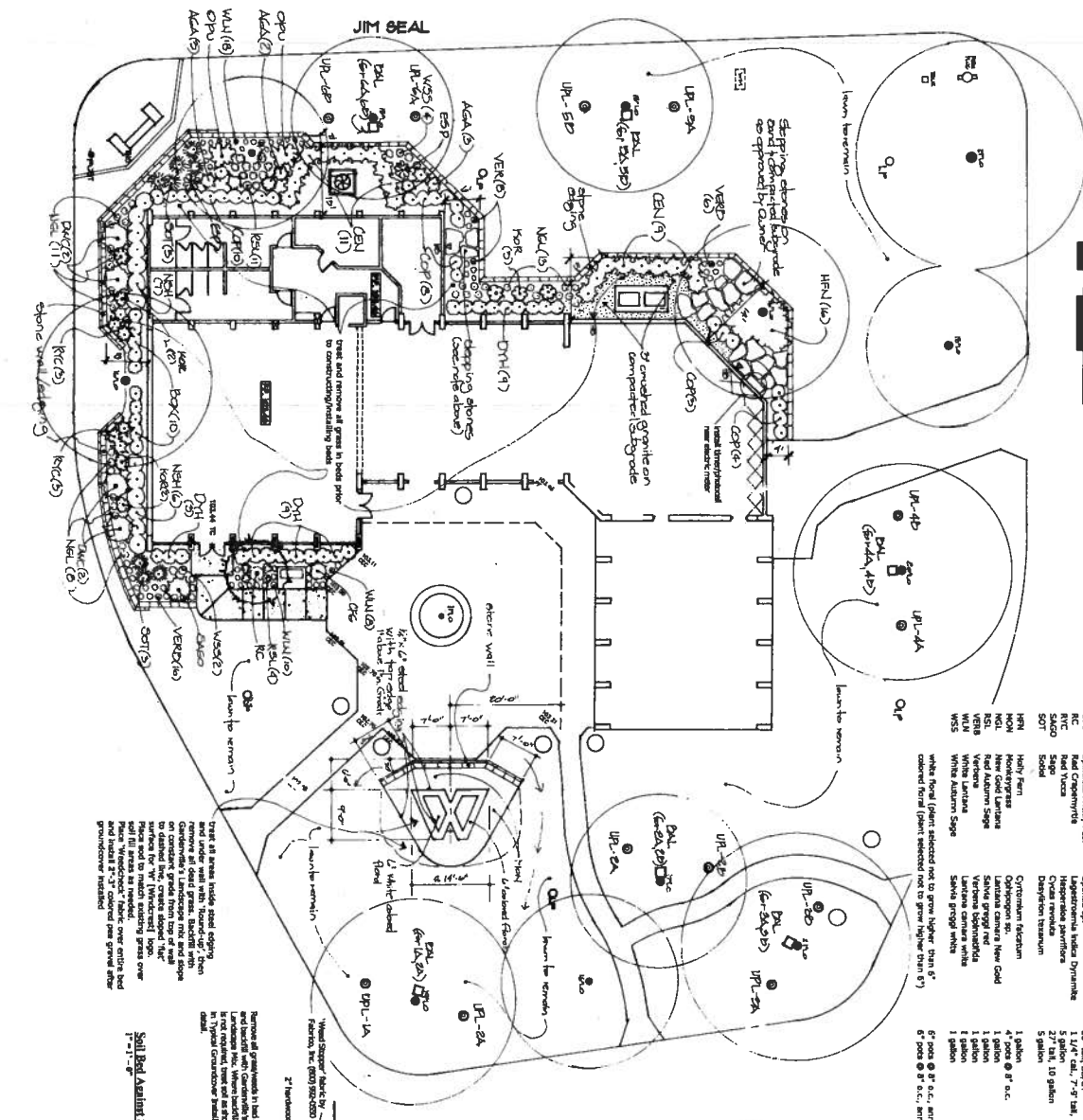
Signature

Print Name

Print Name

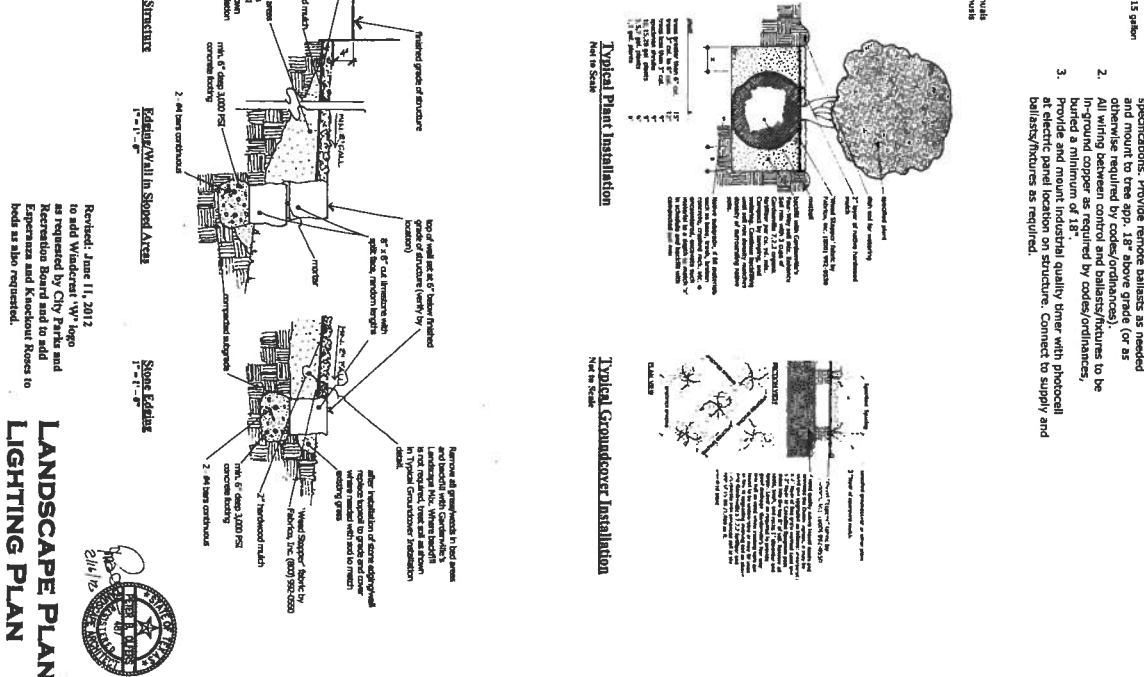
Date

Date



Plant Materials Schedule

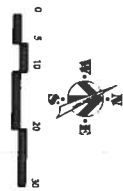
code	common name	scientific name	quantity
AKA	Agave	Agave attenuata	5 gallon
AKA(1)	Silver Cholla	Leucopodium fr. Silver Cholla	21" tall, 5 gallon
AKA(2)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(3)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(4)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(5)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(6)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(7)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(8)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(9)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(10)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(11)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(12)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(13)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(14)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(15)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(16)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(17)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(18)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(19)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(20)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(21)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(22)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(23)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(24)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(25)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(26)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(27)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(28)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(29)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(30)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(31)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(32)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(33)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(34)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(35)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(36)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(37)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(38)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(39)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(40)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
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AKA(47)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(48)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
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AKA(60)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(61)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
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AKA(63)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(64)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(65)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(66)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(67)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(68)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(69)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(70)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(71)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(72)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(73)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(74)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(75)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(76)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(77)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(78)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(79)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(80)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(81)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(82)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(83)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
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AKA(94)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(95)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(96)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(97)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(98)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(99)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon
AKA(100)	Cholla	Leucopodium fr. Cholla	18" tall, 5 gallon



In-Ground Up-lights for Trees:

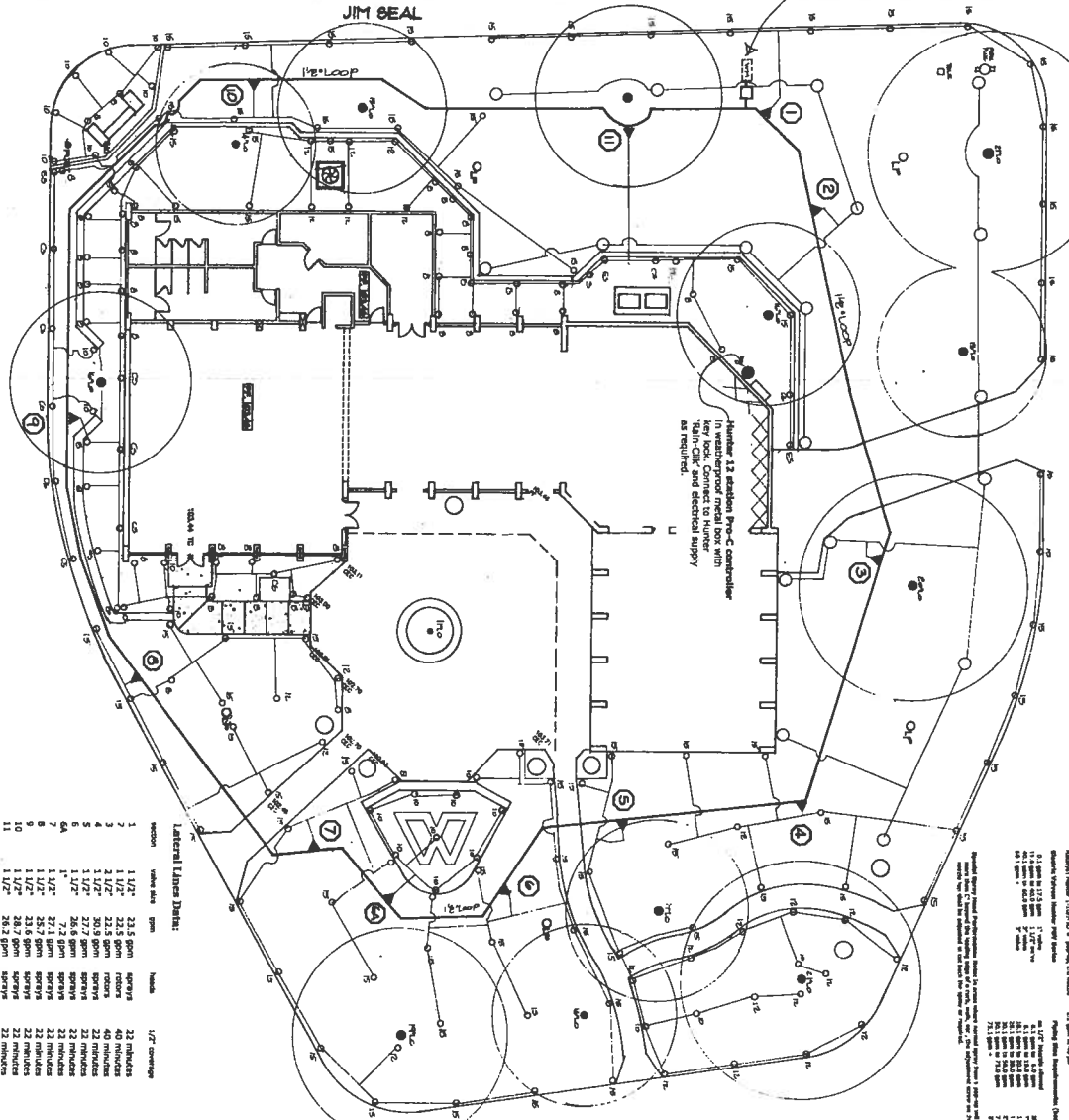
1. Typical Feature: In-ground feature by "Twilight" (www.twilightusa.com) (1-800-225-0727) TDB - 175W E17 W, SP RFL, ROCK GRD, CONW LENS, (120V), (15' con) (typ. of 12 fixtures) - UNL (0)
2. Remove Ballasts (mounted on tree - DAL (0))
3. Install in-ground fixtures according to manufacturer's specifications. Provide remote ballasts as needed and mount to tree app. 18" above grade (or as otherwise required by codes/ordinances).
4. Wiring between control and ballasts/fixtures to be buried a minimum of 18" in-ground, protected by codes/ordinances, at electric panel location on structure. Connect to supply and ballasts/fixtures as required.

- Master Assembly: In line as listed below
- 1) 1" W" water meter
 - 2) 1" W" pressure reducing valve
 - 3) 1" W" backflow preventer
 - 4) 1" W" backflow preventer
 - 5) 1" W" master valve



Installation Legend

Schedule 40 PVC Mainline
Rigid Class 200 PVC Lateral
Hunter Series 120 PVC Rotor, 2.5 Nozzle
Hunter Series 120 PVC Rotor, 2.5 Nozzle
Hunter Series 120 PVC Rotor, 2.5 Nozzle
(6" pop-up in grass, 12" pop-up in beds)

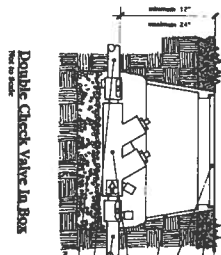


Lateral Line Data:

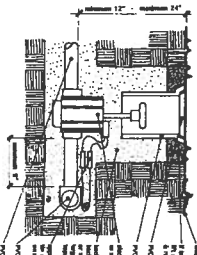
SECTION	WATER SIZE	GPM	HEAD	1/2" COVERAGE
1	1 1/2"	23.5 gpm	40' ft	22' ft
2	1 1/2"	23.5 gpm	40' ft	22' ft
3	1 1/2"	23.5 gpm	40' ft	22' ft
4	1 1/2"	23.5 gpm	40' ft	22' ft
5	1 1/2"	23.5 gpm	40' ft	22' ft
6	1 1/2"	23.5 gpm	40' ft	22' ft
7	1 1/2"	23.5 gpm	40' ft	22' ft
8	1 1/2"	23.5 gpm	40' ft	22' ft
9	1 1/2"	23.5 gpm	40' ft	22' ft
10	1 1/2"	23.5 gpm	40' ft	22' ft
11	1 1/2"	23.5 gpm	40' ft	22' ft

Component Schedule

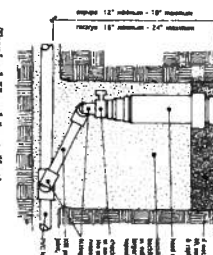
ITEM	DESCRIPTION	QUANTITY	UNIT
1	1" W" water meter	1	each
2	1" W" pressure reducing valve	1	each
3	1" W" backflow preventer	1	each
4	1" W" backflow preventer	1	each
5	1" W" master valve	1	each
6	1" W" backflow preventer	1	each
7	1" W" backflow preventer	1	each
8	1" W" backflow preventer	1	each
9	1" W" backflow preventer	1	each
10	1" W" backflow preventer	1	each
11	1" W" backflow preventer	1	each



Double Check Valve in Box



Typical Electric Valve Installation



Typical Head Installation

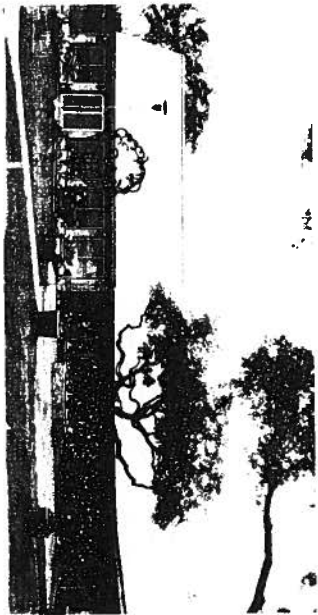
Additional Assumptions/Comments:

1. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
2. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
3. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
4. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
5. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
6. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
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9. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
10. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
11. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
12. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
13. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
14. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.
15. The contractor shall be responsible for obtaining all necessary permits and approvals from the City of Windcrest.

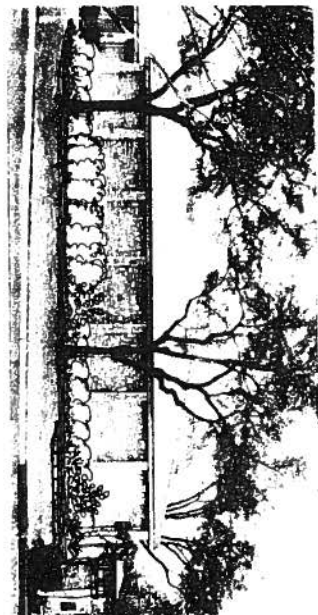
IRRIGATION PLAN

PETER OLFERS & ASSOCIATES
Landscape Architecture Research Planning
6322 Sovereign, Suite 1578
San Antonio, Texas 78229
phone (210) 349-9396 FAX (210) 349-9820

CITY OF WINDCREST CIVIC CENTER
JIM SEAL
WINDCREST, TEXAS



Front Elevation Civic Center

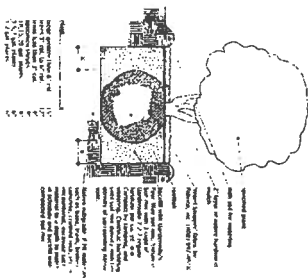
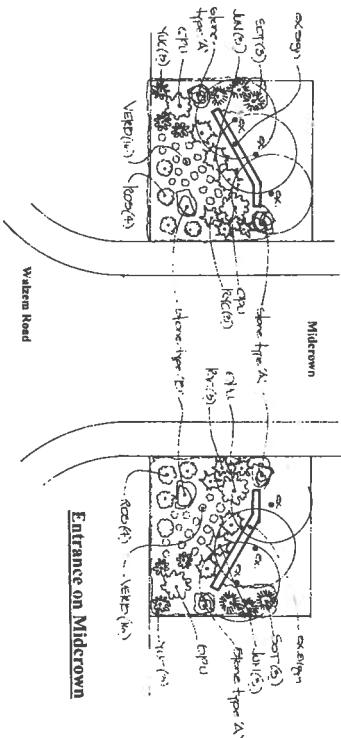


Rear Elevation Civic Center

den.	common name	scientific name	specifications
JUN	Buffalo Juniper	<i>Juniperus sibirica</i> Burillo	21' spec., 5' girth (max. girth: 12" high)
ROS	Siberian Prickly Pear	<i>Opuntia</i> sp.	20' tall, 88" C
CHS	Chinese Elm	<i>Ulmus parviflorus</i> Maxim.	21' spec., 5' girth (max. girth: 12" high)
SOT	Red Bud	<i>Cornus kousa</i> Maxim.	20' spec., 5' girth (max. girth: 12" high)
VERB	Scotell	<i>Desfontainia</i> (var.)	5' girth
WIC	Weymouth	<i>Veronica bilobata</i> L.	5' girth
Boudiers	Weymouth Yucca	<i>Yucca macrocarpa</i>	5' girth
Walden	Type 'N' - upright, Lammasas arundinis		
	Type 'J' - 1/2" dia., 1/2" - 3" above grade		
	Type 'W' - flat lammasas arundinis		
	1' above grade, 4' x 3'		

remove existing black gravel, level soil surface and install "weed stopper" fabric. After plants are installed place 3" - 4" screened native woodland mulch over entire bed

1' 5' 10'



Plant Materials selected are principally hardscape materials and once established will only require occasional during dryer periods; however, they will require frequent watering until established.

Special Note: Owner may opt to keep black gravel as finished mulch. In this case, the contractor shall lift the gravel, install the plants and Weedcheck fabric and then reinstall gravel mulch.



• **Peter B. Olfers and Associates** •
 Landscape Architecture □ Research □ Planning
 6322 Sovereign, Suite 137B San Antonio, Texas 78229
 phone (210) 349-9336 FAX (210) 349-3820

CITY OF WINDCREST CIVIC CENTER & MIDCROWN
WINDCREST, TEXAS



WINDCREST TEXAS

City Council Agenda Item Report

October 8, 2012

Contact – Tom Garcia
tgarcia@windcrest-tx.gov

Resolution #: 2012-407 (R)

SUBJECT: Deliberation and possible action on a resolution to authorizing the city manager to release a request for proposals and authorizing Raba Kistner, Inc. to provide management, develop specifications and construction plans, and develop bid documents for a CIP construction project on Parkcrest Drive.

1. BACKGROUND/HISTORY

The City has planned for and adopted a Roadway Capital Improvements Plan to address the deteriorating roadway condition within the City. Total FY 2012-2013 CIP funding for construction projects on Parkcrest Drive is not to exceed \$175,000.

2. FINDINGS/CURRENT ACTIVITY

The City seeks the engineering consulting experience and expertise needed to best procure and manage the construction services necessary for the performance of construction projects on Parkcrest Drive.

To maintain the highest level of management, design, and construction, the City seeks to separate the performance of the construction project from the detailed engineering design. Accordingly, the City seeks to release a Request for Proposals for the execution of the construction project.

3. FINANCIAL IMPACT -

The fee for these engineering services is not to exceed \$16,910.00. Funding of \$16,910 is available from the FY 2012-2013 Roadway CIP budget.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends action to be taken to approve the authorizations.

RESOLUTION NUMBER 2012-407 (R)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO RELEASE A REQUEST FOR PROPOSALS AND AUTHORIZING RABA KISTNER, INC. TO PROVIDE MANAGEMENT, DEVELOP SPECIFICATIONS AND CONSTRUCTION PLANS, AND DEVELOP BID DOCUMENTS FOR A CIP CONSTRUCTION PROJECT ON PARKCREST DRIVE.

WHEREAS, the City of Windcrest desires to enter authorize Raba Kistner, Inc. for Work Authorization # 2012-07, dated October 5, 2012, in accordance with the agreement for professional consulting services dated August 1, 2012 between the City of Windcrest and Raba Kistner, Inc.

WHEREAS, the existing City of Windcrest staff does not have the engineering experience or expertise needed to best procure and manage best procure and manage the construction services needed for the performance of CIP construction projects on Parkcrest Drive.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The Raba Kistner, Inc. Work Authorization #2012-07 for a Roadway CIP project on Parkcrest Drive for a fee not to exceed \$16,910.00.
2. The City Manager is authorized to develop and release a Request for Proposals for the execution of construction projects on Parkcrest Drive.
3. The CIP construction project on Parkcrest Drive is projected to cost approximately \$175,000.

DULY PASSED AND APPROVED, on the 8th Day of October, 2012, at a specially scheduled meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

,City Secretary

CITY OF WINDCREST

WORK AUTHORIZATION NO. 2012-07

For

PROFESSIONAL CONSULTING SERVICES

By

RABA KISTNER, INC.

In accordance with the AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES (the "Agreement") dated August 1, 2012 between CITY OF WINDCREST (hereinafter call CLIENT) and Raba Kistner, Inc., (hereinafter called CONSULTANT); **CLIENT** hereby authorizes **CONSULTANT** to proceed with the following Services for the following Project.

I. PROJECT

The project has been designated as PARKCREST DR - PREPARE CONSTRUCTION DOCUMENTS. The Project is located in the City of Windcrest along Parkcrest Dr from Walzem Rd to Alley South of Caldenglo Dr. The **CLIENT** work order 007 is assigned to PO # 2012-07.

II. SCOPE OF SERVICES

The goal of the proposed scope of services is to begin addressing the immediate needs of the **CLIENT's** roadways through rehabilitation of Parkcrest Drive pavements. The proposed scope of services will evaluate the condition of the pavement and subgrade along Parkcrest Drive, survey the existing roadway surface, provide recommendations for pavement rehabilitation to the **CLIENT**, and develop the plans, specifications, and bid documents necessary for the **CLIENT** to initiate pavement rehabilitation construction. The proposed scope of services is as follows:

Geotechnical Pavement Study

The geotechnical pavement study will evaluate the severity of the distress along the roadway alignment and to prepare an engineering report which will provide options for addressing the distress currently exhibited in the pavement. The study will include:

- A brief pavement distress study to quantify the level of distress exhibited on Parkcrest Drive
- Meeting with the design team to evaluation of options for pavement rehabilitation to achieve the desired design life before additional rehabilitation is required
- Prepare engineering report presenting the results of the study

Survey

A boundary and topographic surveying will be performed to establish the property lines, easements, existing surface infrastructure. The survey will also be used to develop contours of the project site. The proposed survey is for a distance of approximately 1,750 LF of roadway.

Preparation of Construction Documents

Using the results of the geotechnical pavement study and survey, the **CONSULTANT** will prepare the construction documents needed for the **CLIENT** to bid and construct the project. The **CONSULTANT** will provide:

- Roadway plans and Specifications, including
 - Roadway design/layout and details, as needed
 - Grading plan to ensure positive drainage only
 - SWPPP drawings, as required
- Construction Cost Estimates
- Construction Bid Documents
- Needed Advertisement for Solicitation of Construction Bids

The **CONSULTANT** will provide a separate work authorization to the **CLIENT** for performing Construction Administration services and Construction Material Testing services once the construction documents are finalized and approved by the **CLIENT**. The **CONSULTANT** will perform soil borings as part of a separate work authorization from the **CLIENT**.

III. RESPONSIBILITIES OF CLIENT

The **CLIENT** is responsible for notifying **CONSULTANT** of task requirements, schedules, and expectations.

IV. COMPENSATION

CLIENT shall compensate **CONSULTANT** for providing the services set forth herein in accordance with the terms of the existing Agreement. Based on the scope of work and a projected construction cost of \$170,000, the **CONSULTANT'S** fee is NOT TO EXCEED \$16,990, including related expenses. A breakdown of the **CONSULTANT'S** fee is provided below in Table 1.

Table 1 – Proposed Fee Breakdown

Geotechnical Pavement Study	\$5,020
Survey	\$3,300
Preparation of Construction Documents	\$8,670
TOTAL NOT TO EXCEED:	\$16,990

The **CONSULTANT'S** fee proposal is valid for a period of 30 calendar days. The **CLIENT** will pay **CONSULTANT** based on monthly invoices provided by **CONSULTANT**.

The personnel classification and rates anticipated for this project are provided below in Table 2. The specific hourly rate within each classification listed below depends on the experience, special training, and qualifications of the personnel needed for the project. For projects requiring work at any hazardous waste site, there will be a \$10 per hour surcharge added to the normal billing rate for all personnel. Consultants to **CONSULTANT** will be charged according to their professional classification. The **CLIENT** will be notified prior to any changes to these rates. The below personnel classifications and rates may vary for each Work Authorizations according to the needs each project.

Table 2 – Anticipated Personnel Classification and Rates

Personnel Classification	Rate
Principal	\$200
Senior PM / Professional	\$175
Project Manager	\$150
Professional	\$125
Jr. Professional / Technician	\$90
Administrative	\$70

V. PROJECT SCHEDULE

The **CONSULTANT** proposes to perform the Services within the proposed schedule provided below. Due to the nature of the activities anticipated for this project, schedules for individual tasks performed during this project will be updated with **CLIENT** input throughout the project. Separate work authorizations will be required for other services, including material testing services, if needed. The **CLIENT** will be notified in advance upon any schedule changes.

PROPOSED PARKCREST DR ROADWAY REHABILITATION SCHEDULE												
TASK NAME	FY 2013											
	2012			2013								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Preparation of Construction Documents												
Pavement Construction along Parkcrest Dr												

VI. CLIENT'S PROJECT MANAGER

The **CLIENT'S** project managers and point of contacts for this Project are:

- Rafael Castillo
- Sarah Mangham
- Tom Garcia

VII. KEY CONSULTANT PERSONNEL

The following **CONSULTANT** key personnel are assigned to perform the Services:

- Principal – Paul Hawryluk, PE
- Project Manager – Andrew Hunt, PE
- Geotechnical Professional – Ian Perez, PE
- Survey and Detailed Design Professional – Heath Woods, P.E.

AUTHORIZED BY:

ACCEPTED BY:

CLIENT:

CONSULTANT:

Signature

Signature

Print Name

Print Name

Date

Date

CITY OF WINDCREST

WORK AUTHORIZATION NO. 2012-05 (rev 1)

For

PROFESSIONAL CONSULTING SERVICES

By

RABA KISTNER, INC.

In accordance with the AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES (the "Agreement") dated August 1, 2012 between CITY OF WINDCREST (hereinafter call CLIENT) and Raba Kistner, Inc., (hereinafter called CONSULTANT); **CLIENT** hereby authorizes **CONSULTANT** to proceed with the following Services for the following Project.

I. PROJECT

The project has been designated as **CITY HALL ROOF REPAIR DESIGN AND CONSTRUCTION ADMINISTRATION**. The Project is located at 8601 Midcrown, Windcrest, Texas. The **CLIENT** work order 005 is assigned to PO # 2012-05.

II. SCOPE OF SERVICES

The goal of the proposed scope of services is to address the leaking HVAC ducts and roof penetrations of the **CLIENT**'s newly replaced HVAC roof top units and duct work on the roof of City Hall. After the rooftop HVAC duct work was replaced in the June 2012, the absence of proper roof penetrations and flashing was identified by the **CONSULTANT** after several rain events caused roof leaks. The new HVAC duct work was also identified by the **CONSULTANT** at certain locations to be incorrectly sealed, allowing air to freely escape and water to penetrate the duct work. The proposed scope of services is as follows:

Develop Roof Repair Details

- Develop construction details for curb installation, counter flashing, and other details required
- Develop construction guidance or requirements for Roofing Contractor
- Develop construction guidance or requirements for HVAC Contractor

Support City during Roof Contractor Procurement

- Provide list of pre-qualified roof contractors to City
- Provide City with necessary bid documents for seeking bids from pre-selected Roofing Contractor
- Support City during procurement of Roof Contractor

Provide Construction Administration during Roof Repairs

- Coordinate between HVAC and Roofing Contractors to perform repairs
- Perform field observations during roof repairs

III. RESPONSIBILITIES OF CLIENT

The **CLIENT** is responsible for notifying **CONSULTANT** of task requirements, schedules, and expectations. The **CLIENT** is also responsible for providing access to the areas of roof penetrations on the roof and indoors.

IV. COMPENSATION

CLIENT shall compensate **CONSULTANT** for providing the services set forth herein in accordance with the terms of the existing Agreement. Based on the scope of work, the **CONSULTANT'S** fee is NOT-TO-EXCEED \$6,720.00, including related expenses. A breakdown of the **CONSULTANT'S** fee is provided below in Table 1.

Table 1 – Proposed Fee Breakdown

Develop Roof Repair Details	\$2,830
Support City during Roof Contractor Procurement	\$1,800
Provide Construction Administration during Roof Repairs	\$2,090
TOTAL NOT TO EXCEED:	\$6,720

The **CONSULTANT'S** fee proposal is valid for a period of 30 calendar days. The **CLIENT** will pay **CONSULTANT** based on monthly invoices provided by **CONSULTANT**.

The personnel classification and rates anticipated for this project are provided below in Table 2. The specific hourly rate within each classification listed below depends on the experience, special training, and qualifications of the personnel needed for the project. For projects requiring work at any hazardous waste site, there will be a \$10 per hour surcharge added to the normal billing rate for all personnel. Consultants to **CONSULTANT** will be charged according to their professional classification. The **CLIENT** will be notified prior to any changes to these rates. The below personnel classifications and rates may vary for each Work Authorizations according to the needs each project.

Table 2 – Anticipated Personnel Classification and Rates

Personnel Classification	Rate
Principal	\$200
Senior PM / Professional	\$175
Project Manager / Senior Professional	\$150
Professional	\$125
Jr. Professional / Technician	\$90
Administrative	\$70

V. PROJECT SCHEDULE

The **CONSULTANT** shall perform the Services within the proposed schedule provided below. Due to the nature of the activities anticipated for this project, schedules for individual tasks performed during this project will be updated with **CLIENT** input throughout the project. Separate work authorizations will be required for other services, if needed.

PROPOSED ROOF REPAIR DESIGN AND CONSTRUCTION SCHEDULE																				
TASK NAME	OCTOBER																			
	Week 1					Week 2					Week 3					Week 4				
	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
Citywide Point Repairs																				
Develop Roof Repair Documents																				
Procure Roof Contractor and Coordinate w HVAC Contractor																				
Perform Roof Repair																				

VI. CLIENT'S PROJECT MANAGER

The **CLIENT'S** project managers and point of contacts for this Project are:

- Rafael Castillo
- Sarah Mangum
- Tom Garcia

VII. KEY CONSULTANT PERSONNEL

The following **CONSULTANT** key personnel are assigned to perform the Services:

- Principal – Paul Hawryluk, PE
- Project Manager – David White, RRC, RRO, CDT, CEI, CIT
- Project Manager – Andrew Hunt, PE

AUTHORIZED BY:

ACCEPTED BY:

CLIENT:

CONSULTANT:

Signature

Signature

Print Name

Print Name

Date

Date

ATTACHMENT C

PROFESSIONAL SERVICES WORK ORDER NO. 1

Project Name: **EMERGENCY ASPHALT REPAIR PROJECT**

Work Order Date: OCTOBER 4, 2012

Job No.: 100112-01

Subject to the Professional Services Agreement between **CITY OF WINDCREST TEXAS** and **YOUNG PROFESSIONAL RESOURCES**, dated _____, City of Windcrest authorizes Engineer to perform services as specified in this Work Order and in accordance with the above mentioned Agreement.

1. Scope of Work: Engineer shall perform services as described below (attach additional pages as necessary and are incorporated into this Work Order). Detailed descriptions of the services are provided in this Work Order. Indicate fee type as "LS" for Lump Sum or "H" for Hourly, as described in this Agreement.

Young Professional Resources is directed to develop bid documents required to be utilized in the bidding and award of construction contracts to perform emergency asphalt repairs throughout the City of Windcrest. The total of the Construction contracts shall be less than \$20,000 and the documents are to be completed within one week. The length of the construction contracts will be approximately 30 days. YPR will assist the City in the bidding process and provide construction phase engineering services to include construction observation. The following task are to be performed:

1. Review available CIP and street evaluation documents.
2. Perform a windshield survey of existing street conditions and asphalt failures requiring immediate actions.
3. Prepare bid documents
4. Assist the City with the bidding process and bid evaluations
5. Perform Construction Administration services to include:
 - a. Onsite construction observation services (includes Coordination with material testing services) – (7.5 hours week for 4 weeks)
 - b. Review of pay application (2 pay applications)
 - c. Review of change order requests
 - d. Review of material submittal
 - e. Hold weekly meetings with contractors (4 meetings)
 - f. Provide weekly progress report to the City Staff (4 reports)
 - g. Attend meeting provide project updates to City Council (2 Council meetings)

Engineer's Fee Proposal

**Young Professional Resources fee is for an amount not to exceed \$ 5,705.00.
Detailed Fee Spreadsheet attached.**

ISSUED AND AUTHORIZED BY:

ACCEPTED AND AGREED TO BY:

By: _____

By: _____

Title: City Manager, City of Windcrest

Title: _____

Date: _____

Date: _____

	Discipline Rate	Principal	Proj. Mgr.	Proj. Engineer	ET	Construction Observer	Design Tech	Administrative	Task Hours	Task Cost
1. Review available CIP and street evaluation documents.			1.00	1.00					2.00	\$ 265.00
2. Perform a windshield survey of existing street conditions						4.00			4.00	\$ 340.00
3. Prepare bid documents			1.00	2.00	4.00		1.00		8.00	\$ 915.00
4. Assist the City with the bidding process			1.00	1.00					2.00	\$ 265.00
5. Perform Construction Administration services to include:									0.00	\$ -
a. construction observation services (7.5 hrs. week for 4 weeks)						30.00			30.00	\$ 2,550.00
b. Review of pay application			1.00						1.00	\$ 140.00
c. Review of change order requests			1.00	1.00					2.00	\$ 265.00
d. Review of material submittal				1.00					1.00	\$ 125.00
e. Hold weekly meetings with contractors (4 meetings)			2.00						2.00	\$ 280.00
f. Provide weekly progress report to the City Staff			2.00						2.00	\$ 280.00
g. Attend meeting provide project updates to City Council (2 meetings)			2.00						2.00	\$ 280.00
									0.00	\$ -
Total Hours		\$ 0.00	11.00	6.00	4.00	34.00	1.00	0.00	64.00	\$ 5,705.00
Total Fee		\$ -	\$ 1,540.00	\$ 750.00	\$ 440.00	\$ 2,550.00	\$ 85.00	\$ -		

FEE BREAKOUT

Project: Emergency Asphalt Repair Project
Client: City of Windcrest
Date: 10-04-12