



**AGENDA
CITY OF WINDCREST, TEXAS**

**SPECIAL
PARKS AND RECREATION COMMISSION MEETING**

May 29, 2013

6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A BOARD MEETING OF THE WINDCREST PARKS AND RECREATION COMMISSION WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 29th DAY OF MAY 2013 STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COMMISSION MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE PARKS AND RECREATION COMMISSION RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF MAY 29, 2013 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, MAY 30, 2013 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

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

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

A member of the public will have three (3) minutes to discuss non-subsequent agenda items.

A member of the public will have six (6) minutes to discuss subsequent agenda items.

Parks and Recreation Commission members may discuss and respond to current and past agendas on subsequent and non-subsequent agenda items by citizens to be heard.

III. Presentations

None

IV. Old Business

None

V. Work In Progress

None

VI. Capital Improvement Projects

None

VII. New Business

1. The Parks and Recreation Commission will discuss and may take action on IFB 12-13-006 improvements at Windy Hollow Pond at Takas Park.

VII. 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.

VIII. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Parks and Recreation Commission 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 May 29, 2013

By: _____, 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, 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 Parks and Recreation Board was removed by me from the City Hall bulletin board on the ____ May, 2013.

Title: _____



Parks and Recreation Commission Agenda Item Report May 29, 2013

Contact – Michael McAlear / Andrew Hunt
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DISCUSS AND ACT ITEM # 1

**SUBJECT: Deliberation and possible action on a recommendation of award for
Improvements at Windy Hollow Pond at Takas Park IFB 12-13-006**

1. BACKGROUND/HISTORY

On February 15, 2013 the City of Windcrest released an IFB for the performance of Improvements at Windy Hollow Pond at Takas Park. The IFB was advertised for bids on April 1, 2013 and April 8, 2013 in the San Antonio Express. Ten firms were present for the Pre-Bid Conference held on April 15, 2013 at the City of Windcrest Civic Center. On April 25th, 2013 six sealed-bids were opened and publicly read aloud in the Council Chambers.

2. FINDINGS/CURRENT ACTIVITY

The bid documentation allowed for bidding on one base service and seven alternate services. After City Management applied bid alternate preferences, MLP Ventures had the low bid for the Base bid, Increase of Concrete Walk to 5' (Alt. No. 1,) and New Exterior Site Lighting (Alt. No. 6) at \$326,975.00. Three bids did not include qualifications statements, including the MLP Ventures bid. Final award pending legal determination of eligibility. Lowest bid including qualifications statement was provided by CGC General Contractors at \$342,400.00

3. FINANCIAL IMPACT -

\$200,000.00 to be funded from CPS CEID funding (\$50,000.00 received summer 2012, \$150,000.00 budgeted as Parks CIP this fiscal year). Remaining funds of \$150,500.00 to be funded from General Fund CIP fund balance (including engineering fees of \$23,525.00).

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends the award of Improvements at Windy Hollow Pond at Takas Park IFB 12-13-006 Base bid, Increase of Concrete Walk to 5' (Alt. No. 1) and New Exterior Site Lighting (Alt. No. 6) to MLP Ventures for \$326,975.00, pending legal determination. If MLP Ventures bid is determined to be non-responsive, staff recommends award to CGC General Contractors in the amount of \$342,400.00

IFB 12-13-006 IMPROVEMENTS AT WINDY HOLLOW POND AT TAKAS PARK
UNOFFICIAL BID TABULATION
BID OPENING: APRIL 25, 2013 AT 2:00 P.M. CST

	<u>CALENDER WEEKS FOR COMPLETION</u>	<u>BASE BID</u>	<u>ALT. NO. 1</u>	<u>ALT. NO. 2</u>	<u>ALT. NO. 3</u>	<u>ALT. NO. 4</u>	<u>ALT. NO. 5</u>	<u>ALT NO. 6</u>	<u>ALT. NO. 7</u>
<u>RESPONDANTS</u>									
CGC GENERAL CONTRACTORS	SPECIFIED	\$ 298,000.00	\$ 7,500.00	\$ 3,690.00	\$ 4,600.00	\$ 3,135.00	NO BID	\$ 36,900.00	\$ 6,100.00
GRATR LANDSCAPING	21	\$ 293,800.00	\$ 6,500.00	\$ 8,000.00	\$ 18,000.00	\$ 8,500.00	\$ 10,000.00	\$ 106,000.00	\$ 10,000.00
ASC PAVING	90	\$ 379,000.00	\$ 3,060.00	\$ 2,375.00	\$ 6,000.00	\$ 3,260.00	\$ 8,000.00	\$ 58,000.00	\$ 6,500.00
TECHE CONTRACTS, LLC	NR	NR	NR	NR	NR	NR	NR	NR	NR
MLP VENTURES	13	\$ 279,798.00	\$ 6,521.00	NO BID	NO BID	\$ 3,047.00	NO BID	\$ 40,656.00	NO BID
JERDON ENTERPRISES	13	\$ 326,800.00	\$ 5,100.00	\$ 4,800.00	\$ 5,700.00	\$ 3,000.00	\$ 8,000.00	\$ 35,000.00	\$ 5,800.00
<u>BID TAB KEY</u>									
<u>BASE BID</u>									
<u>ALT. NO. 1</u>	INCREASE CONCRETE WALK WIDTH TO 5'								
<u>ALT. NO. 2</u>	EXPOSED AGGREGATE FINISH ON CONCRETE WALK 4' WIDTH								
<u>ALT. NO. 3</u>	EXPOSED AGGREGATE FINISH ON CONCRETE WALK 5' WIDTH								
<u>ALT. NO. 4</u>	TREE PLANTINGS								
<u>ALT. NO. 5</u>	INITIAL WATER-FILL OF POND								
<u>ALT NO. 6</u>	NEW EXTERIOR SITE LIGHTING								
<u>ALT. NO. 7</u>	EXTENDED LANDSCAPE MAINTENANCE PERIOD								

NR= NON-RESPONSIVE