



TIRZ No. 2 Board Agenda
Thursday, March 7, 2024 5:00 PM
Kyle City Hall, 100 W. Center Street, Kyle, TX. 78640

I. Call Meeting to Order and Roll Call

II. Approval of Minutes

1. Approval of the TIRZ No. 2 Board November 29, 2023 Meeting Minutes.
(Item Presenter: Cynthia Gonzales, Assistant City Secretary)
[Exhibit 1 - November 29, 2023 TIRZ #2 Board Minutes](#)

III. Citizen Comment Period with TIRZ No. 2 Board

The TIRZ No. 2 Board welcomes comments from Citizens. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning TIRZ No. 2 Board business, and they must observe the three-minute time limit.

IV. Reports and Presentations

2. Receive a project update report and hold a discussion on the intersection improvements project for Kohlers Crossing at Benner, Sanders, and Cromwell.
(Item Presenter: Leon Barba, P.E., City Engineer)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
3. Receive a project update report and hold a discussion on the construction status of the retail road facilities and associated improvements in the Brick and Mortar District.
(Item Presenter: Leon Barba, P.E., City Engineer)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)

V. Consider and Possible Action

4. Consider approval of a contract with WGI, Inc. for the plans, specifications, and estimates of La Verde Parking Lot in the amount of \$141,230 and provide staff direction regarding the associated landscaping design alternatives.
(Item Presenter: Leon Barba, P.E., City Engineer)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
[Exhibit 3 - La Verde Parking Lot ASA 1 - Phase 2_03.01.pdf](#)

VII. Adjourn

One or more members of the board may participate in the meeting by videoconference pursuant to Section 551.127, Texas Government Code, provided that a quorum of the board will be present at Kyle City Hall.

Posted this 1st day of March, 2024, prior to 6:00 p.m.

At any time during the TIRZ #2 Board meeting, the TIRZ #2 Board may elect to go into an Executive Session to discuss any item on the agenda for which state law authorizes an Executive Session to be held. If the TIRZ #2 Board elects to go into an Executive Session regarding an agenda item, the presiding officer will first announce the section of the law authorizing a closed meeting. The description of an item in Executive Sessions constitutes the written interpretation by the City Attorney of Chapter 551 of the Texas Government Code and the legal opinion of the City Attorney that said item may be discussed in a closed meeting.

Under the Americans with Disabilities Act, an individual with a disability must have equal opportunity for effective communication and participation in public meetings. Kyle City Hall is wheelchair accessible. Individuals who require auxiliary aids, interpretive services, and/or other services for this meeting should submit a request at <https://www.cityofkyle.com/contact> or call (512) 262-1010, 48 hours in advance of the meeting.

TIRZ #2 BOARD MEETING MINUTES

The TIRZ #2 Board of the City of Kyle, Texas met on November 29, 2023 at Kyle City Hall with the following persons present:

Commissioner Debbie Ingalsbe, Chair Steve Widacki
Mayor Travis Mitchell, Vice Chair
Council Member Bear Heiser
Council Member Robert Rizo
Council Member Miguel Zuniga
Council Member Ashlee Bradshaw
Council Member Daniela Parsley
Commissioner Michelle Cohen
Bryan Langley, City Manager
Jerry Hendrix, Assistant City Manager
Paige Saenz, City Attorney
Cynthia Gonzales, Assistant City Secretary
Grant Bowling, Video Production Specialist
Perwez Moheet, Director of Finance
Victoria Vargas, Director of Eco Dev
Leon Barba, City Engineer

I. Call Meeting to Order

Commissioner Ingalsbe called the meeting to order at 4:42 p.m. Commissioner Ingalsbe asked the city secretary to call roll.

Present were: Commissioner Ingalsbe, Mayor Mitchell, Council Member Heiser, Council Member Rizo, Council Member Zuniga, Council Member Bradshaw, and Commissioner Cohen. A quorum was present. Mayor Pro Tem Tobias and Council Member Parsley were absent. Mayor Pro Tem Tobias was considered absent pursuant to Section 551.127 (a-3), Texas Government Code, since he was off-camera.

II. Approval of Minutes

1. TIRZ #2 Board Meeting Minutes - September 7, 2023.

Mayor Mitchell moved to approve the minutes of the September 7, 2023 TIRZ #2 Board Meeting. Council Member Heiser seconded the motion.

III. Citizen Comment Period

Chairperson Ingalsbe opened citizen comments at 4:43 p.m. With no one registered or wishing to speak, Chairperson Ingalsbe closed citizen comments at 4:43 p.m.

IV. Consider and Possible Action

2. Award a contract to American Structurepoint, Inc. Austin, TX in the amount of \$614,397.20 for the development of a 30% schematic design for the Kohlers Crossing Intersection Improvements. ~ *Leon Barba, P.E., City Engineer*

Leon Barba presented. Steve Widacki with American Structurepoint was asked to speak about the project and answer any questions. Mayor Mitchell asked if it was possible to bring back options, so things aren't overlooked. Council Member Zuniga requested photos or drawings of the tunnel. Council Member Heiser requested for the board or members of the board to set a time to go look at the tunnels.

Council Member Heiser moved to approve option 1 to authorize the Chair of the TIRZ #2 Board to execute the Master Agreement and Task Order No. 1 awarding a contract to American Structurepoint, Inc. Austin, TX in the amount of \$614,397.20 for the development of a 30% schematic design for the Kohlers Crossing Intersection Improvements. Commissioner Cohen seconded the motion. Motion carried 7-0.

3. Discussion regarding scheduling the next meeting.

No action was taken.

V. Executive Session

4. Pursuant to Chapter 551, Texas Government Code, the TIRZ #2 Board reserves the right to convene into Executive Session(s) from time to time as deemed necessary during this meeting. The TIRZ #2 Board may convene into Executive Session pursuant to any lawful exception contained in Chapter 551 of the Texas Government Code including any or all of the following topics.
 1. Pending or contemplated litigation or to seek the advice of the City Attorney and Attorneys concerning legal issues pursuant to Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct.
 2. Possible purchase, exchange, lease, or value of real estate pursuant to Section 551.072.
 3. Personnel matters pursuant to Section 551.074.
 4. Convene into executive session pursuant to Section 551.087, Texas Government Code, to deliberate regarding the offer of economic incentives to one or more business prospects that the City seeks to have locate, stay, or expand in or near the City.

There was no executive session.

5. Take action on items discussed in Executive Session.

VI. Adjourn

Council Member Rizo moved to adjourn. Council Member Heiser seconded the motion. Motion carried 7-0.

With no further business to discuss, the TIRZ #2 Board adjourned at 4:58 p.m.

Attest:

Debbie Ingalsbe, Chair

Jennifer Kirkland, City Secretary



City Council Regular Meeting

DEPARTMENT: Engineering

FROM: Jo Ann Garcia

MEETING: March 7, 2024

SUBJECT:

Receive a project update report and hold a discussion on the intersection improvements project for Kohlers Crossing at Benner, Sanders, and Cromwell.

SUMMARY:

Council authorized the development of a Preliminary Engineering Report (PER) on May 17, 2022, to study possible improvements to the intersections at Cromwell, Benner, and Sanders.

Staff presented the PER findings on February 7, 2023, to the Council. The PER recommended roundabouts over traffic signals. Given the additional costs associated with the upgrades, it was decided to present the project to the TIRZ 2 Board for funding participation.

On May 18, 2023, the TIRZ 2 Board approved issuing a Request for Qualifications (RFQ) for roundabout improvements.

On November 29, 2023, the TIRZ 2 Board approved contract with American Structurepoint for development of a 30% schematic.

Task Order No.1 Scopes and updates include:

- Prepare summary report - 10% complete
- Develop 30% design schematic - Conceptual layouts underway
- Perform environmental dashboard review - 75% complete
- Public involvement – Not started yet
- Traffic data collected. Analysis - 50% complete
- Surveying and mapping - 90% complete
- Perform subsurface utility engineering (SUE) - 50% complete

Next steps:

- Finalize the Conceptual Layouts & present to the Board, next meeting - April 2024
- Finalize the 30% Schematic & present to the Board after Public Input - June 2024
- Board provides direction on next phase of project development after completion of 30% schematic - June 2024



Department Memo

FISCAL IMPACT:

N/A.

STAFF CONTACT:

Name: Jo Ann Garcia, P.E.

Title: Project Manager

Email: jgarcia@cityofkyle.com

Phone: 512 262 3949

Kohlers Crossing Roundabouts at Benner, Sanders, & Cromwell

TIRZ 2 Board Meeting – March 7, 2024



Background

- Council authorized the development of a Preliminary Engineering Report (PER) on May 17, 2022, to study possible improvements to the intersections at Cromwell, Benner, and Sanders.
- Staff presented the PER findings on February 7, 2023, to the Council. The PER recommended roundabouts over traffic signals. Given the additional costs associated with the upgrades, it was decided to present the project to the TIRZ 2 Board for funding participation.
- On May 18, 2023, the TIRZ 2 Board approved issuing a Request for Qualifications (RFQ) for roundabout improvements.
- On November 29, 2023, the TIRZ 2 Board approved contract with American Structurepoint for development of a 30% schematic.

Task Order No. 1 Scope & Update

Prepare summary report - 10% complete

Develop 30% design schematic - Conceptual layouts underway

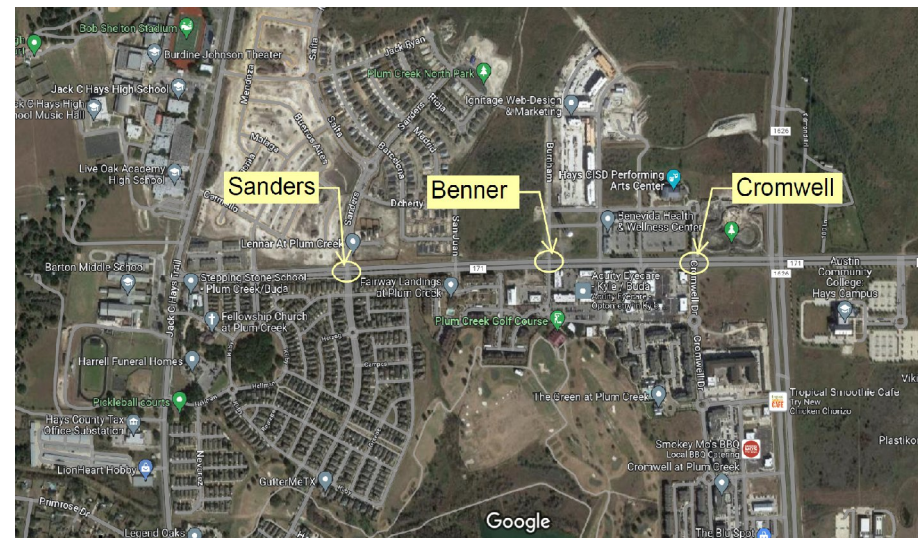
Perform environmental dashboard review - 75% complete

Public involvement – Not started yet

Traffic data collected. Analysis - 50% complete

Surveying and mapping - 90% complete

Perform subsurface utility engineering (SUE) - 50% complete



Next Steps

- Finalize the Conceptual Layouts & present to the Board, next meeting - April 2024
- Finalize the 30% Schematic & present to the Board after Public Input - June 2024
- Board provides direction on next phase of project development after completion of 30% schematic - June 2024

Thank you

Questions?



City Council Regular Meeting

DEPARTMENT: Engineering

FROM: Jo Ann Garcia

MEETING: March 7, 2024

SUBJECT:

Receive a project update report and hold a discussion on the construction status of the retail road facilities and associated improvements in the Brick and Mortar District.

SUMMARY:

On September 5, 2023, the City Council approved the assigning of Professional Services Agreement between Plum Creek Development Partners, LTD. and WGI, Inc. to the City.

WGI completed contract documents and advertised the Avenue A, Cromwell, and Heroes Memorial Park street construction project beginning in December 2023. No bids were received February 1, 2024.

Contract bidding documents were revised based on contractor feedback to consist of 1 base bid and 1 alternate bid.

Advertisement request for contractor bids began February 14, 2024, bids are due March 21, 2024.

Next steps:

- March 21, 2024: Open bids and review the contract documentation.
- March 2024: WGI completes the letter of recommendation for contract award and amount.
- April 2024: Present bid tabulation data to the TIRZ #2 Board and request approval of an agreement with the selected contractor.

FISCAL IMPACT:

N/A.

STAFF CONTACT:

Name: Jo Ann Garcia, P.E.

Title: Project Manager

Email: jgarcia@cityofkyle.com

Phone: 512 262 3949

Retail Roads Improvements in the Brick and Mortar District

TIRZ 2 Board Meeting – March 7, 2024



Background

- On September 5, 2023, the City Council approved the assigning of Professional Services Agreement between Plum Creek Development Partners, LTD. and WGI, Inc. to the City.
- WGI completed contract documents and advertised the Avenue A, Cromwell, and Heroes Memorial Park street construction project beginning in December 2023.
 - o No bids were received February 1, 2024.
- Contract bidding documents were revised based on contractor feedback to consist of 1 base bid and 1 alternate bid.
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Next Steps

- Open bids March 21, 2024, and review the contract documentation.
- WGI completes the letter of recommendation for contract award and amount - March 2024.
- Present bid tabulation data to the TIRZ 2 Board and request approval of an agreement with the selected contractor - April 2024.

Thank you

Questions?



TIRZ #2 Board Meeting

DEPARTMENT: Engineering

FROM: Leon Barba

MEETING: March 7, 2024

SUBJECT:

Consider approval of a contract with WGI for the plans, specifications, and estimates of La Verde Parking Lot in the amount of \$141,230 and provide staff direction regarding the associated landscaping design alternatives.

SUMMARY:

As La Verde Park was nearing completion and opening, the need for a shared parking lot for the area became apparent.

On May 18, 2023, the Board directed staff to put together a cost analysis for a temporary surface level parking lot at La Verde Park.

On June 22, 2023, the Board directed staff to proceed with the whole tract contract options of \$1M and to bring an alternate proposal to include charging stations.

September 7, 2023, the Board approved the contract for 30% design with WGI, Inc.

30% plans are near completion and require feedback from the Board on the landscaping alternatives.

The site is approximately 1.55 acres, located in the northeast corner of Burnham and Doherty. The proposed parking lot will have:

- Approximately 148 total parking spaces
 - o 5 accessible parking spaces, including 1 van accessible
 - o 6 proposed EV charging spaces + additional 6 future spaces
- Lighting
- Landscaping & Irrigation
- Streetscape proposed for:
 - o Doherty - South frontage
 - o Burnham - West frontage up to La Verde Parking Lot
- Construction cost estimated to be \$1M

Alternative landscaping designs include the following:

- Code Compliant Plan



-
- Concept Plan 1- Grasses and trees without raingarden
 - Concept Plan 1B- Grasses and trees with raingarden
 - Concept Plan 2- Desert

WGI, Inc. provided a proposal in an amount of \$141,230 to complete plans, specifications, and estimates, (PS&E).

Next steps in the schedule:

- 95% design – April 8, 2024
- Submit site plan to the Plum Creek Architectural Review Committee - April 8, 2024
- Planning and Zoning Commission considers site plan – April 23, 2024
- TIRZ Board meets to award contract for construction – May 2024
- Construction completion and opening – October 7, 2024
- La Verde Event, "City Fest - State of the City" – October 19, 2024

OPTIONS:

Option 1: Approve the contract with WGI, Inc. for the plans, specifications, and estimates of the La Verde Parking Lot in the amount of \$141,230 and direct staff to design the following landscaping alternative:

- Code Compliant Plan
 - Not likely to be supported by ARC
- Concept Plan 1- Grasses and trees without raingarden
- Concept Plan 1B- Grasses and trees with raingarden
 - Likely to be most favored by ARC, but requires additional maintenance
- Concept Plan 2- Desert
 - Maintenance and water friendly

Option 2: Do not approve the contract.

RECOMMENDATION:

Option 1: Approve the contract with WGI, Inc. for the plans, specifications, and estimates of the La Verde Parking Lot in the amount of \$141,230 and direct staff to design the following landscaping alternative:

- Concept Plan 1B- Grasses and trees with raingarden

OR

- Concept Plan 2- Desert



Department Memo

FISCAL IMPACT:

\$141,230.

STAFF CONTACT:

Name: Leon Barba

Title: City Engineer

Email: lbarba@cityofkyle.com

Phone: (512) 262-3958

La Verde Parking Lot PS&E

TIRZ #2 Board Meeting March 7, 2024

Engineering



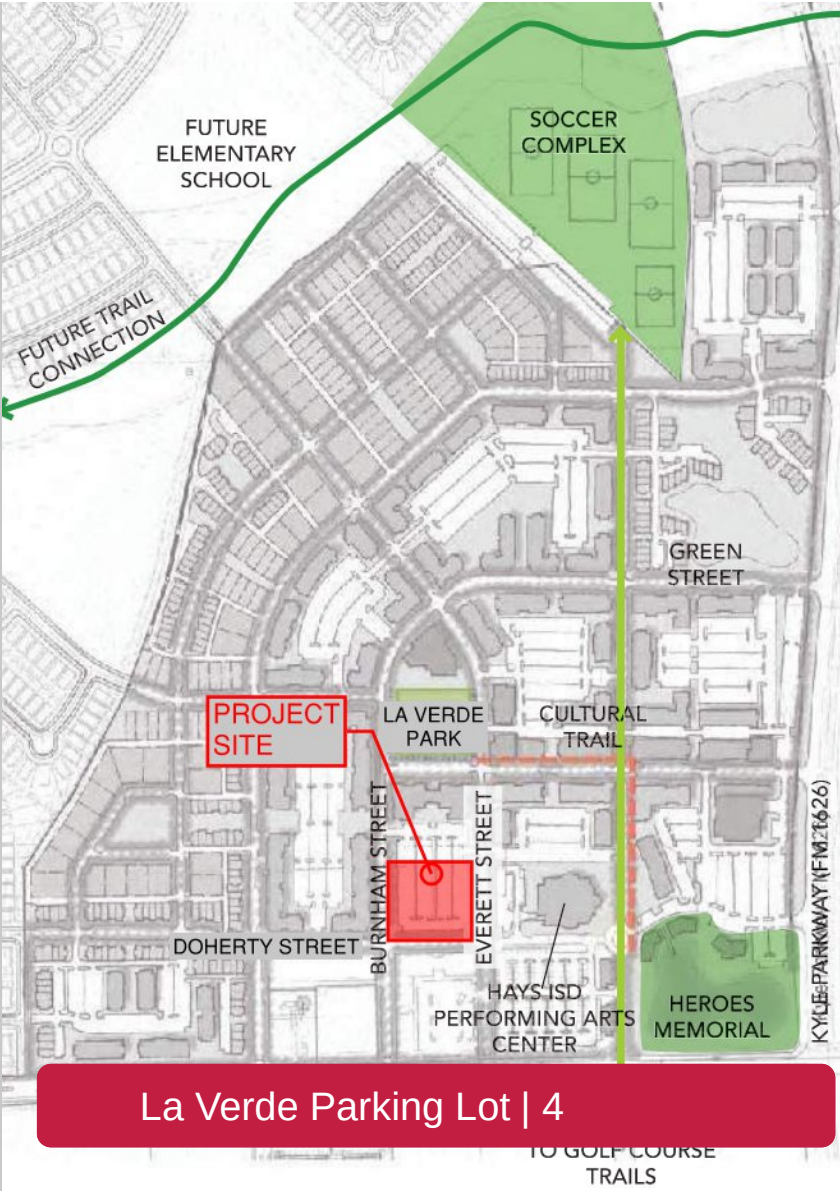
Background

- As La Verde Park was nearing completion and opening, the need for a shared parking lot for the area became apparent
- On May 18, 2023, the Board directed staff to put together a cost analysis for a temporary surface level parking lot at La Verde Park
- On June 22, 2023, the Board directed staff to proceed with the whole tract contract options of \$1M and to bring an alternate proposal to include charging stations
- September 7, 2023, the Board approved the contract for 30% design with WGI, Inc.
- 30% plans are near completion and require feedback from the Board on the landscaping alternatives
- WGI, Inc. provided a proposal in an amount of \$141,230 to complete plans, specifications, and estimates (PS&E)

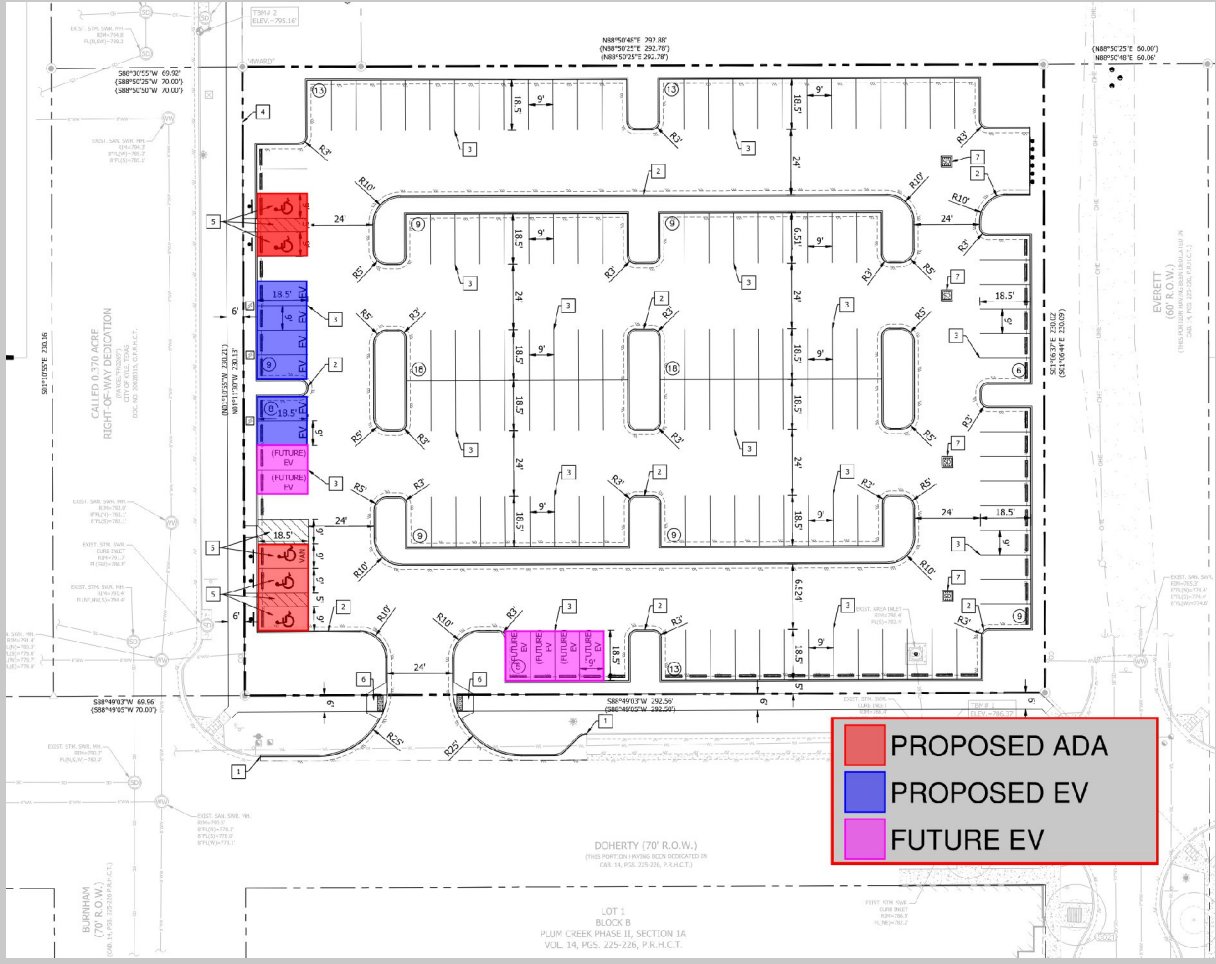
Proposed Site Plan

- Site is approximately 1.55 acres, located in the northeast corner of Burnham and Doherty
- Approximately 148 total parking spaces
 - 5 accessible parking spaces, including 1 van accessible
 - 6 proposed EV charging spaces + additional 6 future spaces
- Lighting
- Landscaping & Irrigation
- Streetscape proposed for:
 - Doherty - South frontage
 - Burnham - West frontage up to La Verde Parking Lot
- Construction cost estimated to be \$1M

La Verde Parking Lot | 3



La Verde Parking Lot | 4



Site Location and Plan

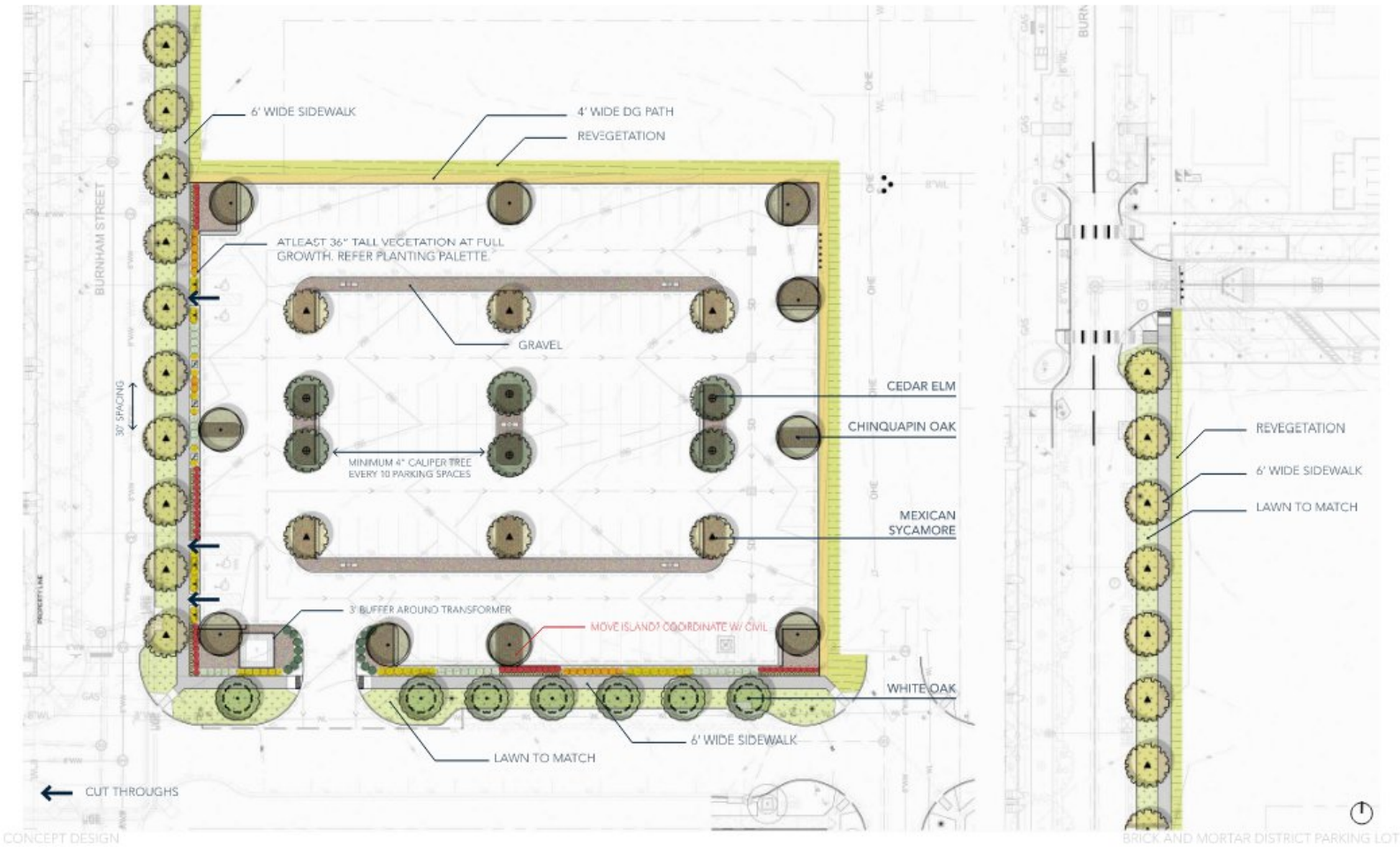
Alternative Landscaping Designs

- Code Compliant Plan
- Concept Plan 1 - Grasses and trees w/o raingarden
- Concept Plan 1B — Grasses and trees w/ raingarden
- Concept Plan 2 - Desert

** Drawings did not incorporate the latest round of Architectural Review Committee (ARC) feedback received on Feb 22nd.*

**All design alternatives include pedestrian walkway.*

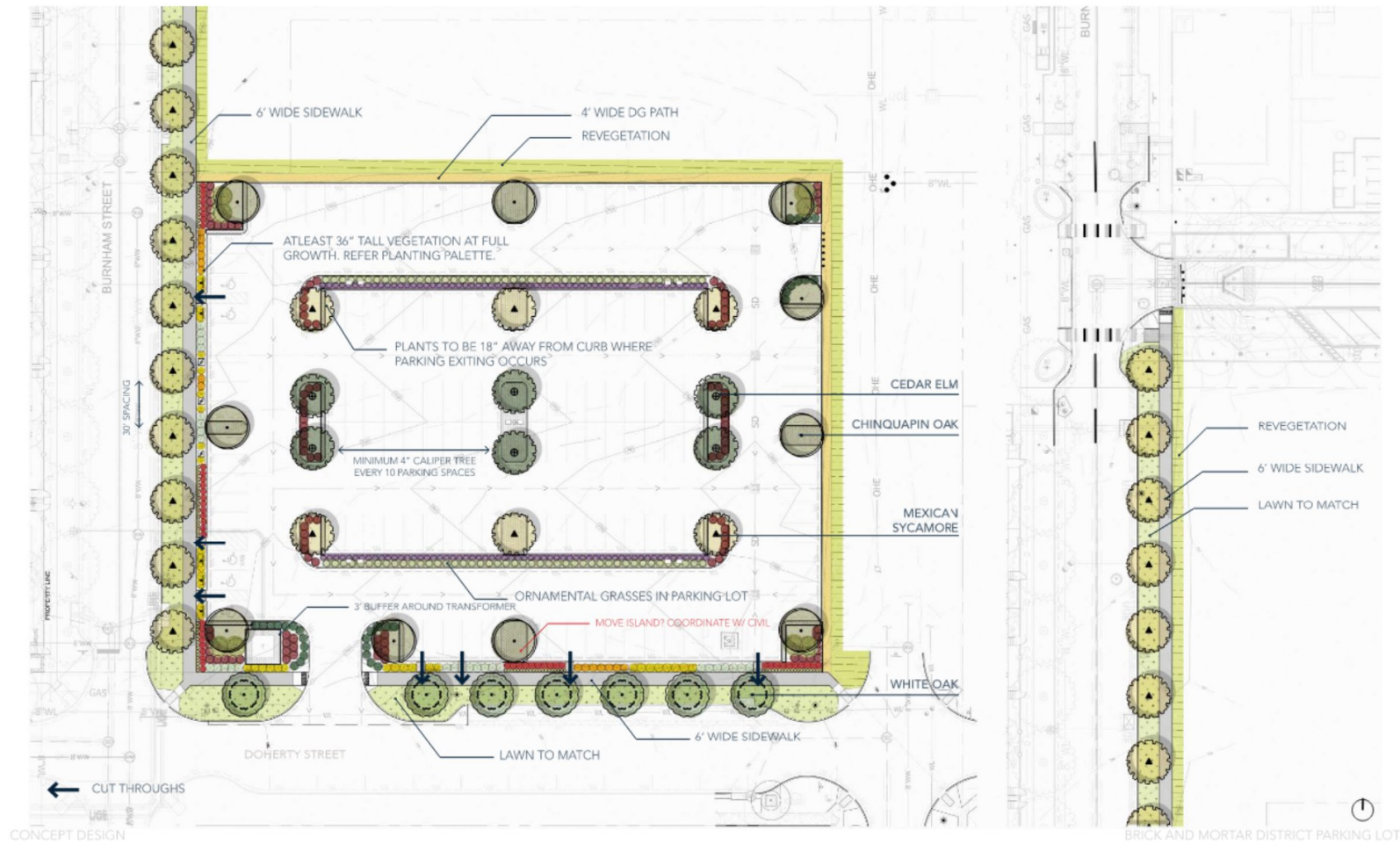
CODE COMPLIANT PLAN



La Verde Parking Lot | 6

Code Compliant Plan

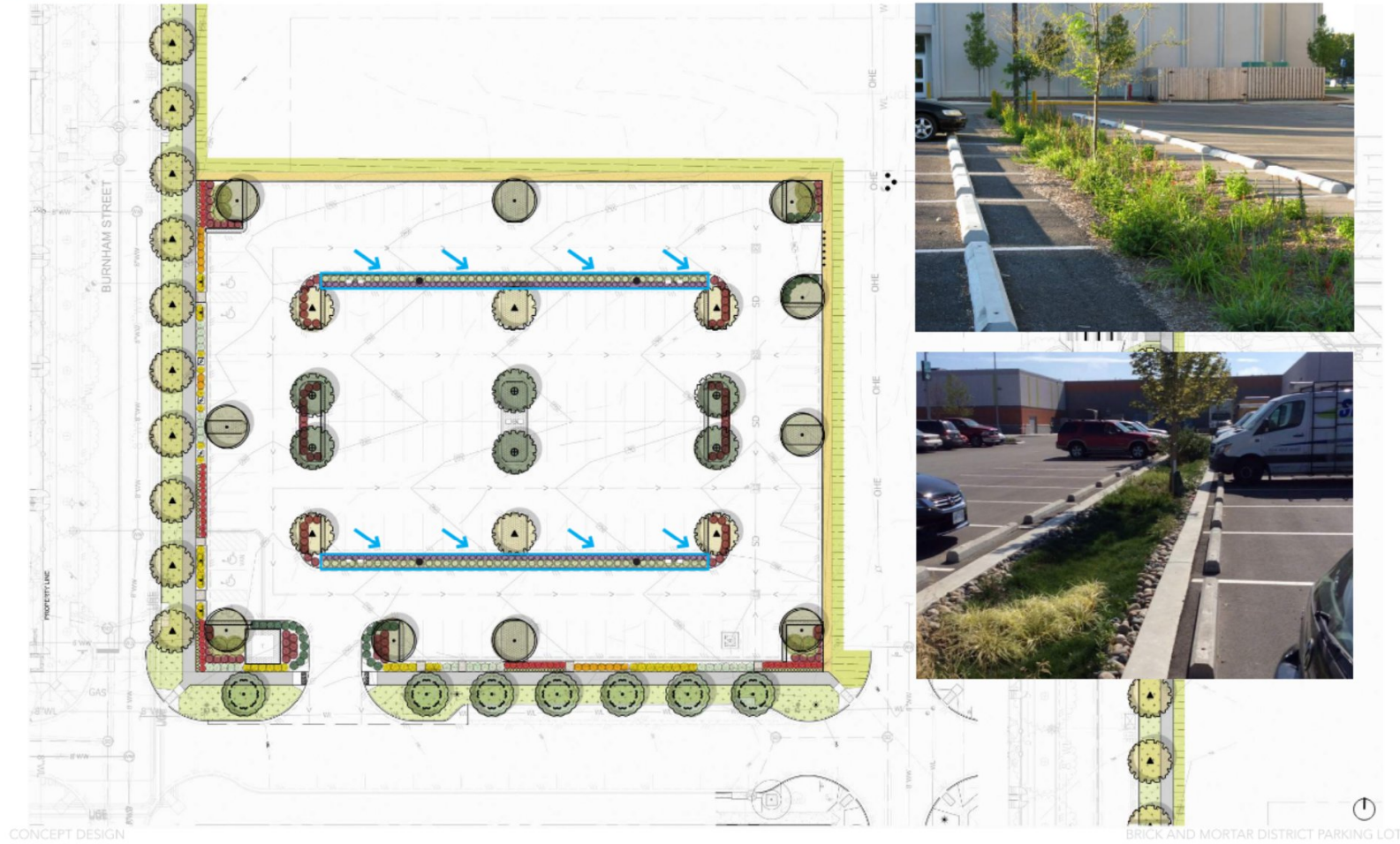
CONCEPT PLAN 1



La Verde Parking Lot | 7

Concept Plan 1 - Grasses and trees w/o raingarden

CONCEPT PLAN 1B
RAIN GARDENS



La Verde Parking Lot | 8

Concept Plan 1B - Grasses and trees w raingarden

CONCEPT PLAN 1 - PLANTING PALETTE

GRASSES, EVERGREEN PERENNIALS AND SHRUBS, PARKING LOT TREE DIVERSITY

BURNHAM STREET TREE



Mexican Sycamore

DOHERTY STREET TREE



White Oak

PARKING LOT TREES



Chinquapin Oak



Mexican Sycamore



Cedar Elm

PERIMETER PLANTS

Shrub - Evergreen



Perennial - Evergreen



Perennial - Evergreen



Perennial - Evergreen



Grass - Deciduous



Thyrallis Golden Showers
Height: 4-6'
Spread: 4'



Mexican Honeysuckle
Height: 3'
Spread: 4'



San Luis Sage
Height: 3'-4'
Spread: 3'-4'



Firecracker Fern
Height: 3'
Spread: 3'



Blonde Ambition Blue Grama
Height: 2'
Spread: 2'

PARKING LOT PLANTS



Gulf Muhly



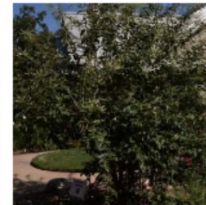
Big Muhly



Red Switchgrass



Bamboo Muhly



Sweet Almond Verbena

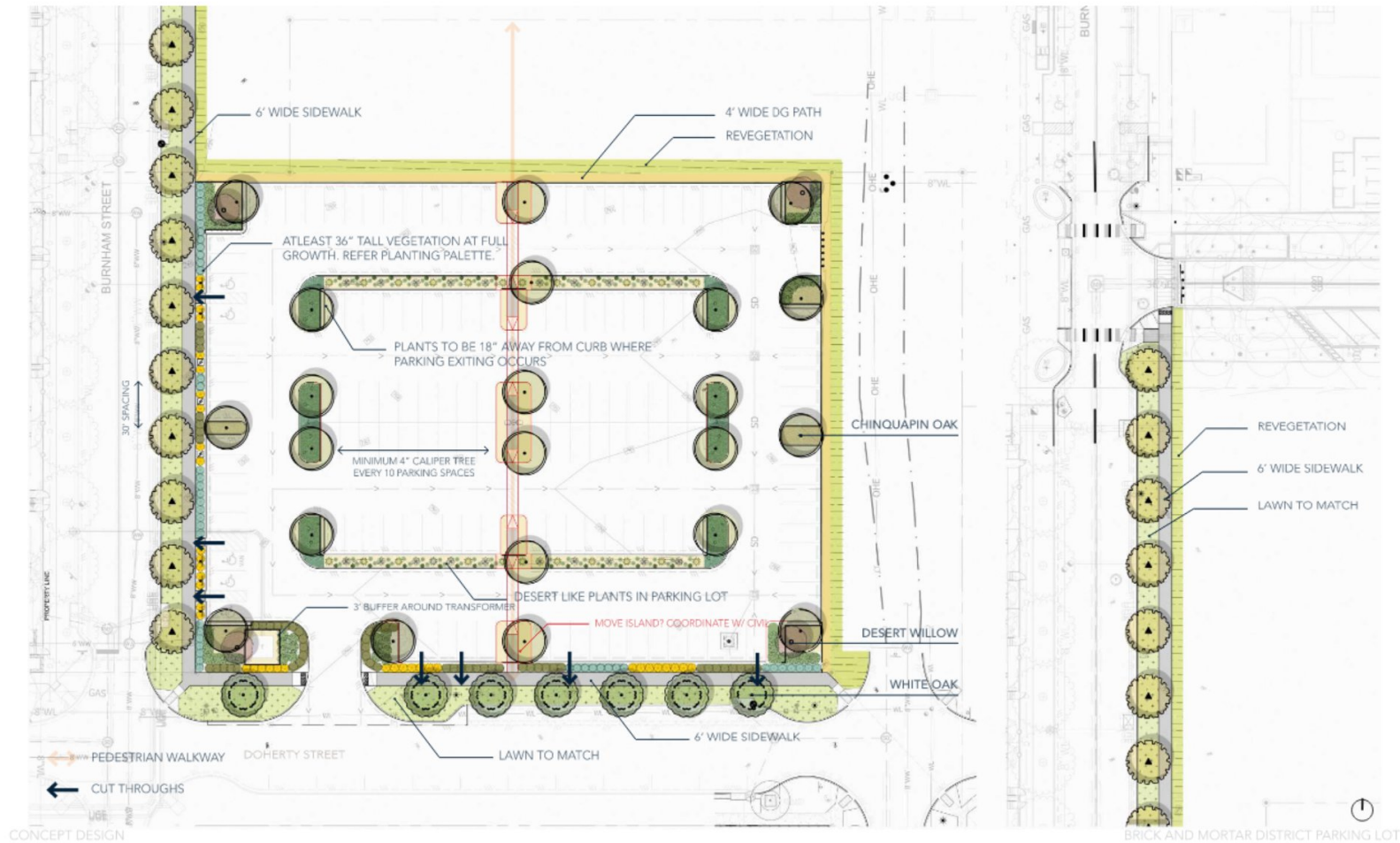
CONCEPT DESIGN

BRICK AND MORTAR DESIGN

La Verde Parking Lot | 9

Concept Plan 1 - Grasses and trees

CONCEPT PLAN 2



La Verde Parking Lot | 10

Concept Plan 2 - Desert

CONCEPT 2 - PLANTING PALETTE
EVERGREEN SHRUBS, YUCCA'S, AND AGAVE'S

BURNHAM STREET TREE



Mexican Sycamore

DOHERTY STREET TREE



White Oak

PARKING LOT TREES



Chinquapin Oak

Understory



Desert Willow

PERIMETER SHRUBS

Shrub - Evergreen



Shrub - Evergreen



Shrub - Evergreen



Shrub - Evergreen



Thyrallis Golden Showers
 Height: 4-6'
 Spread: 4'



Texas Dwarf Palmetto
 Height: 3-5'
 Spread: 4-6'



Indian Hawthorne
 Height: 4-6'
 Spread: 4-6'



Bush Germander
 Height: 4-6'
 Spread: 4-6'

PARKING LOT PLANTS



Century Plant Agave



Whale Tongue Agave



Paleleaf Yucca



Twistleaf Yucca

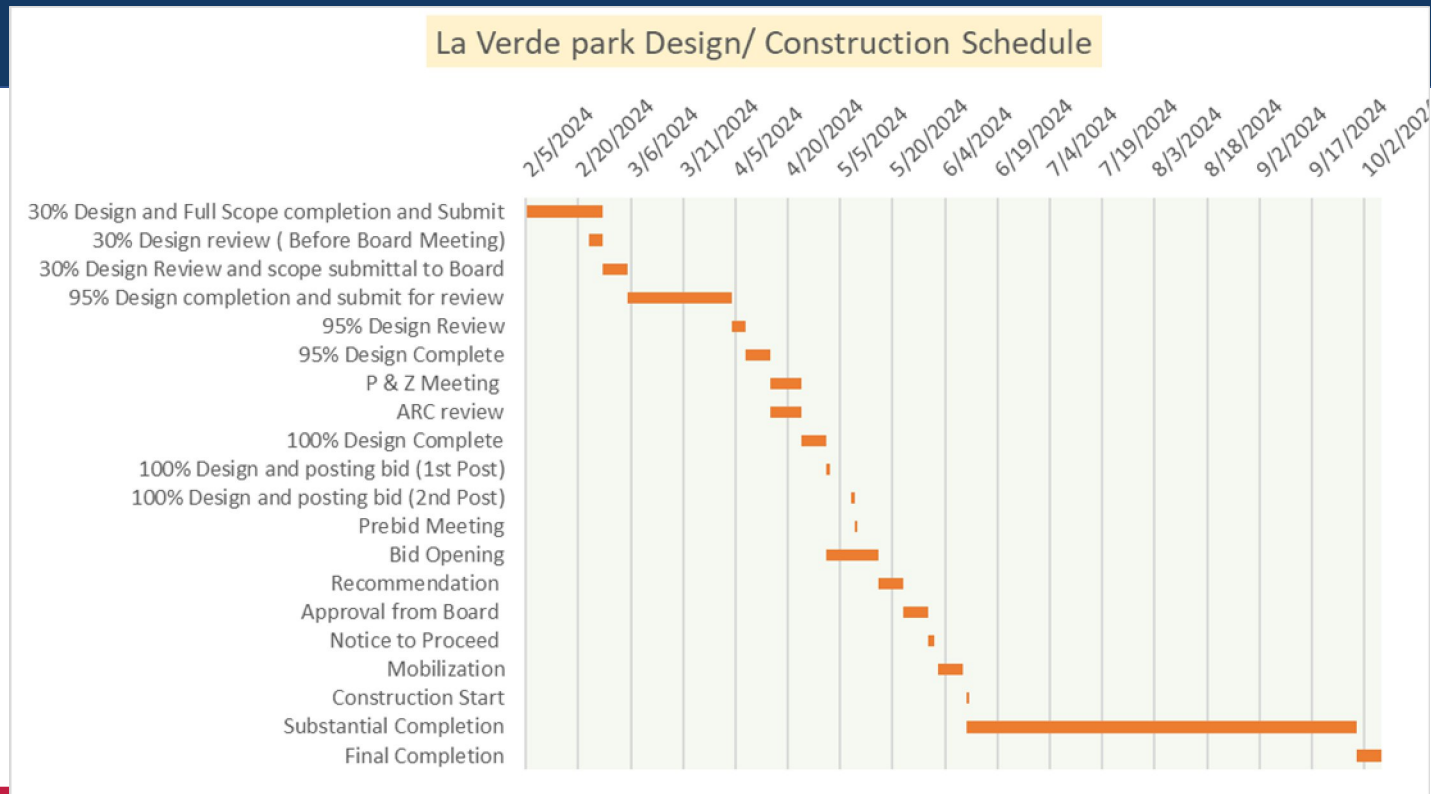
Groundcover



Gregg Dalea

CONCEPT DESIGN

Proposed schedule



La Verde Parking Lot | 12

Options

- Approve the contract with WGI, Inc. for the plans, specifications, and estimates of the La Verde Parking Lot in the amount of \$141,230 and direct staff to design to one of the following landscaping alternatives:
 - o Code Compliant Plan –
 - § Not likely to be supported by ARC
 - o Concept Plan 1 - Grasses and trees w/o raingarden
 - o Concept Plan 1B – Grasses and trees w/ raingarden
 - § Likely to be most favored by ARC, but requires additional maintenance
 - o Concept Plan 2 – Desert
 - § Maintenance and water friendly
- Do not approve the contract

Recommendation

- Approve the contract with WGI, Inc. for the plans, specifications, and estimates (PS&E) of the La Verde Parking Lot in the amount of \$141,230 and direct staff to design the following landscaping alternative:
 - o Concept Plan 1B – Grasses and trees w/ raingarden
 - OR
 - o Concept Plan 2 – Desert

Next Steps

- 95% design – April 8, 2024
- Submit site plan to the Plum Creek Architectural Review Committee (ARC) and the City - April 8, 2024
- Planning and Zoning Commission for site plan approval (PC MXD zoning requirement) – April 23, 2024
- Council for site plan approval (PC MXD zoning requirement) - May 7, 2024
- TIRZ Board meets to award contract for construction – May 2024
- Construction completion and opening – October 7, 2024
- La Verde Event, "City Fest - State of the City" – October 19, 2024

Thank you

- Questions?

La Verde Parking Lot | 16



March 1, 2024

Leon Barba, P.E., City Engineer
City of Kyle
100 W. Center Street
Kyle, TX 78640
(512) 262-3958
lbarba@cityofkyle.com

Re: **La Verde Park Parking Lot – ASA #1**
NE Corner of Doherty and Burnham Road(±1.6-Acres)
City of Kyle, Hays County, Texas

Dear Mr. Barba,

WGI, Inc. (WGI) is pleased to provide this proposal to the City of Kyle (CLIENT) for additional services. Our scope of services and corresponding fees are detailed below. In addition, it is agreed that WGI's services will be performed pursuant to the Contract Agreement for Professional Services for the La Verde Parking Lot, associated with the original contract between WGI and CLIENT, dated December 19, 2023.

SCOPE OF SERVICES

CIVIL:

1. **Civil 100% Construction Documents.** Upon thirty percent (30%) civil construction level drawings approval by your office, we will prepare one hundred percent (100%) civil construction level drawings. The one hundred percent (100%) civil construction level drawings are needed as part of the development process for this project and are to be in place prior to obtaining the site development permit.

The one hundred percent (100%) civil construction level drawings will generally consist of the following:

- a. We will prepare a final dimensional site plan to meet jurisdictional requirements.
- b. We will prepare a site grading and drainage plan based on the Drainage Criteria Manual (DCM). On-site detention **is not included** in this scope as we assume the site will have adequate drainage controls in place at the time of construction.
- c. We will prepare a utility plan for water service based on the Utility Criteria Manual (UCM) and other jurisdictional requirements. The utility plan will consist of irrigation layout up to the face of the property line. It is assumed that the site irrigation design will be documented on the irrigation documents (by others). A fire sprinkler system, fire booster pump and/or fire water storage design are excluded in this proposal. This scope **does not** include wastewater service.
- d. We will coordinate with MEP for location of electric, gas, cable, and telephone connections so these can be shown for reference only on the site civil drawings. Design of these items are excluded from civil scope.



March 1, 2024

- e. We will prepare an erosion and sedimentation control plan that meets the current Environmental Criteria Manual (ECM) and/or TCEQ requirements.
 - f. We will coordinate with sub-consultants for landscape, irrigation, geotechnical, survey, and MEP, etc., since these services are needed for completing the one hundred percent (100%) construction documents. This proposal does not consist of the fees for these sub-consultants unless specifically stated otherwise.
 - g. We will prepare a land use compatibility and site plan showing compliance with the proposed Plum Creek ARC district's site development and land use regulations. We have assumed the architect and landscape architect will provide the applicable detail items needed for this element of the project (building sections and elevations and streetscape information).
 - h. The drawings prepared for the site development permit will be construction documents. Civil specifications will be on the drawings and will reference published City or State specifications. Therefore, no separate specifications will be provided. Essential details and notes will be provided on the drawings.
 - i. We will prepare the engineer's summary letter and drainage report addressing the applicable jurisdictional requirements with respect to site design.
 - j. We will submit the site development permit application package (as well as applications, tax maps, tax certificates, drainage reports, drawings, etc.) for review and comment.
 - k. Upon approval, a site development permit will be issued for this project. We anticipate at least a maximum of two revisions will be needed to address staff comments for this project even if no client generated changes are made after submittal to the City. Also, we anticipate a maximum of three revisions will be needed to address Plum Creek ARC comments for this project.
2. **Site Development Cost Estimating.** During this phase, we will prepare a preliminary engineer's opinion of anticipated one hundred percent (100%) development construction costs. This cost opinion will be based on reasonable civil engineering design assumptions which can be developed by utilizing the engineering construction documents described above.
3. **Drainage Analysis.** WGI anticipates the need to conduct an on-site and off-site drainage and stormwater conveyance study due to the existing site conditions combined with condition of the stormwater conveyance infrastructure upstream and downstream of the subject property.
- The drainage study will encompass the preparation of an electronic drainage model and a report of findings which will be prepared according to the applicable jurisdictional requirements and may be used for the subsequent development permit application(s). On-site detention **is not included** in this scope as we assume the site will have adequate drainage controls in place at the time of construction.
4. **Dry Utility Coordination.** While WGI will not design the dry utility systems that will serve the site, the proposed dry utilities must be coordinated with the local service jurisdictions to confirm that proper alignment and separation distances are available. If this design is not properly coordinated during the site development permit process, it could require redesign that may result in project delays or cost adjustments.



March 1, 2024

As part of this task, we will prepare dry utility coordination plans that will show the assignment of the utilities on site, the location of the transformers and/or pull boxes needed by the utility and set up meetings with service providers to confirm the proposed designs meet their requirements.

5. **Storm Water Pollution Prevention Plan (SWPPP).** For limits of construction areas 1.0 acres or greater, the Texas Pollution Discharge Elimination System (TPDES) program implements the federal National Pollution Discharge Elimination System (NPDES) program in the State of Texas; the Texas Commission on Environmental Quality (TCEQ) is the permitting authority for these discharges.

We will prepare the Stormwater Management Plan for the site improvements associated with this the project. The contractor shall be responsible for verifying the SWPPP which we prepare and making the various inspections and submittals directly to the TCEQ. Both the owner and contractor will be responsible for submitting their own respective Notice of Intent (NOI) directly to the TCEQ.

6. **Construction Document Bid Prep and Support.** As part of this phase WGI will support the CLIENT and the City in bidding the public improvements of the project through the public bidding process of the City of Kyle. Specific items for this scope will include:
 - a. WGI will coordinate with the CLIENT for latest version of the City of Kyle standard General Conditions, Instructions to Bidders, and any applicable prevailing wage rates for incorporation in the specifications for the proposed project. WGI will not change or modify any of the City of Kyle standard General Conditions without written approval from the City.
 - b. WGI will provide all necessary bid plans and all bid documents to the CLIENT and/or City of Kyle for review and approval.
 - c. WGI will coordinate with the CLIENT to create a phasing plan for sequence of construction and delineation of immediate construction to be included in bid package and items to be excluded for construction at a later date.
 - d. WGI will submit a complete bid package including all necessary bid documents for review and comments by the CLIENT and City of Kyle. We will address all Client and City comments and provide a written narrative addressing all comments. Comment must be addressed prior to proceeding to full bidding.
 - e. After approval from the CLIENT and the City of Kyle we shall furnish a complete set of plans and bid documents to the CLIENT and/or City of Kyle and an Excel spreadsheet detailing the City of Kyle Specification Reference, a description of the bid items, the unit of measurement, and the estimated quantities to the City of Kyle Contracting Department or authorized alternate.
 - f. We shall provide written notification to the CLIENT and City of Kyle identifying the location and date of the pre-bid meeting and will provide the pre-bid meeting with copies of the agenda and meeting minutes. WGI will provide a copy of the meeting minutes for comment by the CLIENT and City of Kyle.
 - g. WGI will attend the formal opening of received bids. We will review the City of Kyle and CLIENT bid tabulation, analyze and explain major differences between the OPCC and contractors' bids. We will evaluate contractor bids and qualifications, review and provide reference checks on the information provided by the contractors and submit a detailed letter of recommendation or a statement referencing the lowest responsible bidder along with a bid analysis.



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- h. After bid opening, we will provide the CLIENT and City of Kyle with a set of plans and specification books.
- 7. **Construction Administration.** We will provide construction phase services for this Project. These services generally consist of:
 - a. **Project Setup:** We will coordinate with the General Contractor and assist in providing the requisite paperwork to the City of Kyle's Development Services Department such that inspection fees can be assessed, paid, and a Public Works Inspector can be assigned to the Project. Additionally, we will attend pre-construction meetings for both the Environmental and Public Works inspectors and will review and accept relevant product submittals prior to the time of the meeting(s).
 - b. **General Construction Services:** We will provide construction administration support for the duration of the Project construction. These services consist of:
 - i. Site visits as for periodic observation of construction, resolution of field issues, or upon the request of the CLIENT. (3 site visits are assumed)
 - ii. Coordination and resolution of Requests for Information (RFIs) and review of Submittals pertaining to the scope of the contract documents.
 - c. **Project Closeout:** We will coordinate with the General Contractor and the City of Kyle Inspectors to facilitate closeout and occupancy of the Project. Upon substantial completion of the public portions of the project (work in the ROW), we will visit the site and furnish a punch list of outstanding items and will prepare the essential closeout documents (Construction Summary and record drawings. Additionally, we will attend a final site inspection with the City of Kyle Public Works Inspector(s), furnish an Engineer's Concurrence Letter, and coordinate with the Development Services Department as called for to obtain a Final Acceptance Letter. Similarly, we will provide an Engineer's Concurrence Letter to the City of Kyle Environmental Inspector to facilitate occupancy of the Project upon verification of substantial completion of the project.

LANDSCAPE:

- 8. **Landscape Architecture.** A landscape architect subconsultant to WGI will provide landscape architecture services for site planning and CLIENT approval. The subconsultant scope of services will generally consist of:
 - a. **Task 4: Share.** With the design intent clearly framed out in the Schematic Design and 30% CD set, this task focuses on further fleshing out that intent and resolving design decisions. It is assumed that the site grading will be documented on civils' documents. Landscape will coordinate on grading with the civil engineer where needed. This task will include the following:
 - i. Additional design resolution and related CAD drafting
 - ii. Civil, MEP, and structural coordination on infrastructure and details
 - iii. CAD details
 - iv. CD package refinement, including the following sheet series:
 - 1. Site Materials (including site furniture)



2. Site Layout (may be combined with Site Materials)
 3. Site Lighting
 4. Site Details
 5. Tree & Soil
 6. Planting
 7. Irrigation
- v. Draft full specifications
 - vi. ARC review
 - vii. City of Kyle review

Once a target date has been established for final 100% CD/ Issue for Construction documents, this design task will be initiated. In this 100% CD task, all additional changes resulting from VE decisions will be made as well as the changes that may have resulted during the subsequent design refinement. The goal is this 100% CD set is to be fully coordinated with all civil, MEP, and other related sets as possible in order to have a solid package for bidding and that limits RFI's during construction. This task will include the following:

- i. Value engineering design resolution and related CAD drafting
 - ii. Civil, MEP and structural coordination on infrastructure and details
 - iii. CD package refinement, including the following sheets series:
 1. Site Materials (including site furniture)
 2. Site Layout (may be combined with Site Materials)
 3. Site Lighting
 4. Site Details
 5. Tree & Soil
 6. Planting
 7. Irrigation
 - iv. Full specifications
- b. **Task 5.1: Build – Bidding.** This task will focus on bidding and negotiation support, which will include the following items:
- i. Landscape takeoffs and development of Opinion of Probable Cost (1 round)
 - ii. Responses to any questions about the landscape architecture drawings and specifications that may arise during the bid process.
- c. **Task 5.2: Build – Construction Administration.** The construction administration task will include kickoff call, RFI responses, up to 2 site visits (one of them being a punch walk), field reports, and submittal responses.



MEP:

It is our understanding that the project scope will consist of the following:

- Parking lot site lighting design and photometric calculations.
- EV charging station (add alternate scope) for
 - 5% of parking spaces served by charging stations at time of construction and
 - 5% EV ready parking spaces for future placement of chargers.
 - This proposal assumes up to 8 day one charges and 8 EV ready parking spaces, for a total of up to 16 parking spaces meeting the 5% goal.
 - EV chargers are assumed to be Level 2, ChargePoint CP6000 will be used as BOD
- **No Mechanical or Plumbing Scope is included in this proposal.**

Based on the information received and our understanding of this project, we propose to provide the following **scope of engineering services**:

9. MEP 100% Construction Documents (Base Scope)

- a. Prepare Electrical contract documents depicting the following:
 - i. Power
 - 1. Electric service entrance.
 - 2. Electrical riser diagram.
 - 3. Panelboard schedule.
 - ii. Lighting
 - 1. Approximate location of light fixtures using requested plan locations by others and outcome of photometric study
 - 2. Designation of light fixture types on plans
 - 3. Photometric plan showing light levels of light fixture locations
 - 4. Lighting fixture schedule.
 - 5. Circuiting of light fixtures.
 - 6. Control of light fixtures.
 - 7. Lighting fixture schedule.
 - 8. ComCheck Lighting Calculations.
 - iii. Provide engineers opinion of probable cost for 100% documents

10. MEP 100% Construction Documents (EV Charger Scope)

- a. Prepare Electrical contract documents depicting the following:
 - i. Power



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1. Design electrical infrastructure for EV chargers including:
 - a. Identify locations of day 1 and EV ready chargers on plans
2. Circuiting of EV chargers for day 1, empty conduit provisions for future EV ready locations.
- b. Provide engineers opinion of probable cost for 100% documents
- c. This will be provided as a single package for construction and permit with "Base Scope" task.

11. Permitting & Bid/Negotiation

- a. Response and drawing update to jurisdictional review comments.
- b. Review Contractor Bid Documents (2 rounds maximum) and comment on pricing qualifications.
- c. Respond to pre-bid RFI's.

12. Construction Administration

- a. Review shop drawings and other submittal data for the work we design (review each submittal a maximum of two times).
- b. Respond to RFI's related to the scope of our construction documents.
- c. Make interim job site visits and provide written reports to clients, as requested by client. Quantity of Site Visits included are indicated in the Fee table. Additional site visits can be provided at a per visit lump sum rate and can be performed as requested by the client.
- d. Attend OAC meetings, as requested by client. The quantity of OAC meetings included are indicated in the Fee table. These meetings can be attended at standard hourly rates.
- e. We assume construction administration will last no longer than 6 months. Construction Administration activities will be subject to additional services should our services be requested after 6 months of construction from date of groundbreaking or first request for activities related to construction administration, whichever comes first.



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FEE

We propose to provide the specific services described above on a basis as outlined below.

Item	Fee Basis	Fee
<u>CIVIL</u>		
1. Civil 100% Construction Documents		
a) Plan Preparation	Lump Sum	\$14,300
b) Submittals and Approvals - City of Kyle	Lump Sum	\$4,000
c) Submittals and Approvals - Plum Creek ARC	Lump Sum	\$9,300
2. Site Development Cost Estimating	Lump Sum	\$2,750
3. Drainage Analysis	Lump Sum	\$4,500
4. Dry Utility Coordination	Lump Sum	\$4,000
5. Storm Water Pollution Prevention Plan (SWPPP)	Lump Sum	\$3,000
6. Construction Document Bid Prep and Support		
a) Bid Package Prep	Lump Sum	\$15,000
b) Bid Opening and Contractor Selection	Lump Sum	\$5,000
7. Construction Administration		
a) Project Setup	Lump Sum	\$2,500
b) General Construction Services	Lump Sum	\$8,000
c) Project Closeout	Lump Sum	\$4,500
<u>LANDSCAPE</u>		
8. Landscape Architecture (Subconsultant)		
a) Task 4: Share	Lump Sum	\$16,800
b) Task 5.1: Build - Bidding	Lump Sum	\$2,400
c) Task 5.2: Build - Construction Administration	Lump Sum	\$4,680
<u>MEP</u>		
9. MEP 100% Construction Documents (Base Scope)	Lump Sum	\$14,000
10. MEP 100% Construction Documents (EV Charger Scope)	Lump Sum	\$14,000
11. Permit & Bid Negotiation	Lump Sum	\$3,500
12. Construction Administration		
a, b) RFI's and Submittals	Lump Sum	\$4,000
c) Three (3) Site Visits (\$1,000 per)	Lump Sum	\$3,000
d) OAC Meetings - Estimated 8 Hours	Lump Sum	\$2,000
	TOTAL	\$141,230



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Through agreement to this ASA WGI is amending the hourly rate table for those phases which are being performed on a time and material budget for the scope shown here and all additional scope remaining in this contract between WGI and Client dated 10/28/2023.

Any additional optional services requested by CLIENT will be provided in accordance with WGI's current hourly fee schedule in effect at the time of service, or a fixed fee to be negotiated once a scope of service is defined.

We appreciate the opportunity to be of service to the City of Kyle. Upon acceptance of this proposal, please sign and return an executed copy to this office. Please note that the Contract Terms and Conditions are an integral part of this contract, are hereby incorporated by reference, and are controlling unless both parties expressly waive them in writing prior to commencement of work.

Respectfully submitted,
WGI, Inc

Aron Trevizo, P.E.
Project Manager

WGI, Inc.

Russell Yeager, P.E.
VP, Civil Engineering



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CLIENT'S CORPORATE ATTESTATION: If signing this Proposal on behalf of a corporate entity, I hereby affirm that such entity is correctly identified above, and is legally valid, active, and duly licensed and authorized to conduct business in the State of Texas. I also affirm that I am duly authorized and have legal capacity to execute this Proposal and bind the corporate entity.

AUTHORIZATION FOR CREDIT CHECK: By signing this Proposal, I hereby authorize WGI to conduct a credit check or obtain a credit report with respect to CLIENT (as identified in this Proposal) for purposes of WGI providing services to CLIENT.

Mayor:

Travis Mitchell
Name (Printed)

This Proposal accepted this ____ day of _____, 2024.

By _____
Name (Signature)
City of Kyle



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WGI, INC.
FEE SCHEDULE*
EFFECTIVE DATE 10/28/2023

Hourly Rate		Hourly Rate		Hourly Rate	
ENGINEERING SERVICES		SURVEY SERVICES CONTINUED		ENVIRONMENTAL SERVICES	
Executive Engineer	\$370.00	1 Person Field Survey Crew	\$125.00	Executive Environmental Scientist	\$280.00
Chief Engineer	\$360.00	2 Person Field Survey Crew	\$170.00	Principal Environmental Scientist	\$240.00
Principal Engineer	\$335.00	3 Person Field Survey Crew	\$220.00	Senior Project Manager	\$215.00
Senior Project Manager	\$320.00	4 Person Field Survey Crew	\$270.00	Project Manager	\$180.00
Project Manager	\$250.00	2 Person SUE Crew	\$180.00	Senior Environmental Scientist	\$215.00
Senior Engineer 2	\$295.00	3 Person SUE Crew	\$240.00	Environmental Scientist	\$145.00
Senior Engineer 1	\$260.00	4 Person SUE Crew	\$290.00	Environmental Technician	\$110.00
Engineer 2	\$230.00	5 Person SUE Crew	\$320.00	ARCHITECTURAL SERVICES	
Engineer 1	\$210.00	Laser Scan Crew	\$250.00	Principal Architect	\$320.00
Senior Engineer Intern	\$160.00	Hydrographic/Bathymetric Crew	\$350.00	Senior Project Manager	\$280.00
Engineer Intern	\$145.00	UAS Flight Crew	\$280.00	Project Manager	\$230.00
Chief Designer	\$200.00	Fixed Wing Aerial Flight Crew	\$1,150.00	Senior Architect	\$270.00
Senior Designer	\$170.00	Geospatial Analyst	\$110.00	Project Architect	\$215.00
Designer	\$140.00	Geospatial Developer	\$150.00	Architect	\$180.00
Field Engineer	\$210.00	PLANNING SERVICES		Senior Graduate Architect	\$160.00
Field Inspector	\$155.00	Executive Planner	\$340.00	Graduate Architect	\$130.00
BIM Designer	\$100.00	Chief Planner	\$280.00	OTHER PROFESSIONAL SERVICES	
SURVEY SERVICES		Principal Planner	\$225.00	Expert Witness	\$455.00
Chief Surveyor	\$310.00	Senior Project Manager	\$215.00	GIS Technician	\$120.00
Principal Surveyor	\$275.00	Project Manager	\$190.00	Administrative Assistant	\$130.00
Senior Project Manager	\$225.00	Senior Planner	\$160.00	Intern	\$85.00
Project Manager	\$195.00	Planner	\$120.00	REIMBURSABLE EXPENSES	
Senior Professional Surveyor	\$190.00	LANDSCAPE ARCHITECTURAL SERVICES		Copies, Black & White (each)	\$0.50
Professional Surveyor	\$160.00	Chief Landscape Architect	\$300.00	Copies, Color (each)	\$1.00
Certified Photogrammetrist	\$200.00	Principal Landscape Architect	\$280.00	Plots, Black & White (each)	\$2.00
Senior Survey Technician	\$150.00	Senior Project Manager	\$225.00	Plots, Color (each)	\$16.00
Survey Technician	\$125.00	Project Manager	\$190.00	Mylars (each)	\$74.00
SUE Technician	\$125.00	Senior Landscape Architect	\$235.00	Foam Core Presentation Boards (each)	\$8.00
Field Technician	\$90.00	Landscape Architect	\$200.00	All Third Party – Party Expenses	Cost Plus 15%
Chief Utility Coordinator	\$275.00	Senior Designer	\$160.00		
Senior Utility Coordinator	\$215.00	Designer	\$120.00		
Utility Coordinator	\$170.00	Entry Level Designer	\$110.00		

Expenses: In addition to labor, WGI, INC. bills for the following project related costs at a contractually agreed markup: printing; conference calling charges; document review, permit or recording fees paid on behalf of CLIENT; shipping; bid advertisement; specialty materials, software or equipment rental; sub-consultant fees; costs of project related employee travel including meals, lodging, airfare and miscellaneous travel costs such as tolls, parking, etc; mileage for all company-owned vehicles (trucks) will be charged at \$0.85/mile; employee owned vehicles used for transportation related to the Project will be charged at the prevailing federal mileage rate allowed by the IRS at the time the travel occurs. WGI also bills for the cost of internal reproduction and the use of specialized equipment related to subsurface utility vacuum excavation, mobile scanning (LIDAR), and hydrographic surveying.

***BE ADVISED THAT THIS FEE SCHEDULE IS SUBJECT TO CHANGE AS ADJUSTED BY WGI, INC. ANNUALLY. YOU WILL BE SUBJECT TO THE THEN CURRENT RATES APPLICABLE AT THE TIME OF SERVICE.**