



**AGENDA
ELGIN CITY COUNCIL
SPECIAL MEETING
TUESDAY, FEBRUARY 10, 2015
CITY ANNEX COUNCIL CHAMBERS, 310 NORTH MAIN STREET
7:00 P.M.**

CALL TO ORDER

PUBLIC COMMENT

Individuals may request to speak on items on the agenda, and items not on the agenda, by requesting to speak during the meeting and under "PUBLIC COMMENT" and will be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts or information for Council, to the City Secretary prior to commencement of the Council meeting. Speaker comments are limited to three (3) minutes.

No formal action can be taken by the City Council on items not posted on the agenda. Items requiring a Public Hearing will allow a member of the public an opportunity to speak during the Public Hearing and does not require submission of a "PUBLIC COMMENT FORM". Speakers must address their comments to the Mayor or Presiding Officer rather than to an individual Council Member or member of Staff. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Council Member, member of Staff, other individual or group.

PRESENTATIONS None

REPORTS None

CONSENT AGENDA None

All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items unless a council member removes an item from the Consent Agenda and places it on the New Business section for Discussion and action.

UNFINISHED BUSINESS None

NEW BUSINESS

1. Discussion and action to consider authorizing the City Manager to agree by formal letter to Paul Pape, Bastrop County Judge, that the City of Elgin will match funding at a minimum for all expenditures related to the proposed City Recreation Center/Shelter in an amount at least equal to the \$1,500,000.00 being provided by Bastrop County disaster funds to cover engineering, architecture and construction.
Kerry Lacy, City Manager (Pages 1-5)
2. Discussion and action to consider authorizing the City Manager to enter into an agreement/contract on behalf of the City of Elgin with Oxley Williams Tharp Architects for architectural services in relation to a proposed Recreation Center/Shelter in the amount of \$210,000.00 lump sum base fee representing 7% of the total proposed construction cost of the project.
Kerry Lacy, City Manager (Pages 6-13)

EXECUTIVE SESSION

The City Council may announce that it will adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as permitted by Chapter 551 of the Texas Government Code.

RECONVENE

The City Council will return to open session for possible discussion and action as a result of the Executive Session.

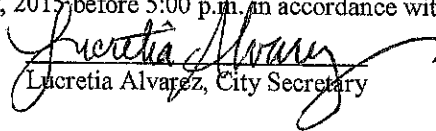
ANNOUNCEMENTS

ADJOURNMENT

NOTICE

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512) 281-5724. Please provide forty-eight hours notice when feasible.

I, Lucretia Alvarez, City Secretary for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas the 6th day of February, 2015 before 5:00 p.m. in accordance with Chapter 551 of the Texas Government Code.


Lucretia Alvarez, City Secretary



COUNCIL MEETING: February 10, 2015

ITEM: NB1
Discussion and action to consider authorizing the City Manager to agree by formal letter to Paul Pape, Bastrop County Judge, that the City of Elgin will match funding at a minimum for all expenditures related to the proposed City Recreation Center/Shelter in an amount at least equal to the \$1,500,000.00 being provided by Bastrop County disaster funds to cover engineering, architecture and construction.

SOURCE PERSON(S): Kerry Lacy, City Manager

SUMMARY: Bastrop County is willing to provide \$1,500,000.00 in funding for a Recreation Center/Shelter to be located in the City of Elgin as long as the City of Elgin will agree by letter to fund an additional \$1,500,000.00 at a minimum for a proposed total of \$3,000,000.00. All cost that would exceed the proposed total \$3,000,000.00 project would also be a responsibility of the city of Elgin.

RECOMMENDATION: Authorize the City Manager to send a letter of agreement to Bastrop County agreeing to fund at a minimum \$1,500,000.00 in addition to the Bastrop County funding of \$1,500,000.00 for a total estimated cost of \$3,000,000.00.

ATTACHMENTS:

- 1) Letter from Paul Pape, Bastrop County Judge
- 2) One method of funding the City of Elgin's share of the proposed project (information only, no funding needed at current time)

ATTACHMENT 1



Paul Pape
Bastrop County Judge

January 26, 2015

Mr. Kerry Lacy, City Manager
City of Elgin
PO. Box 591
Elgin, Texas 78621

RE: Wildfire Disaster Funds

Dear Kerry,

Thank you for meeting last summer with Blake Dommert, P.E. and Judy Langford regarding the City's participation with the County in providing a shelter in Elgin for disaster events. The City of Elgin was quick to respond in the affirmative and provide a cost estimate for a City Recreation Center/Shelter. Although a number of interactions with the General Land Office (GLO), the Texas agency overseeing these disaster funds, have slowed the process, the application including the City of Elgin's funds for the recreation center is nearing completion.

I have some good news to share. The County has reprioritized projects to make available to the City a full \$1,500,000 for engineering/architecture and construction. Through other disaster funds, the County will pay for administration and the required HUD environmental, an amount between \$90,000 and \$100,000).

For submission of the application to GLO, all funds required to match the cost estimate must (at a minimum) be agreed to in a letter or resolution. A binding commitment of funds will occur at a later date through an Interlocal Agreement, after the County receives approval of the project from GLO. The current estimate provided by the City, dated June 9, 2014, shows a cost of \$2,966,927. It does not appear to include engineering/architecture in the cost. I understand that you are having the cost estimate updated. Please provide a letter or resolution pledging the difference between the new estimate (including additional costs necessary to construct the project, such as engineering/architecture and cost overruns) and the \$1,500,000. We need this as soon as possible, but not later than the middle of February.

You have previously been quick to respond and that is appreciated. If you have any questions regarding the process or the grant funds committed to this project, please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Pape", written over a horizontal line.

Paul Pape
County Judge

ATTACHMENT 2

Lone date 7/1/2015

	Interest	Principal	Balance
Payment			1,710,000.00
1/15/2016 88,635.00	31,635.00	57,000.00	1,653,000.00
7/15/2016 87,580.50	30,580.50	57,000.00	1,596,000.00
1/15/2017 86,526.00	29,526.00	57,000.00	1,539,000.00
7/15/2017 85,471.50	28,471.50	57,000.00	1,482,000.00
1/15/2018 84,417.00	27,417.00	57,000.00	1,425,000.00
7/15/2018 83,362.50	26,362.50	57,000.00	1,368,000.00
1/15/2019 82,308.00	25,308.00	57,000.00	1,311,000.00
81,253.50	24,253.50	57,000.00	1,254,000.00
80,199.00	23,199.00	57,000.00	1,197,000.00
79,144.50	22,144.50	57,000.00	1,140,000.00
78,090.00	21,090.00	57,000.00	1,083,000.00
77,035.50	20,035.50	57,000.00	1,026,000.00
75,981.00	18,981.00	57,000.00	969,000.00
74,926.50	17,926.50	57,000.00	912,000.00
73,872.00	16,872.00	57,000.00	855,000.00
72,817.50	15,817.50	57,000.00	798,000.00
71,763.00	14,763.00	57,000.00	741,000.00
70,708.50	13,708.50	57,000.00	684,000.00
69,654.00	12,654.00	57,000.00	627,000.00
68,599.50	11,599.50	57,000.00	570,000.00
67,545.00	10,545.00	57,000.00	513,000.00
66,490.50	9,490.50	57,000.00	456,000.00
65,436.00	8,436.00	57,000.00	399,000.00
64,381.50	7,381.50	57,000.00	342,000.00
63,327.00	6,327.00	57,000.00	285,000.00
62,272.50	5,272.50	57,000.00	228,000.00
61,218.00	4,218.00	57,000.00	171,000.00
60,163.50	3,163.50	57,000.00	114,000.00
59,109.00	2,109.00	57,000.00	57,000.00
58,054.50	1,054.50	57,000.00	-



COUNCIL MEETING: February 10, 2015

ITEM: NB2

Discussion and action to consider authorizing the City Manager to enter into an agreement/contract on behalf of the City of Elgin with Oxley Williams Tharp Architects for architectural services in relation to a proposed Recreation Center/Shelter in the amount of \$210,000.00 lump sum base fee representing 7% of the total proposed construction cost of the project.

SOURCE PERSON(S): Kerry Lacy, City Manager

SUMMARY:

Oxley Williams Tharp Architects designed the new bath house/restrooms at the Morris Park swimming pool and preformed the preliminary drawings and cost estimates related to the proposed Recreation Center/Shelter. I have worked with these architects on several past projects and have the utmost confidence in their ability to design a facility that will meet the needs of Elgin for many years to come.

RECOMMENDATION: Authorize the City Manager to enter into an agreement/contract on behalf of the City of Elgin with Oxley Williams Tharp Architects to design a proposed Recreation Center/Shelter to be jointly funded by Bastrop County and the City of Elgin.

ATTACHMENTS:

- 1) Email from Jim Tharp with Oxley Williams Tharp Architects
- 2) Proposed Agreement/Contract with Oxley Williams Tharp Architects

ATTACHMENT 1

Kerry Lacy

From: Jim Tharp <jtharp@owtarchitects.com>
Sent: Thursday, January 29, 2015 10:24 AM
To: Kerry Lacy
Subject: Elgin Recreation Center - Proposal
Attachments: Elgin Recreation Center Proposal.pdf

Good Morning Kerry,

I apologize I didn't get this to you sooner, a couple of my consultants were out of town earlier in the week.

I have attached our proposal. The total equates to 7% of the total construction budget of \$3,000,000 and breaks down as follows.

Civil Engineering - \$27,000
Architecture - \$137,000
Structural Engineering - \$14,500 (If it is determined the foundation must be structural, there will be an add of \$2,500)
MEP Engineering - \$25,000
Landscape Architecture - \$6,500

If we need to discuss, please don't hesitate to contact me.

Thanks and have a good one.

****OUR OFFICE HAS MOVED****
NOTE NEW ADDRESS BELOW

JIM THARP AIA NCARB
PRINCIPAL



OXLEY WILLIAMS THARP ARCHITECTS
509 PECAN STREET, SUITE 100
FORT WORTH, TEXAS 76102
817.993.9844 www.owtarchitects.com

ATTACHMENT 2

January 29, 2015



ELGIN RECREATION CENTER

Mr. Kerry Lacy
City Manager
City of Elgin
310 North Main Street
Elgin, Texas 78621

Mr. Lacy,

Oxley Williams Tharp Architects is grateful for this opportunity and pleased to present the following design fees for the design and construction of a new recreation center.

SCOPE OF WORK

We understand the project to include the design of a new 14,000 +/- square foot Recreation Center to be located on a currently undeveloped site in Morris Memorial Park. We understand the total construction budget to be \$3,000,000 million dollars. We understand the city is considering the Construction Manager at Risk project delivery method.

Our services will include:

- Prepare and produce conceptual floor plans and renderings for presentation. *(This service was provided under a separate contract for the county grant application. We will further refine those original graphics for additional display and presentations)*
- Assist with Furniture selections
- Assist with Lighting selections
- Assist with Interior Finish selections
- Preparation of Construction Documents to include:
 - Cover Sheet
 - Code Compliance Review Tabulation and Code Floor Plan, including Texas Accessibility Standards Detail Sheet
 - Architectural Control Site Plan and Details
 - Architectural Floor Plans, including enlarged plans of pertinent areas including restrooms
 - Roof Plan and Details
 - Interior Finishes Plan and Schedule
 - Reflected Ceiling Plan
 - Exterior Elevations
 - Interior Elevations
 - Wall Sections and Details

- Door and Window Schedules and Details
- Millwork Details
- Preparation of the Project Specifications Manual

Civil Engineering Services to include:

- Civil Construction Documents:
 - Paving & Dimensional Control Plan
 - Grading Plan
 - Water / Sanitary Sewer Plan & Profiles
 - Storm Drainage Plan & Profile / Drainage Area Map
 - Erosion / Sediment Control Plan
 - Details

Structural Engineering services to include:

- Structural Design Development & Construction Documents:
 - Foundation Plan
 - Framing Plan(s)
 - Concrete Details
 - Steel Details
 - Structural Specifications
 - Review of testing laboratory reports
 - Addenda as necessary

Mechanical, Plumbing and Electrical Engineering services to include:

- MEP Design & Construction Documents to include:
 - Mechanical Plans, Schedules and Details
 - Plumbing Plans, Schedules and Details
 - Plumbing Riser Diagrams
 - Electrical Site Plan
 - Power Plan including data drop locations
 - Lighting Plan and Schedule
 - One-line Diagrams and Electrical Details
 - Fire Alarm Plans
 - Panel Schedules
 - MEP Specifications

Landscaping Design services to include:

- Landscape plans
- Planting plans and specifications
- Irrigation Plans, Details & Specifications
- Preparation of Energy Compliance report certificates
- Preparation and submission of Texas Department of Licensing and Registration Architectural Barriers documents.
- Assist in selection of the construction manager

- Assist in reviewing construction manager qualifications, preparing addenda as needed and reviewing the Guaranteed Maximum Price.
- Construction observation, including review of submittals and shop drawings, review of change orders, review of testing laboratory reports, responding to RFIs, preparation of supplemental details and processing pay applications.
- Attend regularly scheduled Owner/Architect/Contractor Meetings during construction

COMPENSATION

Lump sum fee of \$210,000

EXCLUDED SERVICES

The following services are not included in the basic services.

- Topographic Survey
- Environmental Studies
- Materials Testing Laboratory Fees
- Geotechnical Engineering services and reports
- TDLR Registration, Review and Inspection fees
- Platting

REIMBURSABLE EXPENSES

Reimbursable expenses shall be invoiced at 1.1 times net cost to Oxley Williams Tharp Architects and shall apply to the following expenses.

- Courier, postal or special delivery costs
- Mileage

HOURLY RATES

The following hourly rates shall apply to authorized additional services for work exceeding the scope identified above including any additional reimbursable expenses.

- | | |
|-----------------------------|------------|
| • Principal | \$145/hour |
| • Architect/Project Manager | \$90/hour |
| • Architectural Technician | \$65/hour |

SCHEDULE

As mutually agreed. Upon approval, Oxley Williams Tharp Architects will prepare a project schedule to be reviewed and approved by you.

OWNERSHIP OF DOCUMENTS

The Contract Documents and Specifications or reproduction of them in whole or part shall not be used on any project without the prior written approval of Oxley Williams Tharp Architects, PLLC.

INSURANCE

Oxley Williams Tharp Architects, PLLC maintains professional liability insurance with a limit of liability of \$1,000,000.00 for each claim and \$2,000,000.00 aggregate. A higher limit of liability can be obtained by Oxley Williams Tharp Architects if required. Oxley Williams Tharp Architects maintains worker's compensation insurance.

PAYMENT TERMS

Invoicing will be monthly based on the percentage of work completed through the end of the month according to the following schedule.

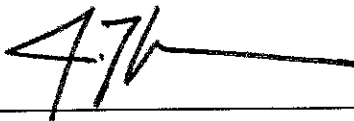
Schematic Design	15%
Design Development	25%
Construction Documents	40%
Bidding and Negotiations	5%
Construction Contract Administration	15%

SUMMARY AND ACCEPTANCE

We shall consider return of this letter with your signature as acknowledging your acceptance of this Agreement and our authorization to proceed with the scope of work identified herein. If accepted, we will prepare a formal AIA Contract for review and execution.

Sincerely,

Accepted by:



Jim Tharp AIA NCARB
Oxley Williams Tharp Architects, PLLC.

Mr. Kerry Lacy
City Manager, City of Elgin

Date