



T. J. Haight, President, Position 2
Georgette Ford, Vice President, Position 7
Sue Mauk, Secretary, Position 1
Jeff Lawther, Treasurer, Position 4

Scott Sotelo, Position 3
Doug Burgess, Position 5
Brad Wells, Position 6

CALL TO ORDER

NEW BUSINESS

1. Approval of minutes of regular meeting on October 24, 2016. [MIN 17-013](#)
Recommended Action: Approval
Attachments: [CDC_MR_102416](#)
2. Presentation and discussion of issues related to the sale of Certificates of Obligation, Series 2017 for the construction of DPCDC improvements. [PRE 17-002](#)
Recommended Action: Discussion only.
Department: City Manager's Office and Finance
Attachments: [2016 CO - Agreement City & DPCDC](#)
[2017 CO - Final Pricing 01.17.17](#)
[2017 CO - Signed Acknowledgement](#)
3. Consideration of and possible action on the quarterly report for the period of October 1, 2016 - December 31, 2016. [RPT 17-007](#)
Recommended Action: Approve the quarterly report for the period of October 1, 2016 - December 31, 2016 and authorize submission to the City Council.
Department: City Manager's Office, Finance and Parks & Recreation
Attachments: [1st Qtr Report - 12.31](#)
4. Consideration of and possible action on the DPCDC's annual report to the State Comptroller for Fiscal Year 2016. [RPT 17-008](#)
Recommended Action: Authorize submittal of annual report to the State Comptroller for Fiscal Year 2016.
Department: City Manager's Office, Finance and Parks & Recreation
Attachments: [edcreportFY2016\(Draft\)](#)

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

5. Acceptance of and recommendation on proposed design for Deer Park Community Development Corporation (DPCDC) Maxwell Center renovation and expansion project. [ACT 16-054](#)

Recommended Action: Accept and recommend for approval to City Council the proposed design for the Deer Park Community Development Corporation (DPCDC) Maxwell Center renovation and expansion project.

Department: Parks & Recreation

Attachments: [2017-01-19 Maxwell Center DD presentation](#)

6. Consideration of and action on a recommendation on the Task Order No. 7 agreement with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) development of hike and bike trails. [AGR 17-006](#)

Recommended Action: Approve a recommendation to City Council to authorize Task Order No. 7 with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) development of hike and bike trails.

Department: Parks & Recreation

Attachments: [Deer Park Task Order 007-Draft](#)
[Deer Park Ph2 Trails Attachments A-B-C](#)

7. Discussion of issues relating to a special meeting Deer Park Community Development Corporation Meeting. [DIS 17-008](#)

Recommended Action: Establish a good date for a special meeting of the Deer Park Community Development Corporation Meeting

Department: Parks & Recreation Director Swigert

ADJOURN

Shannon Bennett, TRMC
Acting City Secretary

Posted on Bulletin Board
January 19, 2017

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 72 hours prior to any meeting. Please contact the City Secretary's office at 281.478.7248 for further information.

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.



Legislation Details (With Text)

File #: MIN 17-013 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/17/2017 **In control:** Deer Park Community Development Corporation
On agenda: 1/23/2017 **Final action:**
Title: Approval of minutes of regular meeting on October 24, 2016.
Sponsors:
Indexes:
Code sections:
Attachments: [CDC_MR_102416](#)

Date	Ver.	Action By	Action	Result
1/23/2017	1	Deer Park Community Development Corporation	Approval of minutes of regular meeting on October 24, 2016.	

Summary:

Fiscal/Budgetary Impact:

None

Approval

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING HELD AT THE DEER PARK COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, OCTOBER 24, 2016, AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

T.J. HAIGHT	PRESIDENT
GEORGETTE FORD	VICE-PRESIDENT
DOUG BURGESS	MEMBER
SCOTT SOTELO	MEMBER
SUE MAUK	MEMBER
JEFF LAWTHER	MEMBER
BRAD WELLS	MEMBER

OTHER OFFICIALS PRESENT:

JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
SHANNON BENNETT	ACTING SECRETARY
DONNA TODD	ACTING TREASURER

1. MEETING CALLED TO ORDER – President T.J. Haight called the meeting to order at 5:30 p.m.
2. ANNOUNCEMENT OF RE-APPOINTMENTS TO THE BOARD OF DIRECTORS - Assistant City Manager Gary Jackson announced City Council re-appointed T.J. Haight, Position 2, Jeff Lawther, Position 4, and Brad Wells, Position 6, as members of the Deer Park Community Development Corporation for a term of two years.
3. ELECTION OF OFFICERS – President T.J. Haight called for nominations for the election of officers for President, Vice President, Secretary and Treasurer for the Deer Park Community Development Corporation Board of Directors.

Motion was made by Doug Burgess and seconded by Georgette Ford to elect T. J. Haight as President. Motion carried unanimously.

Motion was made by Doug Burgess and seconded by Georgette Ford to elect Jeff Lawther as Treasurer. Motion carried unanimously.

Motion was made by Doug Burgess and seconded by Georgette Ford to elect Brad Wells as Treasurer. Motion carried unanimously.

Motion was made by Doug Burgess and seconded by Jeff Lawther to elect Georgette Ford as Vice-President. Motion carried unanimously.

Motion was made by Doug Burgess and seconded by Georgette Ford to elect Sue Mauk as Secretary. Motion carried unanimously.

Motion was made by Georgette Ford and seconded by Doug Burgess to elect Donna Todd as Assistant Treasurer. Motion carried unanimously.

Motion was made by Georgette Ford and seconded by Doug Burgess to elect Sandra Watkins as Assistant Secretary. Motion carried unanimously.

4. PRESENTATION AND DISCUSSION OF ISSUES RELATING TO A SCHEDULE OF EVENTS FOR THE PROPOSED SALE OF CERTIFICATES OF OBLIGATION FOR THE CONSTRUCTION OF DPCDC IMPROVEMENTS – John Rubuck of BOK Financial Securities presented a presentation of the next issuance of bonds to fund projects and highlighted the current bond market conditions, estimated debt service requirements and tentative schedule of events. (Exhibits A1-A4)
5. CONSIDERATION OF AND ACTION ON A RECOMMENDATION THAT THE DEER PARK CITY COUNCIL PROCEED WITH THE SALE OF CERTIFICATES OF OBLIGATION FOR THE CONSTRUCTION OF DPCDC IMPROVEMENTS, INCLUDING APPROVAL OF THE FINANCING PLAN AND PRO FORMA DEBT SERVICE SCHEDULE PRESENTED BY THE CITY'S FINANCIAL ADVISOR AND THE RECOMMENDATION THAT THE DEER PARK CITY COUNCIL APPROVE A NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION – Motion was made by Doug Burgess and seconded by Georgette Ford to approve the recommendation that the Deer Park City Council proceed with the sale of Certificates Of Obligation for the construction of DPCDC improvements, including approval of the financing plan and pro forma debt service schedule presented by the City's Financial Advisor and the recommendation that the Deer Park City Council approve a Notice of Intention to issue Certificates of Obligation. Motion carried unanimously.
6. APPROVAL OF MINUTES OF REGULAR MEETING ON JULY 25, 2016 – Motion was made by Georgette Ford and seconded by Sue Mauk to approve the minutes of the regular meeting on July 25, 2016. Motion carried unanimously.

7. CONSIDERATION OF AND ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF JULY 1, 2016 – SEPTEMBER 30, 2016 – Motion was made by Doug Burgess and seconded by Sue Mauk to approve the quarterly report for the period of July 1, 2016 – September 30, 2016. Motion carried unanimously.

8. CONSIDERATION OF AND ACTION ON THE ANNUAL REVIEW AND AN ORDER TO ADOPT THE INVESTMENT POLICY FOR THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION - Acting Treasurer Donna Todd advised the Board of the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the “Act”). The Board has established an Investment Policy for the Deer Park Community Development Corporation (the "Corporation"). The Act requires that the Board, not less than annually, adopt a written instrument stating that it has reviewed the Investment Policy and investment strategies. The written instrument must record any changes made to the policy or strategies. Ms. Todd highlighted a significant change that policy previously named the Director of Finance as the Investment Officer and in the event that position is vacant, the City Manager was authorized to function in that capacity. To be more flexible, we named the City Manager and the Assistant City Manager as Investment Officers. The Policy has always listed our Broker/Dealers. I reviewed with the City Council and various Boards.

Motion was made by Georgette Ford and seconded by Sue Mauk to adopt the changes of the Investment Policy. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON A RECOMMENDATION FOR THE ACCEPTANCE OF THE CONCEPTUAL DESIGN FOR THE RENOVATIONS OF THE GIRLS’ SOFTBALL FACILITIES AT THE YOUTH SPORTS COMPLEX – Kolby Davidson with Half Associates presented an overview of the conceptual design and probable construction cost which totals \$2,990,705.95. Mr. Davidson highlighted the recreation of the six existing fields, parking, main entrance, and batting cages. A list of additional items were provided by the stakeholders in which can be an a la carte type of items if the budget will allow. (Exhibits B1-B2)

Mr. Lawther questioned some of the budget cost to which Mr. Davidson advised the cost were pulled from recent similar projects.

President Haight asked, “Has Softball prioritized their wish list?”

Michael Grant, Board Member of Deer Park Girls Softball Association, commented, “There are things on here that we don’t need. There are things that we definitely do need that are prioritized lower. When we came together at the meeting, we were asked what the things that we wanted are. We looked at that and said here are the things we really need to have and here are the things we would like to have. We haven’t been charged with completely prioritizing that yet. Looking through the portable pitching mounds, we don’t have pitching mounds. The

Bullpens are nice, but that is one more thing to maintain and not essential. Looking at one of the deficiencies that sticks out to me, if you want to talk about prioritizing, the first thing out of my mouth at the meeting was the batting cages. That's on the wish list and two hundred and forty thousand dollars for batting cages I can understand why we wouldn't want to build those. I mean, I don't know Jeff, can we build a 3000 square foot house for 340 thousand, maybe at cost? The first thing we ask for was to make sure we did have the batting cages. Right now, we have three for four fields. Ideally, you would have one or more per field, or at least one in between the fields. Having the bank of them together was a nice idea if they are going to be covered like what we have at Dow Park for the boys. We already have problems with rain issues on the field, more so than the boys do because we play on skinclay verses grass. So, the batting cages are fairly important. Not essential to game play on game days. The warm up areas are nice, but because we don't have designated warm up because of the soccer fields, there is plenty for warm up under the current setting. One of the things that has been expressed concerning the fields being as close as they are, is the issue of foul balls. Many of the facilities that we play at have netting over common areas like that. I know that is not in here. Conceptually, this looks great and we are excited about it. There is definitely some fine tuning that we hope to be a part of."

Ms. Ford commented, "Now there are people on this softball committee right?"

President Haight commented, "Yes. I think if we format the area differently, then went to the Girls Softball Association and expressed these ideas, we could put their ideas into the designs, is that right? What is taken in and what is taken out?"

Ms. Ford asks, "Are you saying you don't like the design?"

Mr. Grant responded, "No, it's beautiful. There are some things that are here that we can do without in lieu of other things. The only issue that comes up continuously is the parking. I know you had the chart for the parking. I don't have that list or spreadsheet that you had with the number of parking spaces per field. The addition of two additional fields and only 149 parking spaces seems inadequate. I remember thinking we have 160 now and for the four fields , we really needed more like 250."

Mr. Burgess asked, "Is that the league play or tournament play?"

Mr. Grant replied, "Both. It more than fills the parking lot right now."

Mr. Davidson asked, "You are still using overflow over on the other side?"

Mr. Grant answered, "We are using overflow all the way down the pipeline easement. We have people parking on the street and using the Activity Center as well. You look at it and think about multiple games on a league night where you would have two games a night per

Field. If you had one game, the parking is efficient as it is, then the parking on the grass, but it wouldn't be a nightmare. When you have games that follow that, then you have overlap and that's where we have run into problems. People having to park on X Street. God forbid we have any rain, then our overflow of grass parking. The current situation right now, during fall we have two games per field. One of the football organizations is allowed to use the soccer fields, which adds cars. We have worked fairly well. If this is the appropriate number of parking spots, the only other issue I have about parking would be the flow. It is somewhat hard. It is like one way in and one way out. Parking from a stand point of game day activities, parking is the number one issue."

Ms. Ford asks, "What is your suggestion that we give up to add additional parking? We have a certain amount of money we can spend."

Mr. Grant asked, "One question I would have on the additional parking is if we could have gravel?"

Mr. Davidson replied, "That would be a permitting type of issue."

Mr. Sotelo commented, "With soccer it was deemed we could not use gravel for additional parking."

Ms. Mauk added, "It's an environmental thing. They don't want cars parking on gravel or grass just in case oil leaks or things like that."

Mr. Grant responded, "That's the way we have been forced to do it for decades."

Ms. Mauk commented, "I worry about the one child that slips away from the parents."

Mr. Grant commented, "Believe me, no more than we. We are in charge of those kids and it's tough, but what do you tell the people?"

Ms. Ford commented, "Right there at Minchen, if I go to Field of Dreams, I am walking way farther than if I had parked at the Theater and walked."

Mr. Grant continued to express his concerns of the additional parking at night, the overflow parking at the Activity Center, vegetative buffer, and the maintenance sheds."

President Haight suggested the Girls Softball Association prioritize their wish list and send to the Parks and Commission for consideration.

Motion was made by Doug Burgess and seconded by Georgette Ford to recommend to City Council for the acceptance of the conceptual design for the renovations of the girls softball facilities at the Youth Sports Complex. Motion carried unanimously.

10. CONSIDERATION OF AND ACTION ON A RECOMMENDATION TO APPROVE AUTHORIZATION TO SEEK BIDS FOR A CONTRACTOR TO CONSTRUCT THE DOW PARK PAVILIONS – Parks and Recreation Director Scott Swigert advised the Board that the next three agenda items relate to the Dow Park Pavilion project. Cristina Moon of Half Associates gave an overview of the final pavilion concept. Motion was made by Georgette Ford and seconded by Sue Mauk to approve authorization to seek bids for a contractor to construct the Dow Park Pavilions. Motion carried unanimously.
11. CONSIDERATION OF AND ACTION ON A RECOMMENDATION TO APPROVE AN AGREEMENT WITH CORWORTH BUILDING SYSTEMS AND RESTROOM FACILITIES LTD. THROUGH THE BUYBOARD PURCHASING COOPERATIVE CONTRACT # 423-13 FOR DOW PARK PAVILION BUILDINGS - Motion was made by Jeff Lawther and seconded by Georgette Ford to approve the agreement with CorWorth Building Systems and Restroom Facilities LTD. through the BuyBoard Purchasing Cooperative Contract #423-13 for Dow Park Pavilion Buildings. Motion carried unanimously.
12. CONSIDERATION OF AND ACTION ON A RECOMMENDATION TO APPROVE AN AGREEMENT WITH PLAYWELL GROUP THROUGH THE BUYBOARD PURCHASING COOPERATIVE CONTRACT # 512-16 FOR DOW PARK PAVILION STRUCTURES - Motion was made by Doug Burgess and seconded by Sue Mauk to approve the agreement with Playwell Group through the Buyboard Purchasing Cooperative contract #512-16 for Dow Park Pavilion Structures. Motion carried unanimously.
13. ADJOURN – President Haight adjourned the meeting at 6:54 p.m.

Shannon Bennett
Acting Secretary

T.J. Haight, President
Deer Park Community Development Corporation



Legislation Details (With Text)

File #: PRE 17-002 **Version:** 1 **Name:**

Type: Presentation **Status:** Agenda Ready

File created: 1/17/2017 **In control:** Deer Park Community Development Corporation

On agenda: 1/23/2017 **Final action:**

Title: Presentation and discussion of issues related to the sale of Certificates of Obligation, Series 2017 for the construction of DPCDC improvements.

Sponsors: City Manager's Office, Finance

Indexes:

Code sections:

Attachments: [2016 CO - Agreement City & DPCDC](#)
[2017 CO - Final Pricing 01.17.17](#)
[2017 CO - Signed Acknowledgement](#)

Date	Ver.	Action By	Action	Result
1/23/2017	1	Deer Park Community Development Corporation		

Presentation and discussion of issues related to the sale of Certificates of Obligation, Series 2017 for the construction of DPCDC improvements.

Summary: On October 24, 2016, the Board of Directors ("Board") of the Deer Park Community Development Corporation ("DPCDC") approved a recommendation to the Deer Park City Council ("City Council") to approve a notice of intent to issue certificates of obligation for the construction of DPCDC improvements. On December 6, 2016, City Council approved Resolution No. 2016-15 authorizing the publication of the City's intention to issue \$2,700,000 of certificates of obligation.

These certificates are the second of three planned debt issues to fund Type B projects approved by the voters on May 9, 2015. The specific projects to be funded by these certificates are as follows:

Girls Softball Renovations at Youth Sports Complex - \$2,700,000

Also on October 24, 2016, the Board, approved an Agreement Regarding the Construction of Improvements ("Agreement"), whereby in Section 1.04 (b), the Board, authorized the President or his designee to acknowledge receipt of the a final schedule of the principal and interest payments due on each series of certificates upon the pricing of same. Additionally, the final schedule of the principal and interest payments due on each series of certificates shall be incorporated into the Agreement.

The Certificates of Obligation, Series 2017 were issued through a private placement via a competitive bidding process on January 17, 2017. Nine bids were received ranging from a rate of 1.89% to 2.90%. The lowest bid was presented by First National Bank Texas. The total interest cost of \$232,895 is \$300,918 less than what was estimated in October 2016 (at an estimated rate of 3.75%). City Council approved Ordinance No. 3873 authorizing the issuance and sale of the certificates at their regular meeting on January 17, 2017.

Attached is a copy of the signed agreement between the City of Deer Park and the DPCDC, whereby the City agrees to issue and sell one or more series of certificates and to use the proceeds to pay the costs of the projects (Section 1.03), and

the DPCDC agrees to make payments to the City in amounts sufficient to pay the principal of and interest on the certificates (Section 1.04). Also attached is the final pricing presentation prepared by the Financial Advisor and a copy of the acknowledgement signed by the Board President, T.J. Haight, which includes a final schedule of the principal and interest payments due on each series of certificates.

Fiscal/Budgetary Impact:

In accordance with the agreement between the City and the DPCDC, funding of the debt service payments and the associated issuance costs for the certificates will be from the dedicated 0.50% sales and use tax revenues of the DPCDC.

Discussion only.

Pursuant to the provisions of the Act, the City collects the Additional Sales Tax and pays it to the Corporation.

Having complied with the legal prerequisites for undertaking the Authorized Project under the Act, the City and the Corporation now wish to proceed with the Authorized Project.

The Corporation hereby finds, determines and declares that the Authorized Project is an authorized project of the Corporation under the Act.

The City and the Corporation have determined that the most economical means of financing the costs of and delivering the Authorized Project is for the City to issue one or more series of its certificates of obligation (the "Certificates") in an aggregate principal amount not to exceed \$18,000,000 for the purpose of the Authorized Project and for the Corporation to fund an additional \$2,000,000 of the Authorized Project on a pay-as-you-go basis, with the agreement of the Corporation to (i) make payments to the City from the Additional Sales Tax in amounts sufficient to pay the debt service on the Certificates as and when it becomes due, all as more specifically detailed in the schedules described in Section 1.04(b) of this Agreement and (ii) make payments to the City for costs of the Authorized Project when due.

The Corporation hereby finds that this Agreement is for the benefit of the Corporation and that all payments made hereunder are for authorized project costs under the Act.

The City and the Corporation hereby find, determine, and declare that the respective meetings of the City Council of the City and the Board of Directors of the Corporation at which this Agreement was approved were open to the public and public notice of the time, place and subject matter of the public business to be considered and acted upon at said meeting, including this Agreement, was given, all as required by the applicable provisions of Chapter 551, Texas Government Code, as amended.

AGREEMENT

For and in consideration of the respective promises and mutual covenants and benefits hereinafter set forth, the City and the Corporation agree as follows:

ARTICLE I

THE PROJECTS

Section 1.01 Definitions, Declarations, Findings and Determinations. The definitions, declarations, determinations and findings contained in the recitals to this Agreement are hereby adopted, restated and made a part of the operative provisions hereof.

Section 1.02 Construction of the Project.

(a) The City in consultation with the Corporation agrees to prepare or cause to be prepared all plans and specifications required for the construction of the Authorized Project, which costs shall be payable from funds to be paid by the Corporation.

(b) The City agrees to contract with all individuals or entities necessary to complete the Authorized Project in accordance with the plans, specifications and other construction documents. The City will provide all construction and contract management services in connection with the construction of the Authorized Project. The public infrastructure improvements being financed with the Certificates will be owned by the City.

(c) The costs of constructing the Authorized Project shall be payable from Certificate proceeds or other funds to be paid by the Corporation on a pay-as-you-go basis. The Corporation shall be responsible for and pay any and all costs associated with the design and construction of the Authorized Project in excess of the Certificate proceeds allocated to the Authorized Project.

Section 1.03 Issuance of the Certificates.

(a) Subject to applicable legal restrictions, the City agrees to issue and sell one or more series of Certificates and to use the applicable portion of the proceeds from the sale of the Certificates to pay the costs of the Authorized Project and the costs of issuing the Certificates.

(b) In connection with each City authorization to publish a notice of intention to issue Certificates for the purpose of the Authorized Project as described in this Agreement, the City shall obtain the approval of the Corporation for the plan of finance and a pro forma debt service schedule associated with such proposed series of Certificates.

Section 1.04 Use of Additional Sales Tax.

(a) The Corporation agrees to use the Additional Sales Tax, and any interest earned thereon, to make payments to the City in amounts sufficient to pay the principal of and interest on the Certificates and any bonds issued to refund the Certificates when due. Unless it receives the prior written consent of the City, the Corporation shall make such payments to the City prior to using the Additional Sales Tax, and any interest earned thereon, for any other lawful purposes of the Corporation.

(b) The City will provide the Corporation with a final schedule of the principal and interest payments due on each series of Certificates issued for the Authorized Project upon the pricing of each series of Certificates. The Corporation agrees to pay to the City amounts sufficient to make the principal and interest payments described in such schedules at least fifteen (15) days before each payment is due. Upon delivery of such schedules to the Corporation, which receipt shall be acknowledged by the President of the Corporation or his or her designee, the schedules shall be considered incorporated into this Agreement. Each schedule shall indicate the title of the series of Certificates to which it relates. Upon the issuance of any bonds refunding one or more series of the Certificates, the City will provide the Corporation with a revised schedule of principal and interest payments, which receipt shall be acknowledged by the

President of the Corporation or his or her designee, and such schedule shall be considered incorporated into this Agreement. The Corporation agrees to pay to the City amounts sufficient to make the principal and interest payments described in such refunding bond schedules at least fifteen (15) days before each payment is due.

(c) The Corporation agrees that during the term of this Agreement it will not borrow any money or issue any bonds or notes without the written approval of the City.

ARTICLE II

REPRESENTATIONS AND WARRANTIES

Section 2.01 Representations and Warranties of the City. (a) The City hereby confirms the earlier levy by the City of the Additional Sales Tax, and hereby warrants and represents that the City has duly and lawfully ordered the imposition and collection of the Additional Sales Tax upon all sales, uses and transactions as are permitted by and described in the Act throughout the boundaries of the City as such boundaries existed on the date of said election and as they may be expanded from time to time pursuant to applicable law.

(b) The City agrees to take and pursue all action permissible under applicable law to cause the Additional Sales Tax to be collected and remitted and deposited with the Corporation as required by the Act, at the earliest and most frequent times permitted by applicable law.

(c) The City agrees to do and perform or cause to be done and performed all acts and things required to be done or performed by or on behalf of the City under this Agreement.

Section 2.02 Representations and Warranties of the Corporation. (a) The Corporation represents and warrants that it is and will be authorized by applicable law and by its articles of incorporation and bylaws to enter into this Agreement and make the payments to the City in the manner and to the extent provided in this Agreement.

(b) The Corporation represents and warrants that the Project is an authorized project of the Corporation under the Act, and that the Corporation has taken all action and obtained all approvals required by law and the Corporation's bylaws in order to proceed with this Project and to undertake its obligations under this Agreement.

(c) The Corporation agrees to do and perform or cause to be done and performed all acts and things required to be done or performed by or on behalf of the Corporation under this Agreement.

(d) The Corporation represents and warrants that this Agreement constitutes a valid, legal and binding obligation of the Corporation enforceable in accordance with its terms, subject to bankruptcy, insolvency, reorganization, moratorium and other similar laws and principles of equity relating to or affecting creditors' rights, and that the execution and delivery of this Agreement will not conflict with or constitute a material breach of or a default under any agreement or instrument to which the Corporation is a party.

ARTICLE III

MISCELLANEOUS PROVISIONS

Section 3.01 Term. This Agreement shall be in force and effect from the date of execution hereof until the date on which the Certificates or bonds issued to refund the Certificates are paid in full.

Section 3.02 Amendments and Supplements. This Agreement may be amended, supplemented or extended by mutual agreement of the parties hereto.

Section 3.03 Merger. This Agreement embodies the entire understanding between the parties hereto and there are no prior effective representations, warranties, or agreements between the parties hereto.

Section 3.04 Multiple Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original instrument and each will have the force and effect of an original and all of which together constitute, and will be deemed to constitute, one and the same instrument.

Section 3.05 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

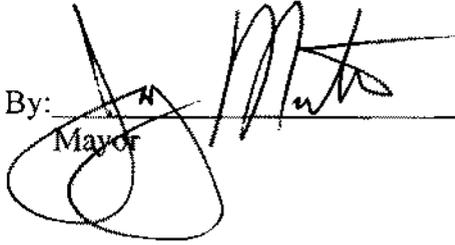
Section 3.06 Severability. The provisions of this Agreement are severable, and if any provision or part of this Agreement or the application hereof to any person or circumstance shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons or circumstances shall not be affected thereby.

[Execution Page Follows]

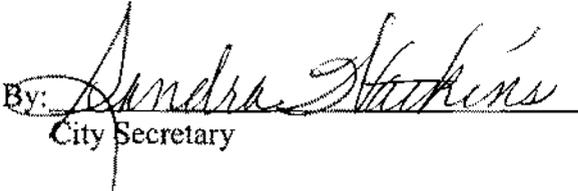
Final Proposed

EXECUTED in multiple counterparts as of the date first written above.

CITY OF DEER PARK, TEXAS

By:  _____
Mayor

ATTEST:

By:  _____
City Secretary

DEER PARK COMMUNITY
DEVELOPMENT CORPORATION

By:  _____
President, Board of Directors

ATTEST:

By:  _____
Secretary, Board of Directors

SCHEDULE I

Debt Service Schedule

[The debt service schedule for each series of Certificates or refunding bonds will be provided in connection with pricing of such Certificates or refunding bonds and incorporated herein as provided in Sections 1.03 and 1.04 of this Agreement.]

DEER★PARK

Birthplace of Texas®

City of Deer Park and Deer Park Community Development Corporation

Final Pricing Presentation

\$2,700,000 Certificates of Obligation, Series 2017

January 17, 2017

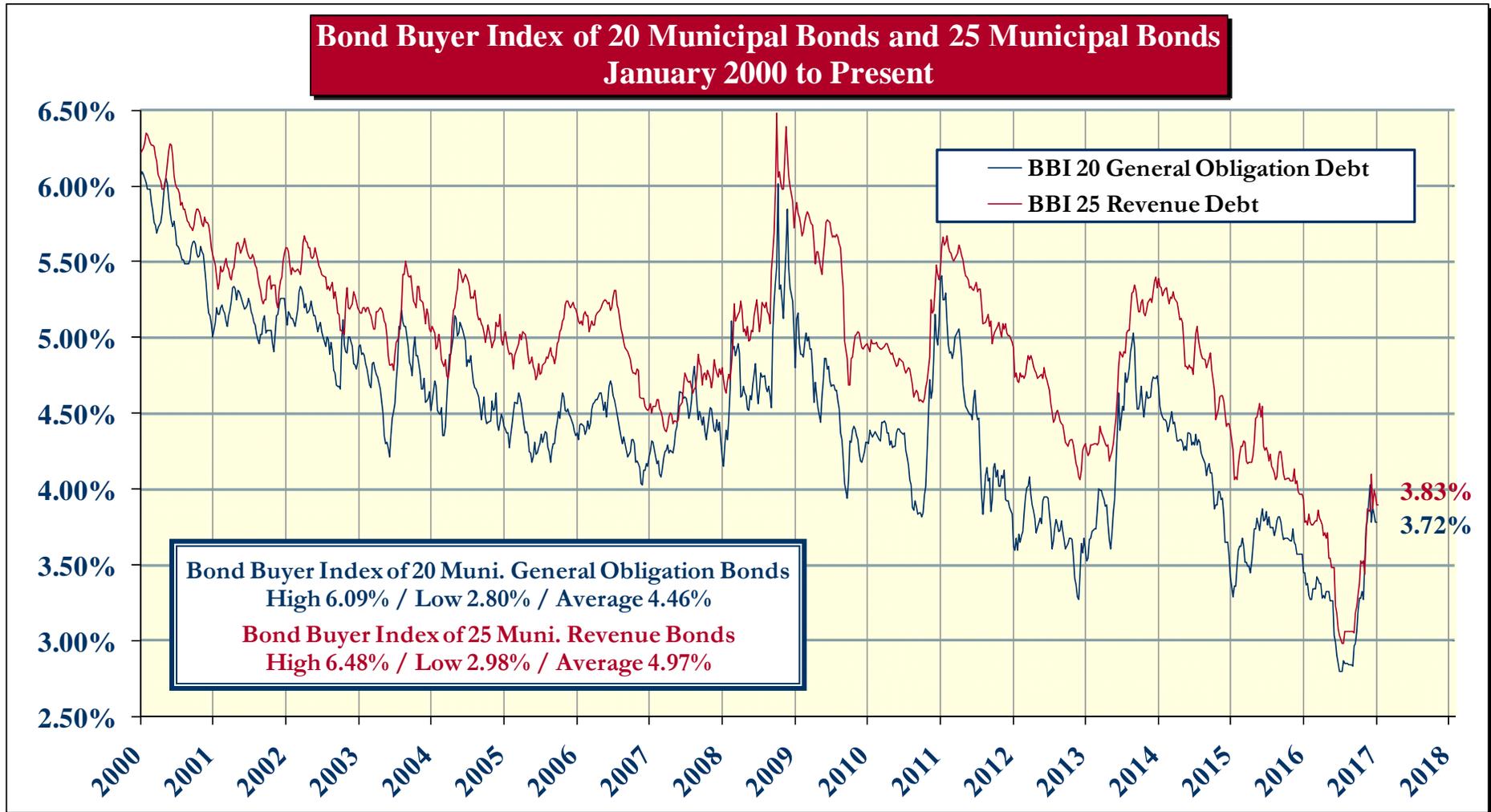


Broker/Dealer Services and Securities offered by BOSC, Inc., an SEC registered investment adviser, a registered broker/dealer, member FINRA/SIPC. SEC registration does not imply a certain level of skill or training. Insurance offered by BOSC Agency, Inc., an affiliated agency. Investments and insurance are not insured by FDIC, are not deposits or other obligations of, and are not guaranteed by, any bank or bank affiliate. Investments are subject to risks, including possible loss of principal amount invested.



Deer Park Community Development Corporation

Current Market Conditions



The BBI 20 is published every Thursday. The rate consists of general obligation bonds maturing in 20 years with an average rating equivalent to Moody's "Aa2" and S&P's "AA." The BBI 25 is also published every Thursday. The rate consists of revenue bonds maturing in 30 years with an average rating equivalent to Moody's "A1" and S&P's "A+".



Deer Park Community Development Corporation

Summary of Bids

On January 2, 2017, we distributed a Term Sheet and Bid Sheet to approximately 28 banks seeking a qualified bid for the bonds. This morning, we received 9 bids prior to the deadline of 10:00 am, with the lowest bid of 1.89% provided by First National Bank Texas. A summary of the bids are listed below:

Bidder	Bid/Rate
First National Bank Texas	1.89%
Branch Banking & Trust Company	2.08%
Texas First Bank	2.10%
Zions Bank	2.20%
JP Morgan Chase Bank	2.23%
BOKF, N.A dba Bank of Texas	2.32%
Wells Fargo Bank	2.40%
Regions Capital Advantage, Inc.	2.47%
Capital One Public Funding	2.90%



Deer Park Community Development Corporation

Final Debt Service Requirements

Fiscal Year Ending (9/30)	\$2,700,000 Certificates of Obligation, Series 2017		
	Principal (a)	Interest (b)	Total
2017		\$29,909	\$29,909
2018	\$60,000 (c)	50,463	110,463
2019	420,000 (c)	45,927	465,927
2020	425,000 (c)	37,942	462,942
2021	435,000 (c)	29,815	464,815
2022	445,000 (c)	21,499	466,499
2023	455,000 (c)	12,994	467,994
2024	460,000 (c)	4,347	464,347
Totals	\$2,700,000	\$232,895	\$2,932,895

(a) Generates \$2,700,000 in proceeds to the DPCDC.

(b) Actual interest rate of 1.89% based on bid provided by First National Bank Texas.

(c) Callable in whole or part, on March 15, 2018 or any date thereafter, at par plus accrued interest.



Deer Park Community Development Corporation

Final Debt Service Requirements

Deer Park Community Development Corporation Actual Series 2016 and Series 2017 and Proposed Series 2018 Bond Issue

Issued By City of Deer Park, Texas

Year Ending 9/30	Total Sales Tax Collections (a)	Existing Debt Requirements	Series 2017 Bonds		Series 2018 Bonds		Total Debt Requirements	Less: Pay as you Go Program	Remaining Funds	Cummulative Remaining Funds
			Principal (b)	Interest (c)	Principal (d)	Interest (e)				
2016	\$3,271,782	\$87,231					\$87,231	\$85,306	\$3,099,245	\$3,099,245
2017	2,500,000	2,154,196		\$29,909			2,184,105	1,514,694	(1,198,799)	1,900,445
2018	2,500,000	1,883,986	\$60,000	50,463	\$260,000	\$139,913	2,394,362	100,000	5,639	1,906,084
2019	2,500,000	749,548	420,000	45,927	1,005,000	178,063	2,398,538	100,000	1,462	1,907,546
2020	2,500,000	753,856	425,000	37,942	1,040,000	142,275	2,399,072	100,000	928	1,908,474
2021	2,500,000	752,964	435,000	29,815	1,075,000	105,263	2,398,041	100,000	1,959	1,910,433
2022	2,500,000	751,914	445,000	21,499	1,215,000	65,188	2,498,600		1,400	1,911,833
2023	2,500,000	750,704	455,000	12,994	1,255,000	21,963	2,495,660		4,340	1,916,173
2024	2,500,000	754,296	460,000	4,347			1,218,643		1,281,357	3,197,530
2025	2,500,000	752,689					752,689		1,747,311	4,944,841
2026	2,500,000	750,923					750,923		1,749,077	6,693,918
		10,142,306	2,700,000	232,895	5,850,000	652,663	19,577,864	2,000,000	6,693,918	

(a) Estimated sales tax collections of \$2,500,000. Actual sales tax collections for fiscal year ending 9/30/2016 was \$3,271,782.

(b) Generates \$2,700,000 in proceeds to the DPCDC. Sold and Delivered in February 2017.

(c) Interest rate of 1.89%, based on winning bid provided by First National Bank Texas.

(d) Generates \$5,850,000 in proceeds to the DPCDC. Sold and Delivered in January 2018.

(e) Interest estimated at 3.50% for illustrative purposes only.



Deer Park Community Development Corporation

Tentative Schedule of Events

\$2,700,000

Certificates of Obligation, Series 2017

October - 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November - 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December - 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January - 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February - 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

<u>Date</u>	<u>Action</u>	<u>Role</u>
Monday, October 24 th	CDC Board to Review Finance Plan, and Approve Recommendation for City Council to Approve Notice of Intent to Issue Certificates of Obligation (CO's)	BOKFS, CDC, BC
Tuesday, December 6 th	City Council to Approve Notice of Intent to Issue Certificates of Obligation	BOKFS, City, BC
Thursday, December 15 th	Publish First Notice of Intent to Issue CO's	City
Thursday, December 22 nd	Publish Second Notice	City
Tuesday, December 27 th	Prepare Private Placement Bid Form / Term Sheet	BOKFS, BC
Tuesday, January 3 rd	Distribute Private Placement Bid Form / Term Sheet	BOKFS, City, BC
Tuesday, January 17 th	Private Placement Bids Due	BOKFS, BC CDC, City
	CO Sale: CDC Board and City Council to Approve	
Tuesday, February 14 th	Bond Closing / Funding	BOKFS, BC, CDC, City

PARTICIPANTS

City – City of Deer Park
 CDC – Deer Park CDC
 BOKFS – BOK Financial Securities, Inc.
 BC – Bracewell LLP



**ACKNOWLEDGEMENT OF DEBT SERVICE SCHEDULE TO BE INCORPORATED INTO
AGREEMENT REGARDING THE CONSTRUCTION OF IMPROVEMENTS BY AND BETWEEN THE DEER PARK COMMUNITY
DEVELOPMENT CORPORATION AND THE CITY OF DEER PARK, TEXAS**

The City of Deer Park, Texas (the "City") and the Deer Park Community Development Corporation (the "Corporation") have previously entered into an Agreement Regarding the Construction of Improvements (the "Agreement").

Pursuant to Section 1.03 of the Agreement, the Corporation previously authorized the City to proceed with the publication of a notice of intent to issue the City's Certificates of Obligation, Series 2017 (the "Certificates") for the purposes of financing the Authorized Project (as defined in the Agreement) and approved the plan of finance, including the pro forma debt service schedule for the Certificates, as presented by the City's financial advisor.

Pursuant to Section 1.04 of the Agreement, the City is issuing the Certificates for the purposes of financing the Authorized Project and has provided a final schedule of principal and interest payments due on the Certificates, a copy of which is attached hereto as Exhibit A (the "Debt Service Schedule").

I hereby acknowledge the receipt of the Debt Service Schedule, and pursuant to Section 1.04 of the Agreement, the Debt Service Schedule is considered incorporated into, and is considered part of, the Agreement as Schedule I-A.

[Execution Page Follows]

APPROVED AND ACKNOWLEDGED ON THIS 17th DAY OF JANUARY, 2017, IN ACCORDANCE WITH SECTION 1.04 OF THE AGREEMENT:

DEER PARK COMMUNITY DEVELOPMENT CORPORATION

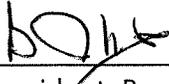
By:  _____
President, Board of Directors

Exhibit A

Pursuant to Section 1.04 of the Agreement, the following Debt Service Schedule is incorporated into the Agreement as Schedule I-A:

SCHEDULE I-A

\$2,700,000

City of Deer Park Certificates of Obligation, Series 2017

Debt Service Schedule

<u>Date</u>	<u>Principal Payments</u>	<u>Interest Rate</u>	<u>Interest Amount</u>	<u>Total Debt Service</u>
09/15/2017	-	-	\$ 29,909.25	\$ 29,909.25
03/15/2018	\$ 60,000.00	1.890 %	25,515.00	85,515.00
09/15/2018	-	-	24,948.00	24,948.00
03/15/2019	420,000.00	1.890 %	24,948.00	444,948.00
09/15/2019	-	-	20,979.00	20,979.00
03/15/2020	425,000.00	1.890 %	20,979.00	445,979.00
09/15/2020	-	-	16,962.75	16,962.75
03/15/2021	435,000.00	1.890 %	16,962.75	451,962.75
09/15/2021	-	-	12,852.00	12,852.00
03/15/2022	445,000.00	1.890 %	12,852.00	457,852.00
09/15/2022	-	-	8,646.75	8,646.75
03/15/2023	455,000.00	1.890 %	8,646.75	463,646.75
09/15/2023	-	-	4,347.00	4,347.00
03/15/2024	<u>460,000.00</u>	1.890 %	<u>4,347.00</u>	<u>464,347.00</u>
Total	<u>\$2,700,000.00</u>		<u>\$232,895.25</u>	<u>\$2,932,895.25</u>



Legislation Details (With Text)

File #: RPT 17-007 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/19/2017 **In control:** Deer Park Community Development Corporation
On agenda: 1/23/2017 **Final action:**
Title: Consideration of and possible action on the quarterly report for the period of October 1, 2016 - December 31, 2016.
Sponsors: City Manager's Office, Finance, Parks & Recreation
Indexes:
Code sections:
Attachments: [1st Qtr Report - 12.31](#)

Date	Ver.	Action By	Action	Result
1/23/2017	1	Deer Park Community Development Corporation		

Consideration of and possible action on the quarterly report for the period of October 1, 2016 - December 31, 2016.

Summary:

Section 6.1 of the Corporation's bylaws states that the Board shall prepare a quarterly activity report, detailing the projects and work accomplished during the previous quarter. This report shall be reviewed by the Board by the end of the month following the end of each quarter and then submitted to City Council immediately thereafter.

The attached report for the period of October 1, 2016 - December 31, 2016 has been prepared for the Board's consideration and possible action.

Fiscal/Budgetary Impact:

N/A

Approve the quarterly report for the period of October 1, 2016 - December 31, 2016 and authorize submission to the City Council.

Deer Park Community Development Corporation

Quarterly Report: October 1, 2016 – December 31, 2016

Meetings Conducted

October 17, 2016 Ad-Hoc Committee approved concept for the Girls Softball Complex.

October 24, 2016 Regular Board Meeting. Board actions included the following:

- Conducted the election of officers. The officers elected were:
 - President – T.J. Haight
 - Vice-President – Georgette Ford
 - Secretary – Sue Mauk
 - Treasurer – Jeff Lawther
 - Assistant Secretary – Sandra Watkins
 - Assistant Treasurer – Donna Todd
- Received a presentation relating to a schedule of events for the proposed sale of certificates of obligation for the construction of DPCDC improvements.
- Approve a recommendation that the Deer Park City Council proceed with the sale of certificates of obligation for the construction of DPCDC improvements, including approval of the financing plan and pro forma debt service schedule presented by the City's Financial Advisor and the recommendation that the Deer Park City Council approve a Notice of Intention to issue certificates of obligation.
- Approved the minutes of regular meeting on July 25, 2016.
- Approved the quarterly report for the period of July 1, 2016 – September 30, 2016.
- Reviewed and approved the Investment Policy for the Deer Park Community Development Corporation.
- Approved a recommendation to City Council for the acceptance of the conceptual design for the renovations of the girls' softball facilities at the Youth Sports Complex.
- Recommended approval to City Council for authorization to seek bids for a contractor to construct the Dow Park Pavilions.
- Recommend approval to City Council for an agreement with CorWorth Building Systems and Restroom Facilities Ltd. through the Buyboard Purchasing Cooperative Contract # 423-13 for the Dow Park pavilion buildings.
- Recommend approval to City Council for an agreement with PlayWell Group through the Buyboard Purchasing Cooperative Contract #512-16 for the Dow Park pavilion structures.

October 26, 2016 Design Development Meeting No. 2 with Architect, Ad-Hoc Committee and Staff for the design of the Maxwell Adult Center.

November 8, 2016 Ad-Hoc Committee met with Public Works approved revised concept design for Soccer Complex with Halff.

November 15, 2016 Ad-Hoc Committee met with contractor and architects to review bids after the required changes for permitting on the revised plans for Spencerview.

November 29, 2016 Ad-Hoc Committee met with Halff on 50% design development plans for the Soccer Complex.

Ad-Hoc Committee met with Halff on revised concept design for the Girls Softball Renovation project.

December 5, 2016 Staff met with the Public Works Department to assist with the design and coordination of the city hall parking lot expansion and the Dow Park Pavilion Project.

December 8, 2016 Ad-Hoc Committee and Engineering reviewed the 75% Construction Documents (CD's) for the Dow Park Pavilion from the architects and vendor(s).

December 13, 2016 Ad-Hoc Committee, Fire Marshall and Public Works Department received the 100% Design Development plans of the Soccer Complex for review from Halff.

December 15, 2016 Spencerview Project Construction Meeting with Ad-Hoc Committee and T.F. Harper.

December 19, 2016 Ad-Hoc Committee and Public Works Department received a proposed concept for the parking lot at Maxwell Center for review from Halff.

December 21, 2016 Ad-Hoc Committee reviewed the preliminary Design Development documents of the Maxwell Adult Center from the Architects.

Financial

Debt Issued To-Date

- \$9,450,000 Certificates of Obligation, Series 2016 issued February 16, 2016 through a private placement to Wells Fargo Bank via a competitive bidding process
- In an agreement between the City of Deer Park and the DPCDC, the City agreed to issue and sell certificates and the DPCDC agreed to make payments to the City in amounts sufficient to pay the principal of and interest on the certificates

Deer Park Community Development Corporation (Fund 85)

This fund records the sales tax revenues, operating expenditures, including bond issuance costs, and debt service payments.

Revenues:

- Sales & Use Tax Revenues:
1Q (12/31/16) = \$260,601.69
Total Fiscal YTD = \$260,601.69
- Investment Revenue:
1Q (12/31/15) = \$311.91
Total Fiscal YTD = \$311.91
- ***Total Fiscal YTD Revenues as of 12/31/16: \$260,913.60 (preliminary and unaudited)***

Expenditures:

- Pay-As-You-Go – Dow Park:
1Q (12/31/16) = \$17,474.26
Total Fiscal YTD = \$17,474.26
- ***Total Fiscal YTD Expenditures as of 12/31/16: \$17,474.26 (preliminary and unaudited)***

Bond Fund – Series 2016 CO's (Fund 23)

This fund records the bond proceeds and capital project expenditures, including pay-as-you-go funding and projects.

Revenues:

- Intergovernmental Revenue (*Pay-As-You-Go Funding*):
1Q (12/31/16) = \$17,474.26
Total Fiscal YTD = \$17,474.26
- Investment Revenue:
1Q (12/31/16) = \$9,295.73
Total Fiscal YTD = \$9,295.73
- ***Total Fiscal YTD Revenues as of 12/31/16: \$26,769.99 (preliminary and unaudited)***

Expenditures:

- Buildings:
1Q (12/31/16) = \$201,620.00

- Dow Park = \$201,620.00

Total Fiscal YTD = \$201,620.00

- Consulting Architect Fee

1Q (12/31/16) = \$113,883.58

- Dow Park = \$24,785.06
- Maxwell Center = \$12,033.00
- Girls Softball = \$25,248.67
- Soccer Fields = \$51,816.85

Total Fiscal YTD = \$113,883.58

- ***Total Fiscal YTD Expenditures as of 12/31/16: \$315,503.58 (preliminary and unaudited)***



Legislation Details (With Text)

File #: RPT 17-008 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/19/2017 **In control:** Deer Park Community Development Corporation
On agenda: 1/23/2017 **Final action:**
Title: Consideration of and possible action on the DPCDC's annual report to the State Comptroller for Fiscal Year 2016.
Sponsors: City Manager's Office, Finance, Parks & Recreation
Indexes:
Code sections:
Attachments: [edcreportFY2016\(Draft\)](#)

Date	Ver.	Action By	Action	Result
1/23/2017	1	Deer Park Community Development Corporation		

Consideration of and possible action on the DPCDC's annual report to the State Comptroller for Fiscal Year 2016.

Summary:

Section 502.151 of the Texas Local Government Code requires the corporation to submit an annual report to the State Comptroller's Office. This requirement has been in place for the past 19 years. Each even-numbered year, the information is compiled and reported to legislators and taxpayers to inform them how Type A and Type B EDCs are using tax dollars. The report is submitted online and is due by February 1, 2017. Attached is a draft of the report. The final report will be submitted prior to the deadline after being approved by the Board at the January 23, 2017 meeting.

Fiscal/Budgetary Impact:

N/A

Authorize submittal of annual report to the State Comptroller for Fiscal Year 2016.



[Local Economic Development Programs](#)

Economic Development Corporation Report

City: Deer Park Fiscal Year: 2016 Corporation Type: B

* indicates a required field.

* Corporation Name	Deer Park Community Development Corporation		
Secretary of State File/Charter Number			
* Contact Person	James Stokes	Title	City Manager
Street Address	710 E. San Augustine		
* City	Deer Park	Zip	77536
Phone (Area Code and Number)	281-478-7245	Fax (Area Code and Number)	281-478-7218
* Email Address	jstokes@deerparktx.org		
* Confirm Email Address	jstokes@deerparktx.org		

1. * Indicate corporation's fiscal year

From		To	
Month	Year	Month	Year
Oct	2015	Sep	2016

2. * Check the corporation's primary economic development objective(s)

Check at least one

Job Creation/Job Retention

Infrastructure Projects

Tourism

Sports Facilities/Recreation

Other

Describe Other:

3. * Record the corporation's fiscal year ending unrestricted fund balance or unrestricted retained earnings in whole dollars only.

\$.00

4. List the corporation's total revenues during the preceding fiscal year in whole dollars only.

Sales Tax Revenue.....	\$	<input type="text" value="3,271,782"/>	.00
State/Federal Grants and Matching Contributions.....	\$	<input type="text" value="0"/>	.00
Rental/Lease/User Fees Income.....	\$	<input type="text" value="0"/>	.00
Bond Proceeds/Loans Obtained.....	\$	<input type="text" value="0"/>	.00
Other Revenues.....	\$	<input type="text" value="513"/>	.00
* TOTAL FISCAL YEAR REVENUES	\$	<input type="text" value="3272295"/>	.00

(Total calculation requires the browser's JavaScript be enabled)

5. List the corporation's total expenditures during the preceding fiscal year in each of the following categories in whole dollars only.

Personnel.....	\$	0
		.00
Administration.....	\$	0
		.00
Marketing and Promotion.....	\$	0
		.00
Direct Business Incentives..... (Do not include payments to other taxing units)	\$	0
		.00
Job Training.....	\$	0
		.00
Debt Service.....	\$	87,231
		.00
Capital Costs.....	\$	62,269
		.00
Affordable Housing.....	\$	0
		.00
Payments to Taxing Units..... (e. g. school districts, municipalities, counties, etc.)	\$	0
		.00
Other.....	\$	80,105
		.00
* TOTAL FISCAL YEAR EXPENDITURES	\$	229605
		.00
(Total calculation requires the browser's JavaScript be enabled)		

6. * List the corporation's capital assets. (Exclude office equipment.)

- Check at least one
- Buildings
 - Commercial Buildings
 - Equipment
 - Industrial Parks/Sites
 - Land
 - Recreational Facilities
 - None
 - Other

Describe Other:

Person Completing this Form

* Name Title

* Phone (Area Code and Number)



Legislation Details (With Text)

File #: ACT 16-054 **Version:** 1 **Name:**
Type: Acceptance **Status:** Agenda Ready
File created: 10/14/2016 **In control:** Deer Park Community Development Corporation
On agenda: 1/23/2017 **Final action:**
Title: Acceptance of and recommendation on proposed design for Deer Park Community Development Corporation (DPCDC) Maxwell Center renovation and expansion project.
Sponsors: Parks & Recreation
Indexes:
Code sections:
Attachments: [2017-01-19 Maxwell Center DD presentation](#)

Date	Ver.	Action By	Action	Result
1/23/2017	1	Deer Park Community Development Corporation		

Acceptance of and recommendation on proposed design for Deer Park Community Development Corporation (DPCDC) Maxwell Center renovation and expansion project.

Summary:

On February 16, 2016 the City Council Approved Task Order #4 with Halff Associates for the Maxwell Center Expansion and Parking Lot Expansion - Phase 1 Programming. On June 29th Halff Associates and BSW met with the Ad-Hoc Committee to finalize the programming recommendation which was approved and recommended by the DPCDC on July 25th and approved by the City Council on August 2nd. Since then the architects, ad-hoc committee and staff have been working through the design process to finalize a proposed design.

Fiscal/Budgetary Impact:

Funding will come from the dedicated one half of one percent sales and use tax for Type B projects, the Maxwell Adult Center Renovation and Expansion and Parking Lot Expansion has been appropriated \$2,000,000 of the dedicated funds.

Accept and recommend for approval to City Council the proposed design for the Deer Park Community Development Corporation (DPCDC) Maxwell Center renovation and expansion project.

August 2, 2016

City Council Meeting

T O D A Y
January 23, 2017

CDC Meeting

February 7, 2017

City Council Meeting

April 24, 2017
CDC Meeting

May 2, 2017
City Council Meeting

June, 2017

City Council Meeting

Present existing, considered, and accepted programming with conceptual floor plan including parking improvements and cost estimate

Present Design Development package for approval to begin Construction Documents

Present Design Development package for approval to begin Construction Documents

Present Construction Documents for approval to go out to bid

Award bid to contractor to begin construction



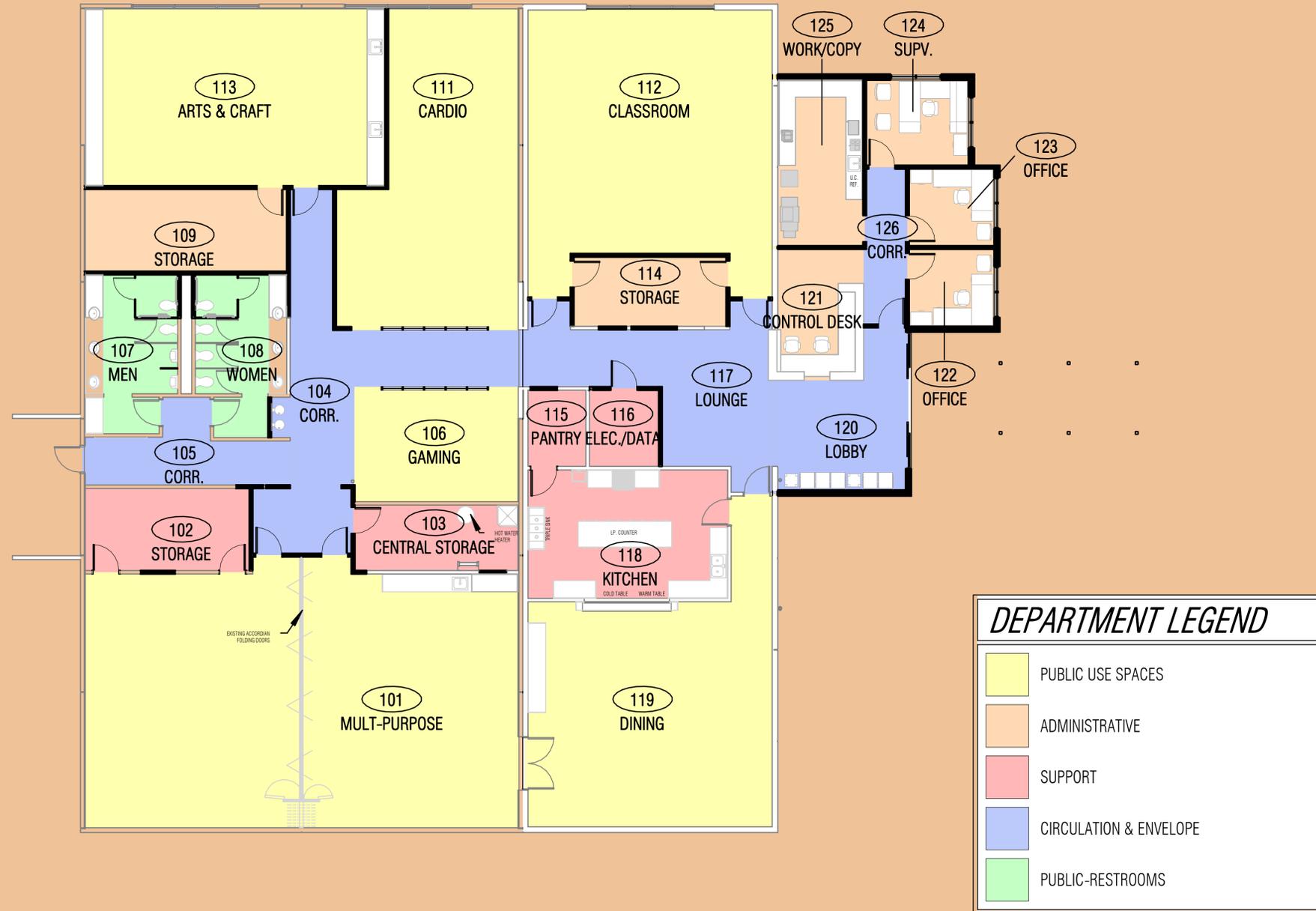
E 12th Street

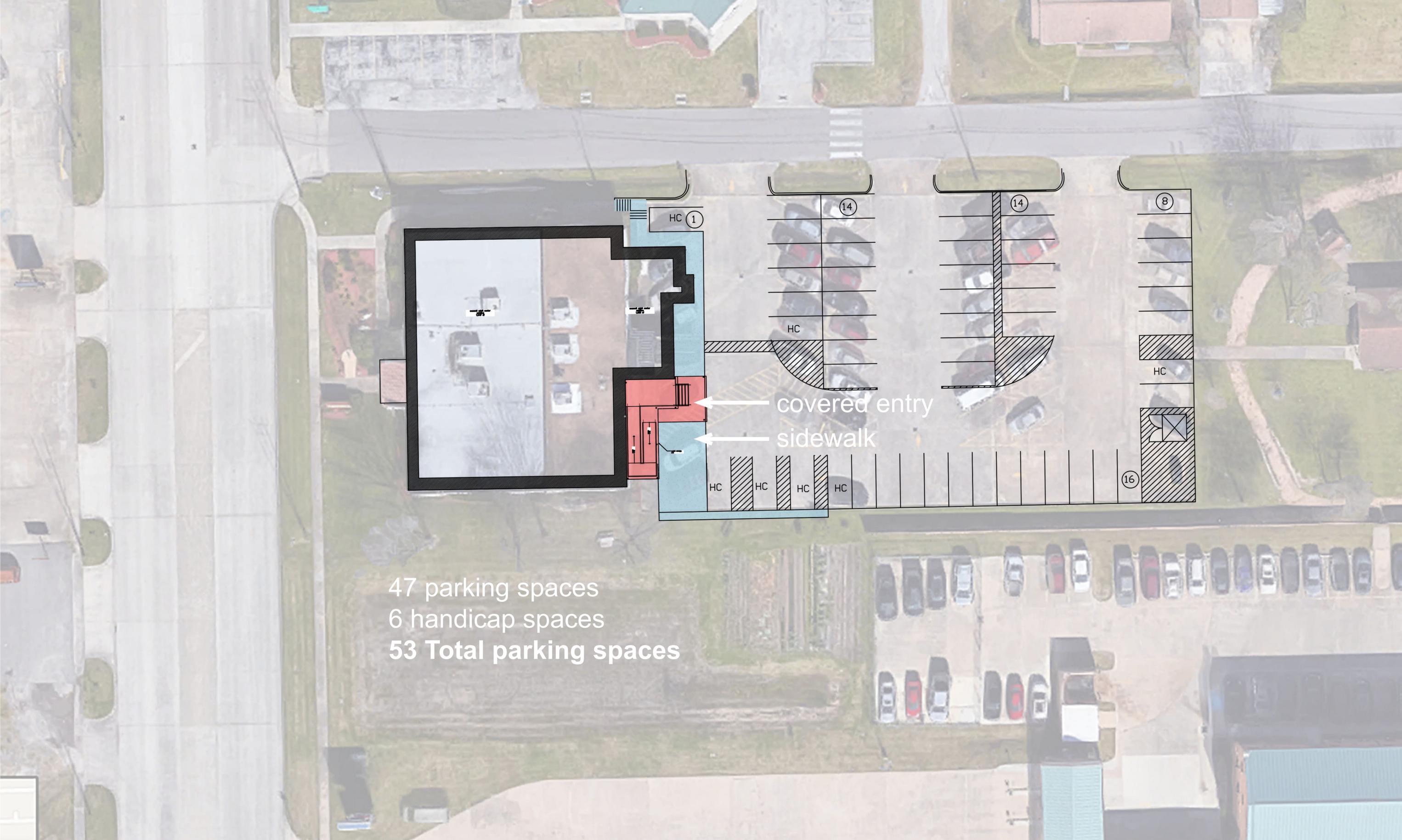
Center Street

Total of 47 parking spaces

City of Deer Park
Maxwell Center Expansion
 Project Budget
 07/19/16

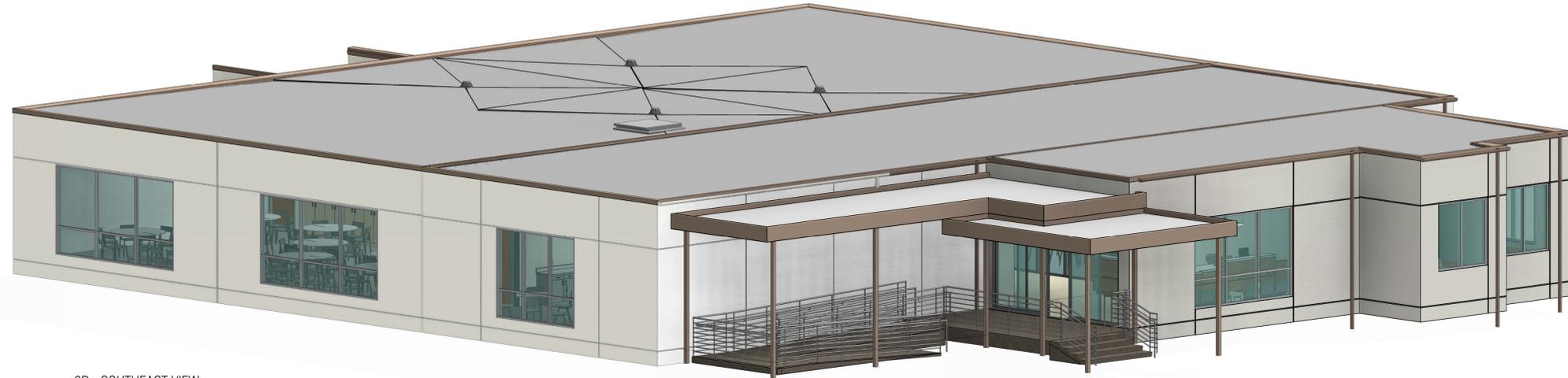
	Concept Budget	Notes
Testing Services		
Environmental investigation	400	by Owner
Test & Balance	0	Incl. on construction
	400	
Construction Cost		
Abatement	30,000	Note A
Selective Demolition	104,025	Based on \$12.50/sf
Building Addition (assumed at 1080sf)	264,600	Based on \$245/sf
Building Renovation	792,200	Based on \$100/sf
Replace existing roofing	91,103	Based on \$11.50/sf
Rework Entrance	20,000	Note A
Site Work	13,000	Note A
Monument sign	14,750	Note B
Landscaping and irrigation	6,700	Note A
GC overhead & mark-ups		Incl. in above
Aid to utilities	0	Not expected
Contingency 9.5%	126,956	
Escalation 6.0%	80,183	
	1,543,517	
City Budgets		
Furniture, Fixtures, Equipment	25,000	Note A
A/V Audio install	12,000	Note A
New fitness equipment	50,000	Based on 10 pieces @ \$5K
I.T. / Communications	15,000	Note A
Fiber service	0	Not required
Security / CCTV / Access Control	15,000	Note A
Computers / Phones / Network Equip	0	Separate budget
Moving costs	0	Separate budget
Temporary Relocation / Storage	0	Separate budget
Franchise fees	0	Not expected
	117,000	
Professional Services		
A/E fees (study)	16,200	Note B
A/E fees (design & construction)	178,500	Note C
ADA / TAS	2,000	Note A
Site Survey	4,000	Note C
Civil & Landscape design	19,250	Note C
Geotechnical study	9,000	Note C
Materials Testing	13,000	Note C
LEED Design	0	Not required
Commissioning	0	Not required
Reimbursable Budget	15,000	
	256,950	
Total Cost	\$ 1,917,867	
Owner's Project Contingency		
Contingency 4.25%	\$ 81,509	
Project Funding		
Approved bond funds	2,000,000	
Budget Status	\$ 624	
General Notes:		
Note A: Budget Allowance		
Note B: Based on contract or quote		
Note C: Pending proposal		



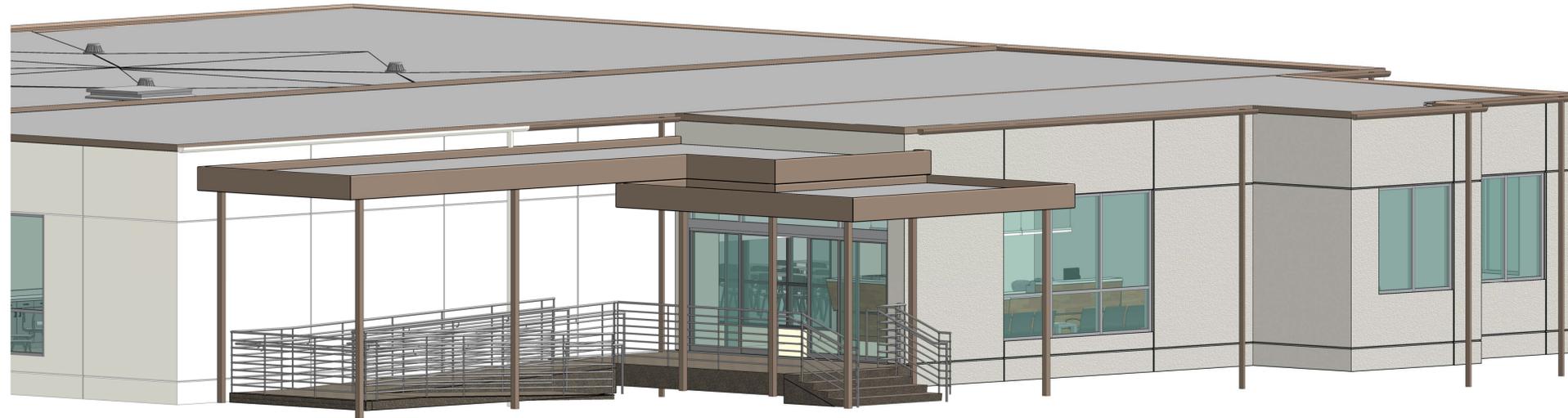


47 parking spaces
6 handicap spaces
53 Total parking spaces

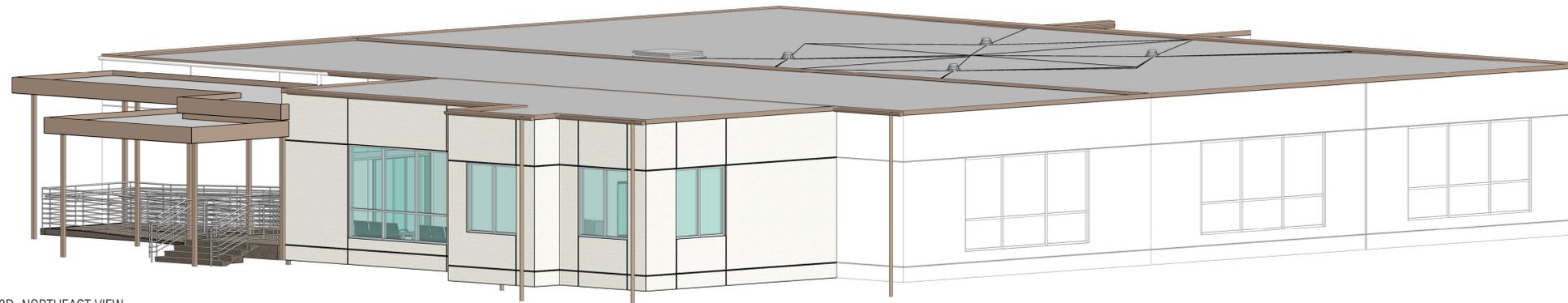
covered entry
sidewalk



1 3D SOUTHEAST VIEW
SCALE:



2 3D ENLARGED SOUTHEAST VIEW
SCALE:



3 3D NORTHEAST VIEW
SCALE:

1/16/2017 12:43:30 PM
C:\Users\jason.louis\OneDrive\Documents\A411.dwg

Architect: Brinkley Sargent Wiginton Architects (817) 960-9970
Landscape: Halff Associates Inc. (817) 777-4600
Structural: Schmitz Partners Engineers (281) 627-3006
MEP: Stanton Engineering Group (713) 300-9792
Civil: Halff Associates Inc. (713) 968-2450

Maxwell Adult Center Addition

1201 CENTER ST, DEER PARK, TX 77586

HISTORY	
#	DESCRIPTION

FOR INFORMATION ONLY

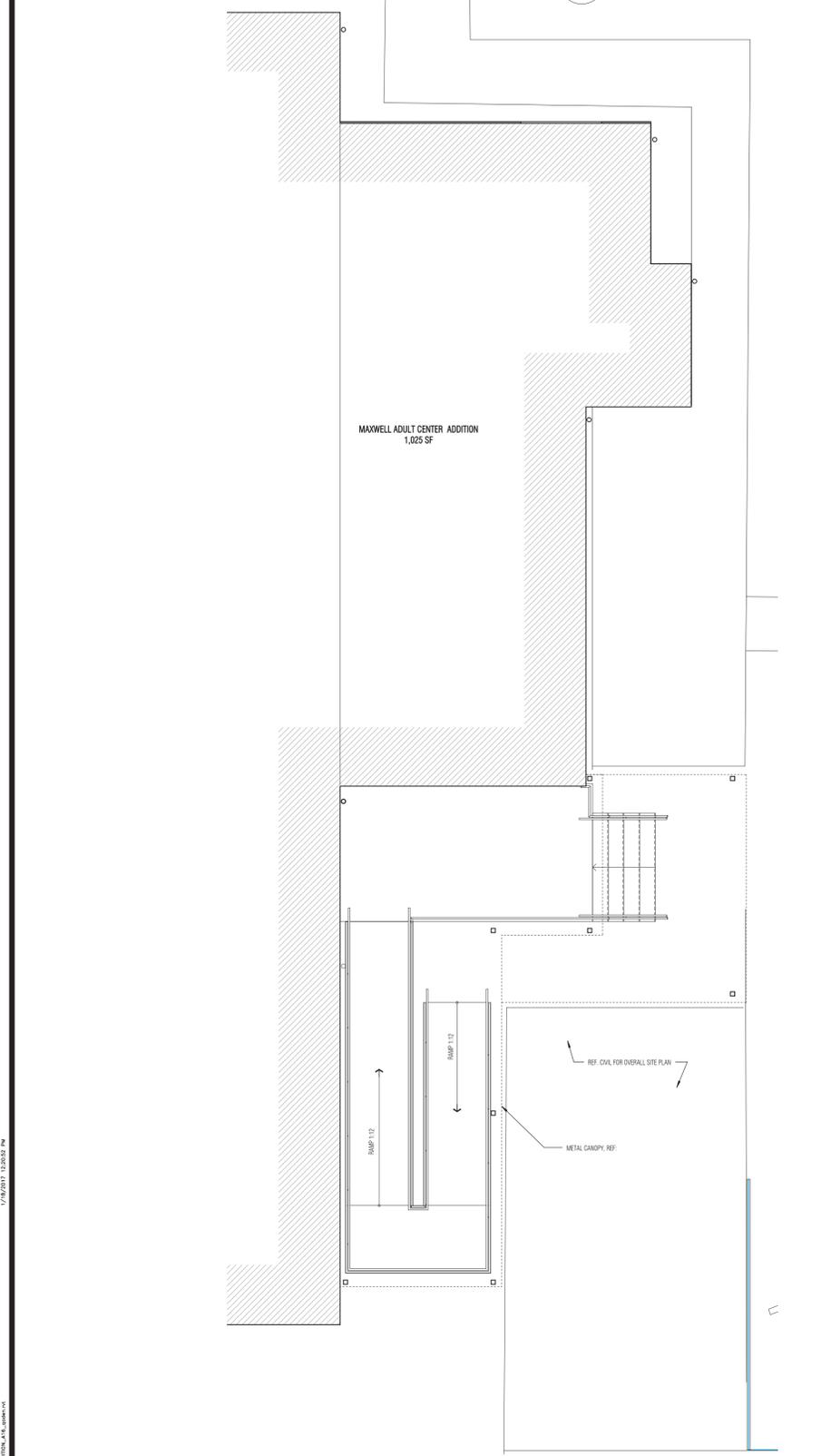
3D RENDERED VIEWS

21603.02
12/16/2016

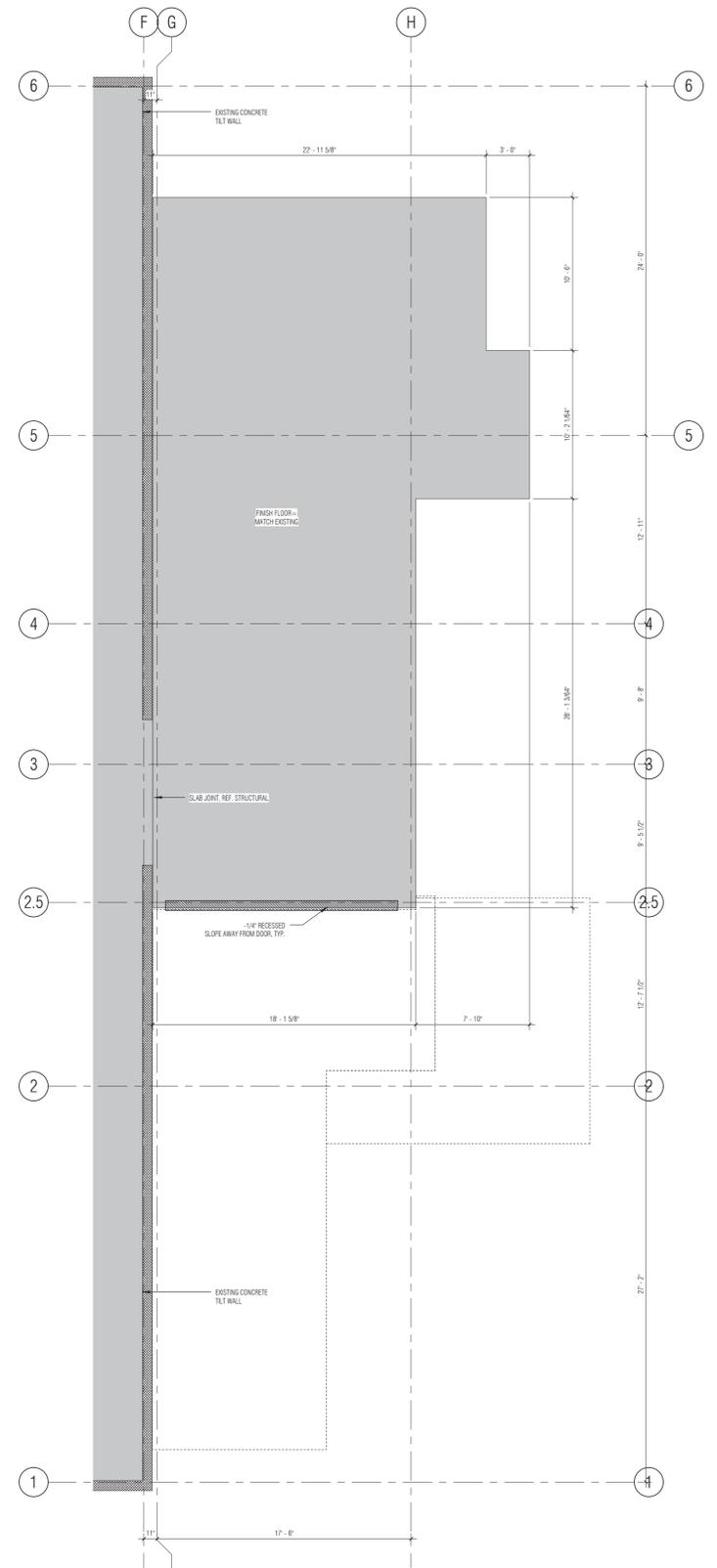
A411

BRINKLEY SARGENT WIGINTON ARCHITECTS

DESIGN DEVELOPMENT



1 ENTRY SITE PLAN
SCALE: 1/4" = 1'-0"
NORTH



2 SLAB EDGE PLAN
SCALE: 1/4" = 1'-0"
NORTH

SLAB EDGE LEGEND

- (+ 0) CONCRETE SLAB
- 1/4" RECESS AT DOOR LOCATIONS. SLOPE AWAY FROM DOOR AND BUILDING MAX 2%
- ELECTRICAL FLOOR BOX

SHEET NOTES:

- SLAB EDGE PROVIDED FOR HORIZONTAL CONTROL OF POURED SLABS RELATED TO EDGES, OPENINGS, RECESSES, MAJOR PIPE PENETRATIONS, FLOOR BOXES AND BRICK EDGES. COORDINATE WITH STRUCTURAL DRAWINGS. ALERT ARCHITECT TO DISCREPANCIES BETWEEN ARCHITECTURAL AND STRUCTURAL DRAWINGS.
- PIPE SLEEVE LOCATIONS ARE NOT PROVIDED FOR ALL PIPE PENETRATIONS. SET THESE THROUGH CONCRETE BEAMS WHERE LOCATION IS CRITICAL. REFERENCE PLUMBING DRAWINGS FOR PIPE SIZES AND ADDITIONAL PENETRATION LOCATIONS.
- ELECTRICAL FLOOR BOXES SHOWN FOR LOCATION PURPOSES. REFERENCE ELECTRICAL DRAWINGS FOR BOX TYPE AND SIZE.

Maxwell Adult Center Addition

1201 CENTER ST, DEER PARK, TX 77536

HISTORY	
#	DESCRIPTION



LEVEL 1 - SLAB EDGE PLAN, CANOPY PLAN AND DETAILS

21603.02
12/16/2016
A201

BRINKLEY SARGENT WIGINTON ARCHITECTS

DESIGN DEVELOPMENT

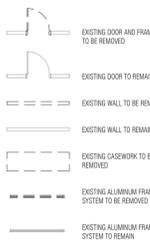
Architect: Brinkley Sargent Wiginton Architects (972) 960-9970
Landscape: Halff Associates Inc. (512) 777-6000
Structural: Schmitz Partners Engineers (281) 627-3006
MEP: Stanton Engineering Group (713) 300-9292
Civil: Halff Associates Inc. (713) 588-2450

NUMBER	NAME
01	ENTRY
02	UNisex TOILET
03	STORAGE
04	OFFICE
05	COFFINETS & QUILTING
06	KITCHEN
07	DINING/MULTI-PURPOSE
08	OFFICE
09	GAME ROOM/MEETING
100	OFFICE
101	OFFICE
102	OFFICE
103	JANITOR STORAGE
104	JANITOR
105	HALL
106	LOUNGE
107	MEN
108	WOMEN
109	ELEC. DATA
110	TOILET
111	CARDIO
112	OFFICE
113	ARTS & CRAFTS

DEMOLITION NOTES

- * PRIOR TO START OF ANY DEMO WORK, ENSURE THAT OWNER HAS REMOVED EVERYTHING THEY WANT TO KEEP FROM THE BUILDING.
- ** THESE DOCUMENTS ARE BASED ON THE BEST AVAILABLE AS-BUILT INFORMATION AVAILABLE. THIS INFORMATION HAS ALSO BEEN MADE AVAILABLE TO CONTRACTORS. SUCH INFORMATION CANNOT BE GUARANTEED TO BE ABSOLUTELY ACCURATE. CONTRACTOR SHALL BRING ALL DISCREPANCIES TO THE ATTENTION OF THE ARCHITECT AS SOON AS KNOWN AND WORK IN QUESTIONED AREA UNTIL A COURSE OF ACTION HAS BEEN AGREED UPON BY OWNER, ARCHITECT, AND CONTRACTOR.
- 1. PROVIDE AND ALL PROTECTIONS AS NECESSARY TO PREVENT ACCESS TO WORK AREAS BY UNAUTHORIZED PERSONS.
- 2. DASHED WALLS ON DEMOLITION PLAN INDICATE EXISTING MATERIALS TO BE REMOVED. ALL ITEMS WITHIN OR ATTACHED TO THESE WALLS ARE TO BE REMOVED AS WELL.
- 3. REPAIR EXISTING CONSTRUCTION (AS REQUIRED) TO MATCH ADJACENT CONSTRUCTION IN QUALITY, SIZE, TEXTURE, AND FINISH WHERE DAMAGED BY DEMOLITION WORK.
- 4. REPAIR ALL SURFACES DAMAGED BY DEMOLITION TO RECEIVE NEW FINISH MATERIAL.
- 5. ALSO REFER TO DEMOLITION SCHEDULE FOR FURTHER INFORMATION.
- 6. ALSO REFER TO MEP DRAWINGS FOR INFORMATION REGARDING MECHANICAL AND ELECTRICAL WORK.
- 7. ALL DEMOLITION EXPOSING THE INTERIOR OF THE BUILDING TO THE OUTSIDE ELEMENTS SHALL BE PROPERLY CONCEALED AND PROTECTED TO ELIMINATE ANY DAMAGE FROM UNWEATHER OR WEATHER DURING CONSTRUCTION AND MAINTAIN BUILDING SECURITY.
- 8. IN ALL EXISTING AREAS TO BE REMOVED REMOVE ALL MISCELLANEOUS EQUIPMENT ATTACHED TO WALLS, FLOORS, OR CEILING. THE CONTRACTOR SHALL PROVIDE ALL SCAB CUTS AND ROOF PENETRATIONS REQUIRED FOR INSTALLATION OF NEW WORK AND PATCH BACK SAME TO MATCH EXISTING CONSTRUCTION.
- 9. ACQUIRE SPECIFIC APPROVAL FROM ARCHITECT BEFORE CORING NEW PENETRATIONS IN EXISTING STRUCTURES.
- 10. WHERE NEW FINISHES ARE CHECKED, EXISTING FINISHES ARE TO BE REMOVED AND ALL SURFACES PREPARED AS NECESSARY TO RECEIVE THE NEW FINISHES.
- 11. ALSO REFER TO DOOR SCHEDULE FOR FURTHER INFORMATION REGARDING DOORS AND FRAMES.
- 12. PATCH ALL CONDITIONS DAMAGED BY NEW FINISH.
- 13. PROTECT EXISTING FLOOR WITH WHERE APPLICABLE.

DEMOLITION LEGEND



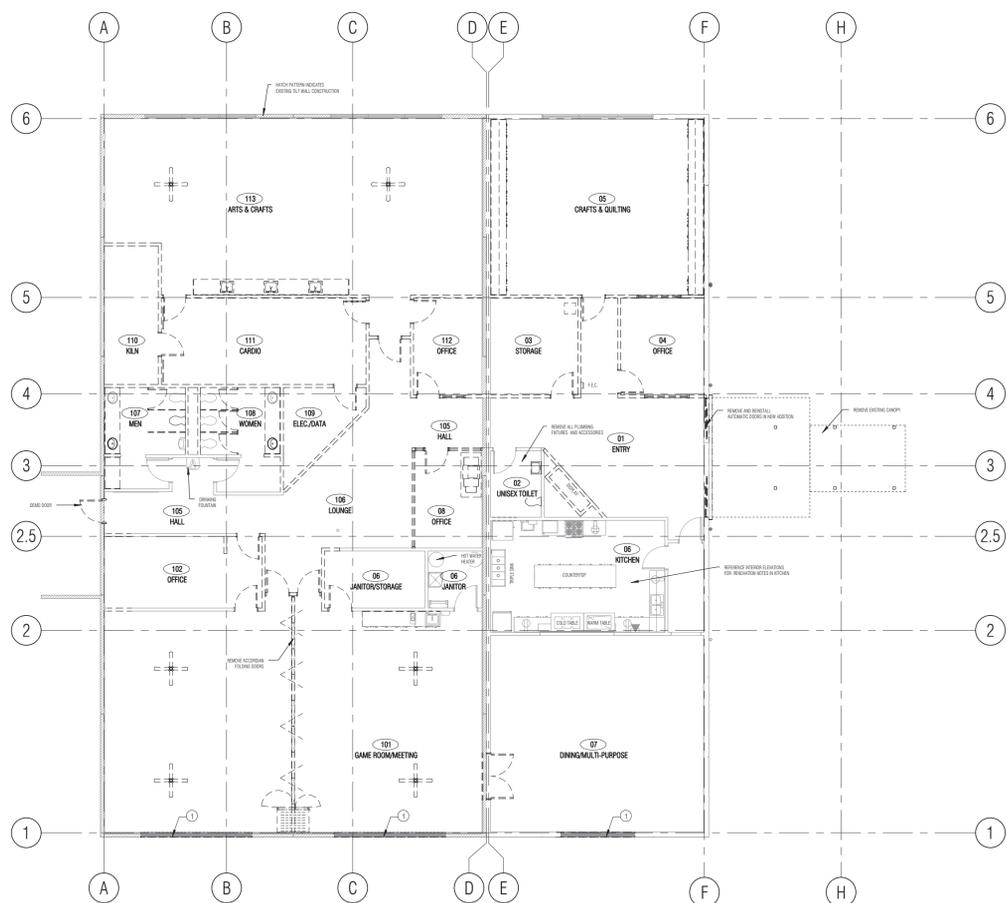
DEMOLITION KEYNOTES

- 1. CUT NEW OPENING FOR NEW ALUMINUM STOREFRONT SYSTEM. REF. STRUCTURAL, RENOVATION PLANS AND ELEVATIONS.

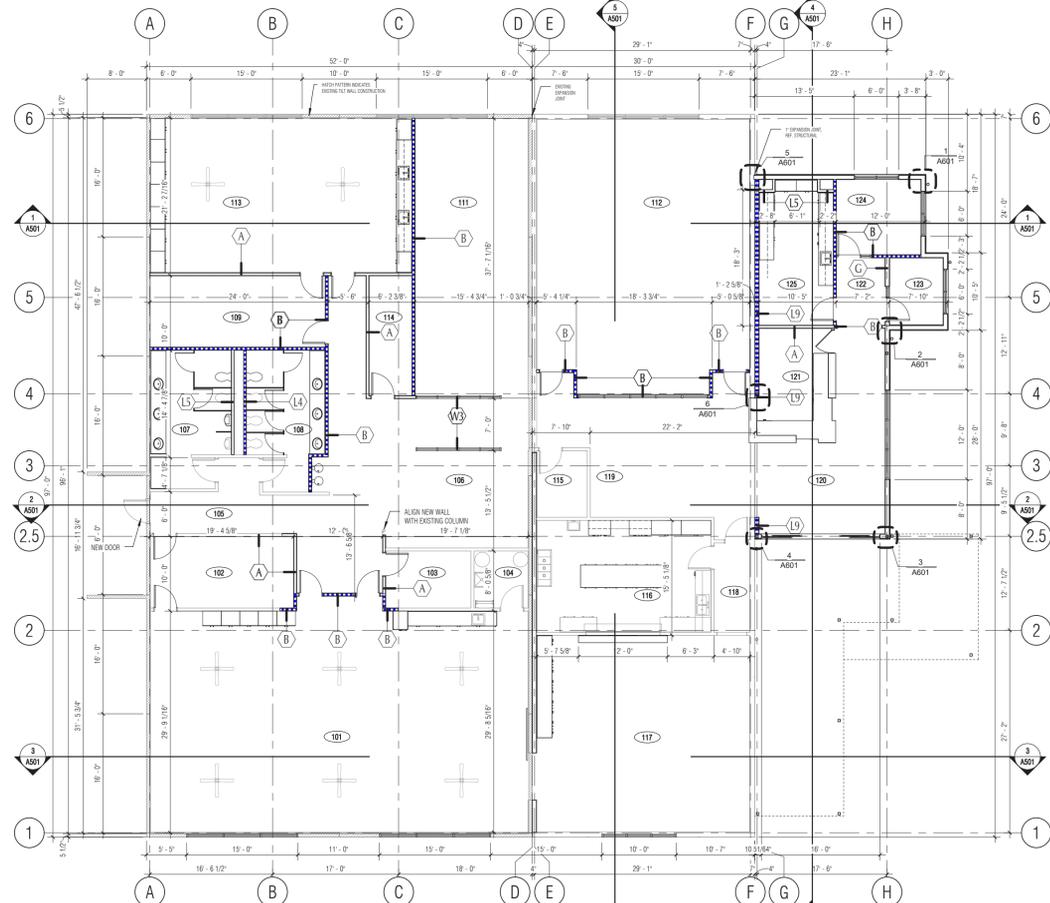
NUMBER	ROOM NAME
101	MULTI-PURPOSE
102	STORAGE
103	CENTRAL STORAGE
104	JANITOR
105	COFFINETS
106	KITCHEN
107	MEN
108	WOMEN
109	STORAGE
110	TOILET
111	CARDIO
112	CLASSROOM
113	ARTS & CRAFT
114	STORAGE
115	ELEC. DATA
116	KITCHEN
117	DINING
118	VESTIBULE
119	LOBBY
120	LOBBY
121	CONTROL DESK
122	COFFINETS
123	OFFICE
124	SUPV.
125	WORKROOM



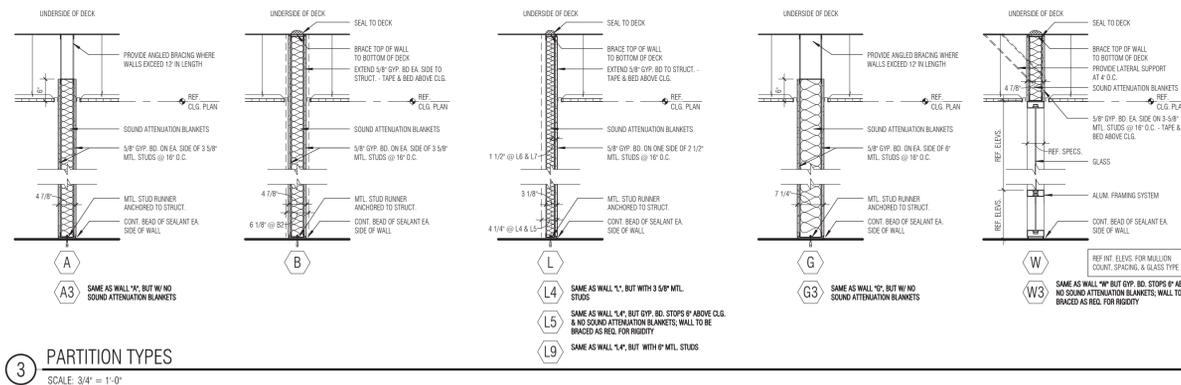
- ### SHEET NOTES:
1. STUD WALL DIMENSIONS ARE FACE OF CMU UNLESS NOTED OTHERWISE.
 2. CMU WALL DIMENSIONS ARE FACE OF CMU UNLESS NOTED OTHERWISE.
 3. REF. SPECIFICATION 09 20 00 SYSTEM BOARD. USE TILE BACKER BOARD IN LIEU OF GYP AT LOCATIONS WHERE TILE IS CALLED OUT IN A WALL FINISH. REFERENCE FINISH SCHEDULE AND FINISH PLAN.
 4. GIRDING RACKS PROFILE AT ALL CMU OUTSIDE CORNERS.
 5. REFERENCE 3.06.01 FOR PARTITION TYPES.
 6. REFERENCE INTERIOR ELEVATIONS AND FINISH PLANS FOR LOCATIONS THAT MAY REQUIRE BACKER BOARD OR APPLIED FINISHES.
 7. REFERENCE BALANCED PLANS FOR ADDITIONAL DIMENSIONS, TAGS AND NOTES.
 8. CEILING AT 9'-0" ABOVE FINISH FLOOR U.L.D.



1 LEVEL 1 - DEMOLITION PLAN
SCALE: 1/8" = 1'-0"



2 LEVEL 1 - RENOVATION REFERENCE PLAN
SCALE: 1/8" = 1'-0"



3 PARTITION TYPES
SCALE: 3/4" = 1'-0"

- ### PARTITION TYPES GENERAL NOTES:
1. REFER TO INTERIOR ELEVATIONS FOR SPECIAL APPLIED FINISHES (TILE, STONE, PAPER, CONCRETE, ETC.)
 2. REFER TO STRUCTURAL DRAWINGS FOR ADDITIONAL WALL CONSTRUCTION REQUIREMENTS.
 3. ALL CMU WALLS TO RECEIVE CONTINUOUS HORIZONTAL REINFORCEMENT @ 18" O.C. VERTICALLY (MINIMUM) - TOP.
 4. SECURITY WALL TYPES SHOWN ARE MINIMUM REQUIREMENTS FOR SECURITY WALLS. STRUCTURAL REQUIREMENTS ON STRUCTURAL DRAWINGS TAKE PRECEDENCE OVER SECURITY REQUIREMENTS - AND ARE IN LIEU OF OR ADDITIVE TO SECURITY REINFORCING.
 5. NOT ALL PARTITION TYPES ON THIS SHEET ARE USED.

Maxwell Adult Center Addition

1201 CENTER ST, DEER PARK, TX 77606

HISTORY	
#	DESCRIPTION

FOR INFORMATION ONLY

LEVEL 1 - DEMOLITION AND RENOVATION REFERENCE PLANS

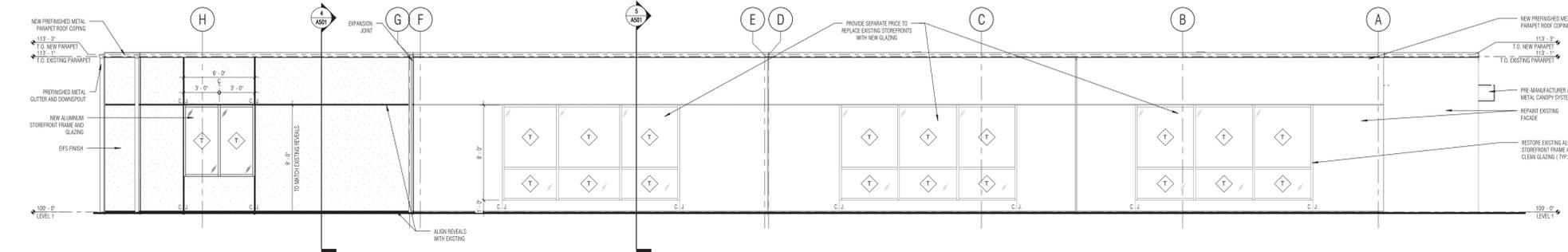
21603.02
12/16/2016

A211

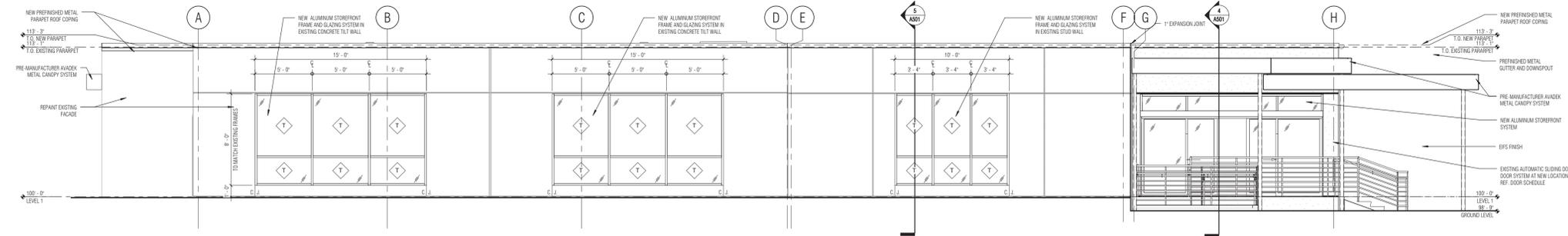
Architect: Brinkley Sargent Wiginton Architects (972) 940-9970
 Landscape: Halff Associates Inc. (512) 777-6600
 Structural: Schmitz Partners Engineers (281) 627-5006
 MEP: Stanton Engineering Group (713) 300-9292
 Civil: Halff Associates Inc. (713) 589-2450

BRINKLEY SARGENT WIGINTON ARCHITECTS

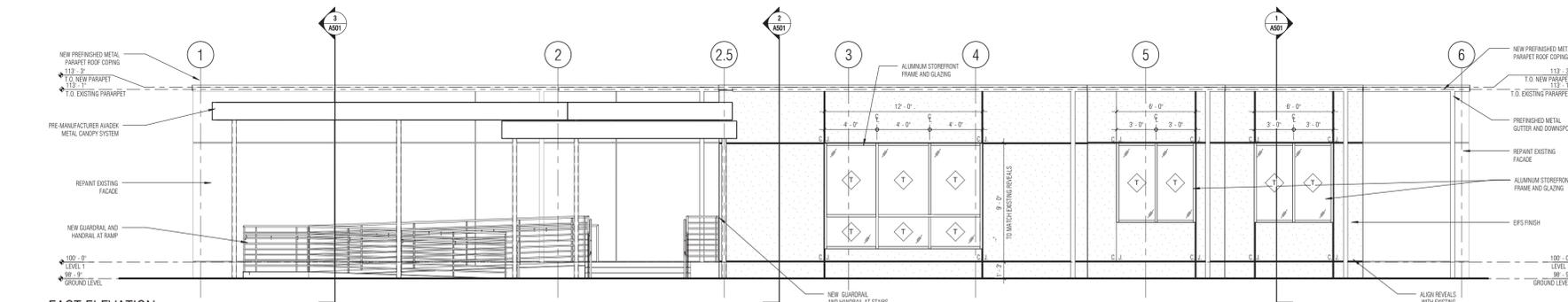
DESIGN DEVELOPMENT



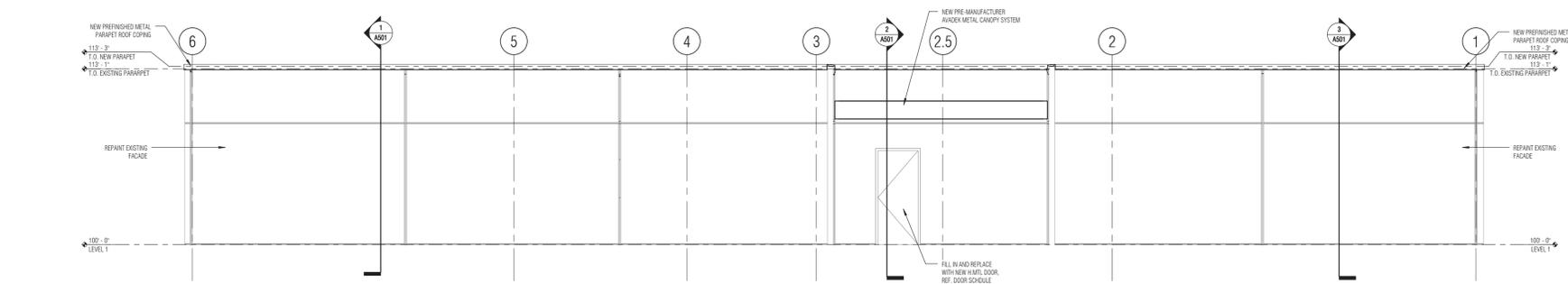
1 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



2 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



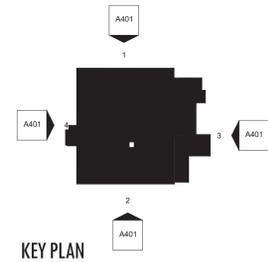
3 EAST ELEVATION
SCALE: 1/4" = 1'-0"



4 WEST ELEVATION
SCALE: 1/4" = 1'-0"

GLAZING SCHEDULE	
NO.	TYPE
1	1/4" CLEAR FLOAT GLAZING
2	1/4" CLEAR FLOAT GLAZING (PROTOD)
3	1/4" INSULATED GLAZING WITH LOW-E COATING IN THERMALLY-BROKEN FRAME

ALL EXT. GLAZING TYPE "1" UNLESS NOTED OTHERWISE



KEY PLAN

Architect: Brinkley Sargent Wiginton Architects (972) 940-9970
 Landscape: Half Associates Inc. (512) 777-6600
 Structural: Schmitz Partners Engineers (281) 627-5006
 MEP: Stanton Engineering Group (713) 300-9292
 Civil: Half Associates Inc. (713) 588-2450

Maxwell Adult Center Addition

1201 CENTER ST, DEER PARK, TX 77536

HISTORY

DATE	DESCRIPTION

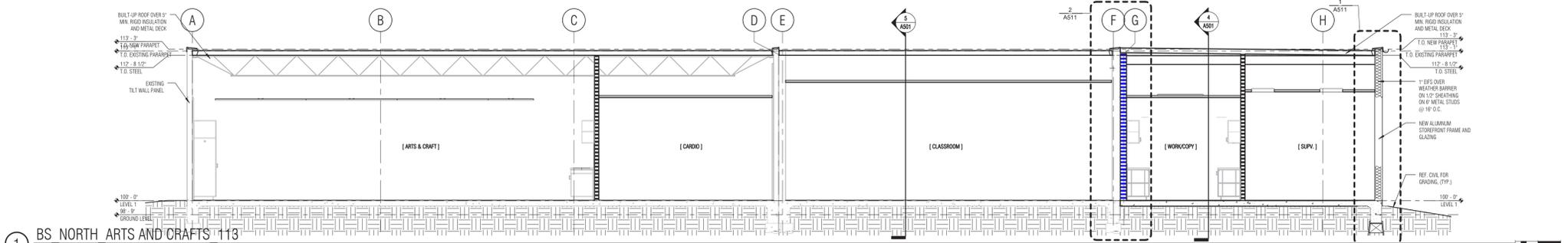
FOR INFORMATION ONLY

BUILDING ELEVATIONS

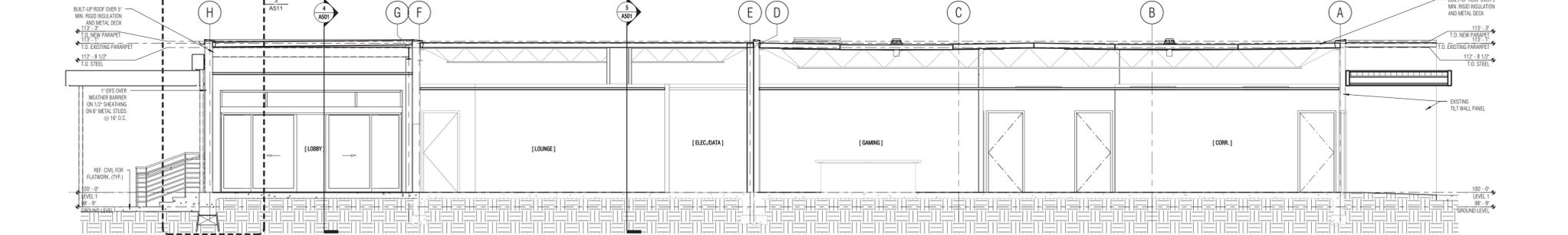
21603.02
12/16/2016 A401

DESIGN DEVELOPMENT

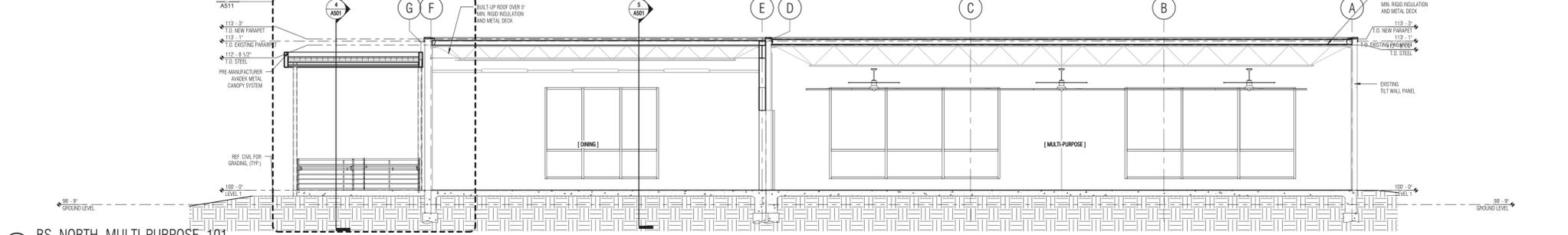
BRINKLEY SARGENT WIGINTON ARCHITECTS



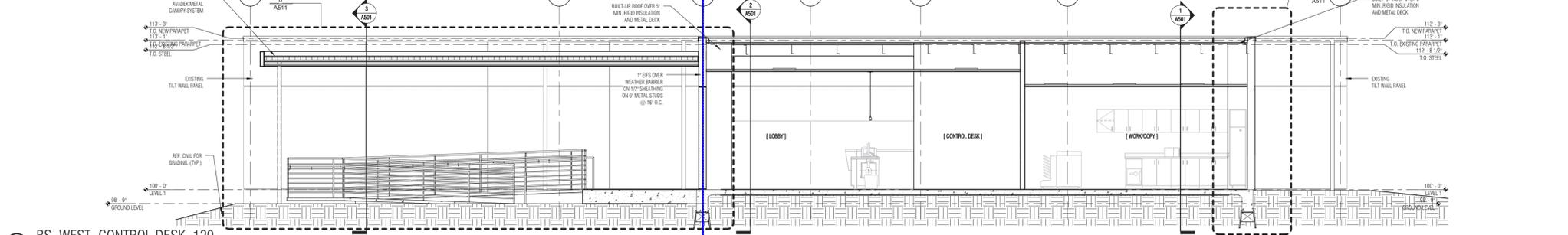
1 BS NORTH ARTS AND CRAFTS 113
SCALE: 1/4" = 1'-0"



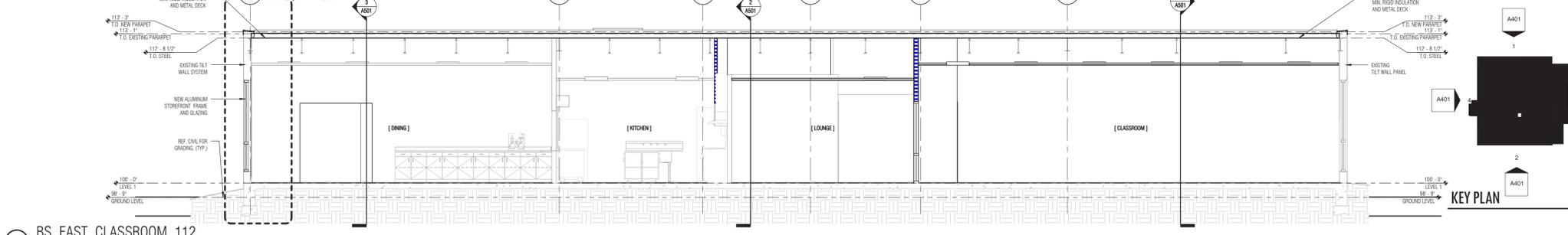
2 BS NORTH CORRIDOR/CONTROL DESK 120
SCALE: 1/4" = 1'-0"



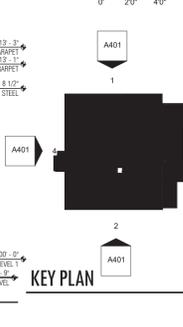
3 BS NORTH MULTI-PURPOSE 101
SCALE: 1/4" = 1'-0"



4 BS WEST CONTROL DESK 120
SCALE: 1/4" = 1'-0"



5 BS EAST CLASSROOM 112
SCALE: 1/4" = 1'-0"



Maxwell Adult Center Addition

Architect: Brinkley Sargent Wiginton Architects (972) 960-9970
 Landscape: Halff Associates Inc. (512) 777-6003
 Structural: Schmitz Partners Engineers (281) 627-5006
 MEP: Stanton Engineering Group (713) 300-9292
 Civil: Halff Associates Inc. (713) 588-2450

1201 CENTER ST, DEER PARK, TX 77536

HISTORY	
DATE	DESCRIPTION

FOR INFORMATION ONLY
12/16/2016

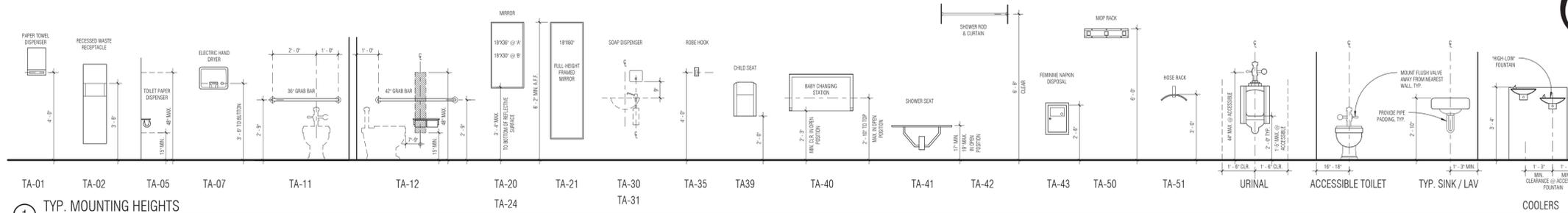
BUILDING SECTIONS

21603.02
12/16/2016

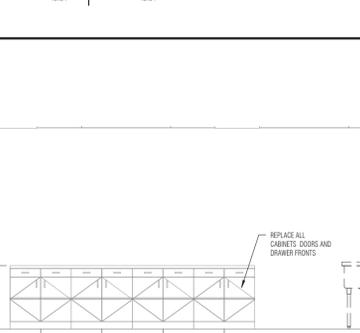
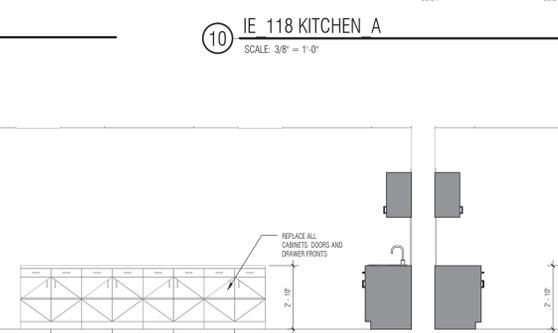
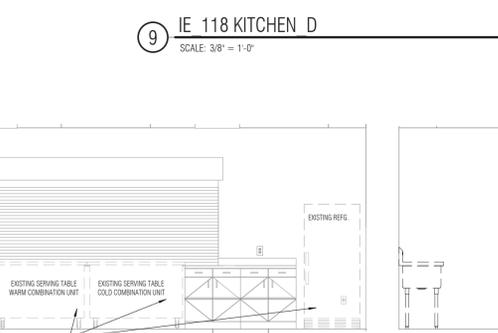
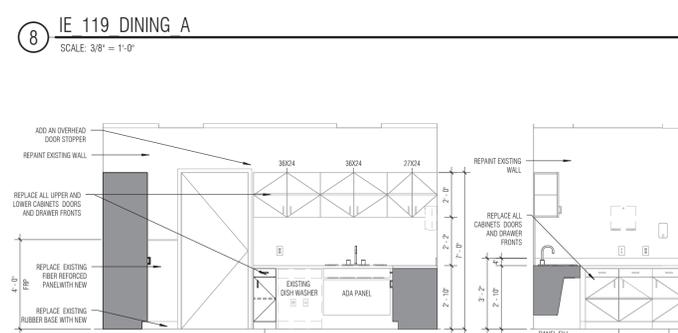
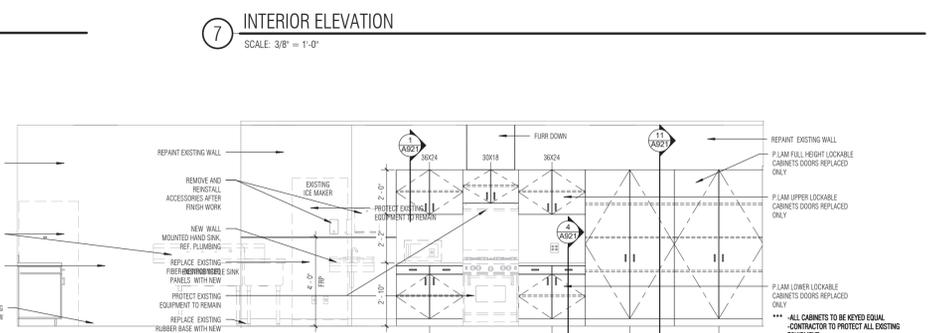
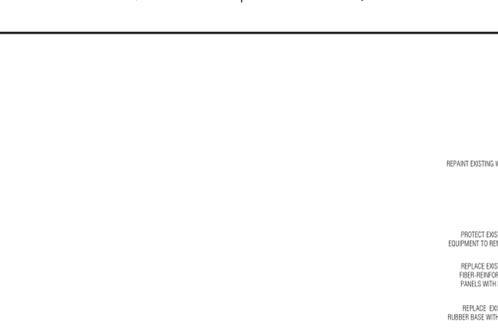
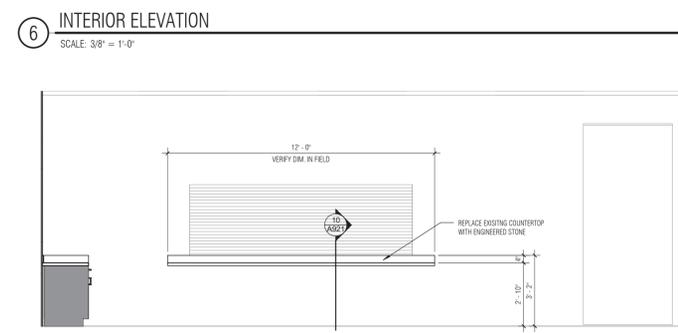
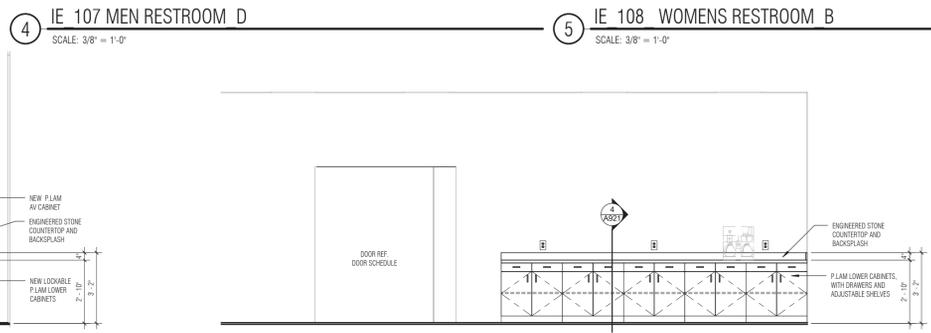
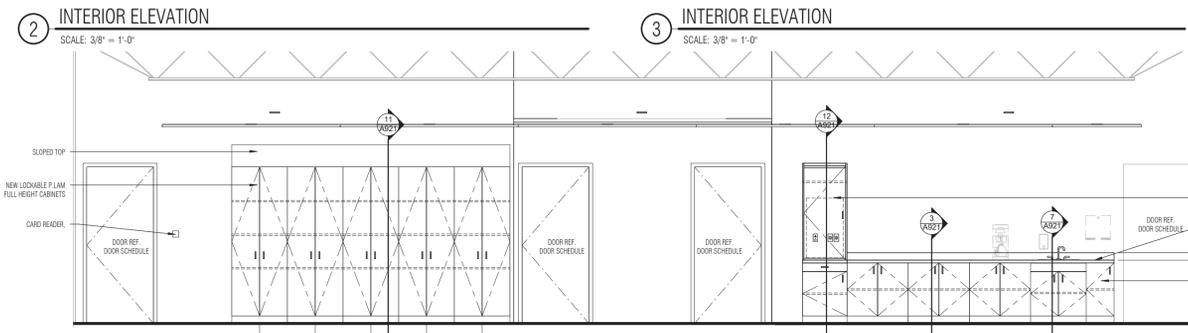
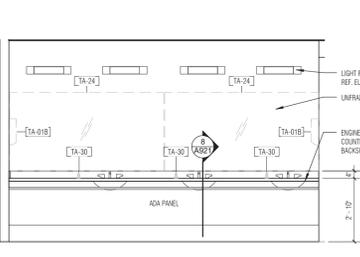
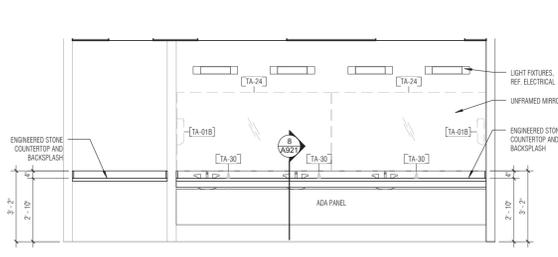
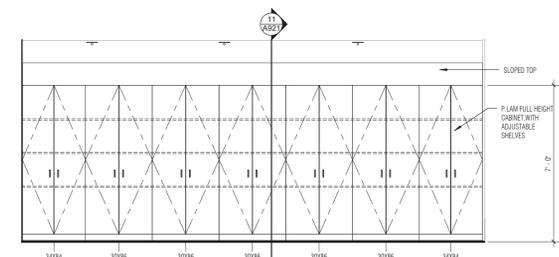
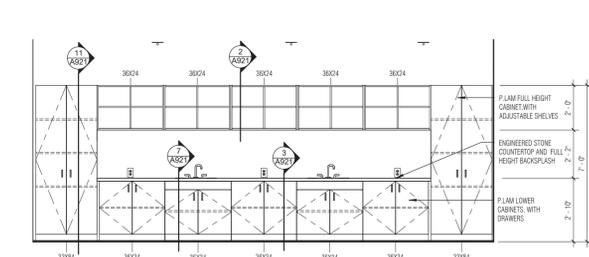
A501

BRINKLEY SARGENT WIGINTON ARCHITECTS

DESIGN DEVELOPMENT



1 TYP. MOUNTING HEIGHTS
SCALE: NTS



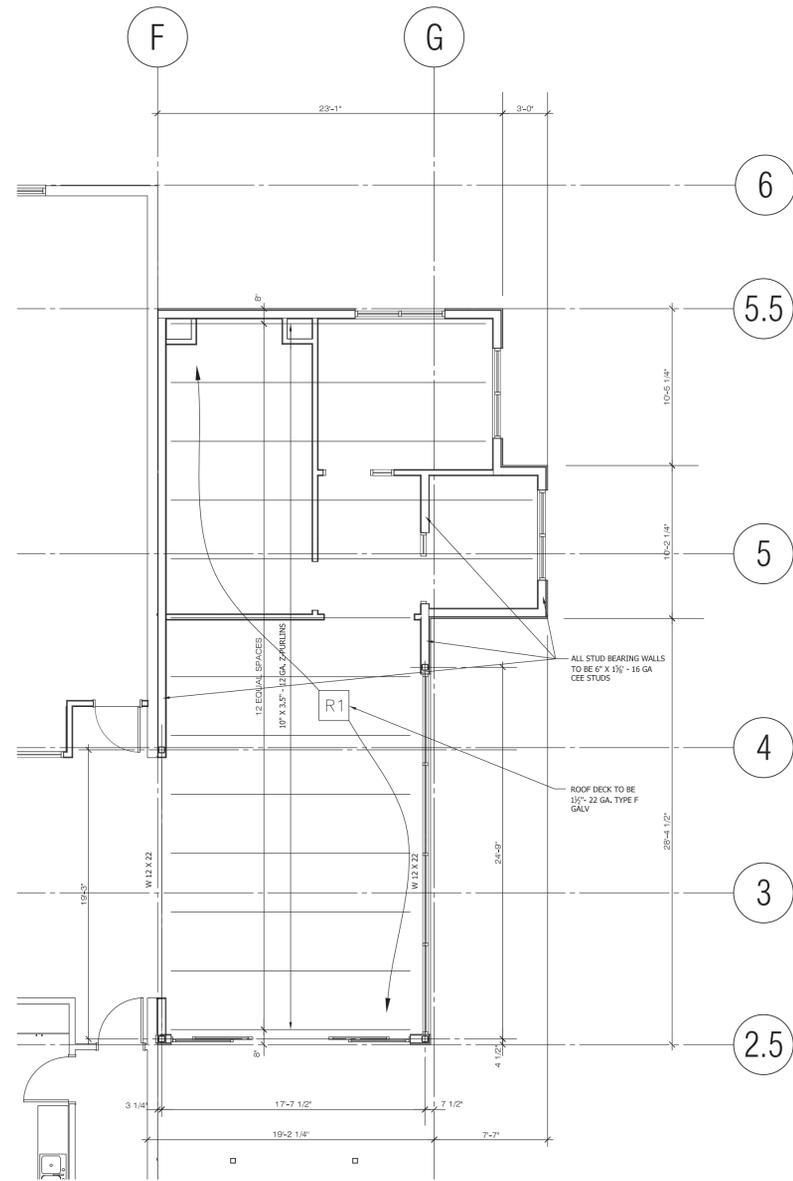
Maxwell Adult Center Addition

1201 CENTER ST, DEER PARK, TX 77536

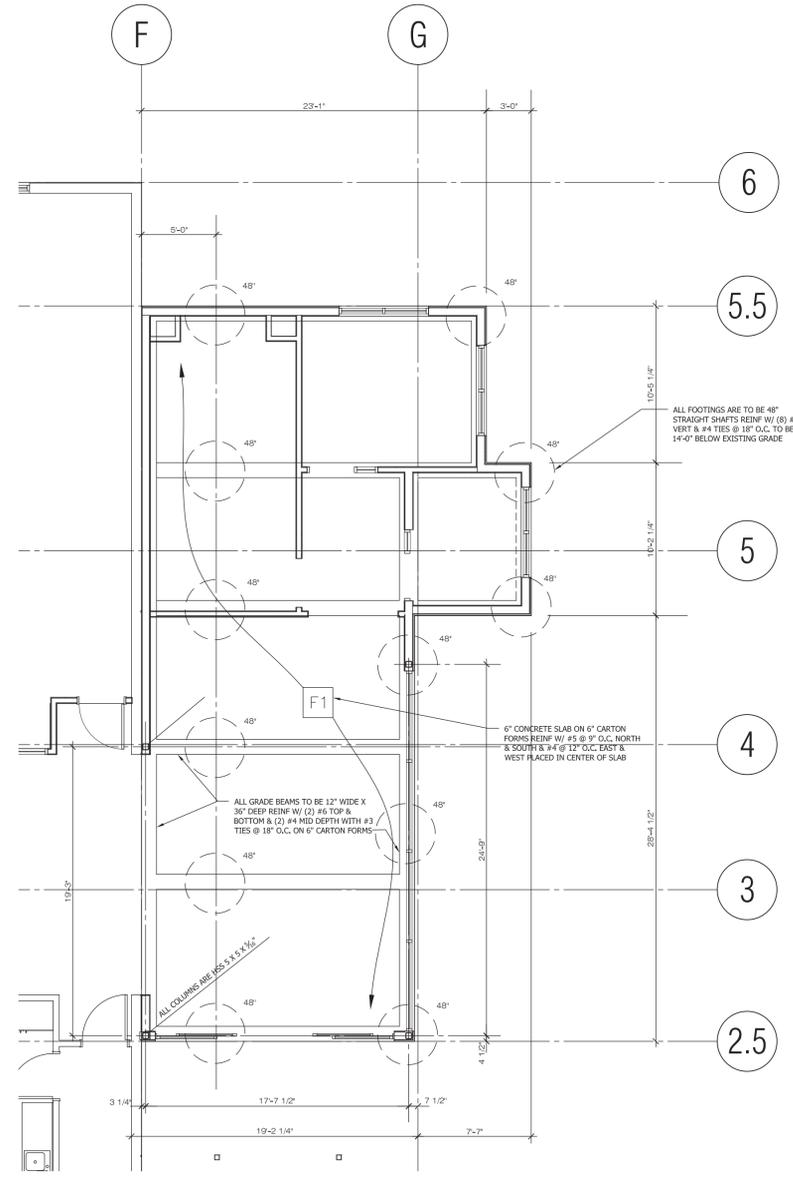
HISTORY	
DATE	DESCRIPTION
12/16/2016	A901

FOR INFORMATION ONLY
12/16/2016
INTERIOR ELEVATIONS

BRINKLEY SARGENT WIGINTON ARCHITECTS
DESIGN DEVELOPMENT



ROOF PLAN
SCALE: 1/4" = 1'0"



FOUNDATION PLAN
SCALE: 1/4" = 1'0"

Maxwell Adult Center Addition

1201 CENTER ST, DEER PARK, TX 77538

Architect: Brinkley Sargent Wiginton Architects (713) 960-9970
 Landscape: Halff Associates (512) 777-4600
 Structural: Schmitz Partners Engineers PLLC (713) 775-5562
 MEP: Stanton Engineering Group (713) 300-9992
 CIVIL: Halff Associates Inc. (713) 586-2450

BRINKLEY SARGENT WIGINTON ARCHITECTS

History	
#	Description

PRELIMINARY
 FOR REVIEW ONLY
 John M. Schmitz
 P.E. 32940

STRUCTURAL
 ROOF AND
 FOUNDATION
 PLAN



21603.02
 12/16/2016 S101

DESIGN DEVELOPMENT



Legislation Details (With Text)

File #: AGR 17-006 **Version:** 1 **Name:**

Type: Agreement **Status:** Agenda Ready

File created: 1/13/2017 **In control:** Deer Park Community Development Corporation

On agenda: 1/23/2017 **Final action:**

Title: Consideration of and action on a recommendation on the Task Order No. 7 agreement with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) development of hike and bike trails.

Sponsors: Parks & Recreation

Indexes:

Code sections:

Attachments: [Deer Park Task Order 007-Draft](#)
[Deer Park Ph2 Trails Attachements A-B-C](#)

Date	Ver.	Action By	Action	Result
1/23/2017	1	Deer Park Community Development Corporation		

Consideration of and action on a recommendation on the Task Order No. 7 agreement with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) development of hike and bike trails.

Summary:

The Deer Park Community Development Corporation needs to make a recommendation to City Council to recommend the authorization of Task Order No. 7 for architectural services for the Deer Park Community Development Corporation (DPCDC) development of hike and bike trails so work on the trails can begin.

Fiscal/Budgetary Impact:

Funding will come from the dedicated one half of one percent sales and use tax for Type B projects, the development of hike and bike trails has been appropriated \$500,000 of the dedicated funds.

Approve a recommendation to City Council to authorize Task Order No. 7 with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) development of hike and bike trails.

TASK ORDER

Task Order No. 16-007

Task Order

In accordance with AIA Prime Agreement between City of Deer Park, Texas (“Owner”) and Halff Associates (“Architect”) for Professional Services –dated February 16, 2016 ("Agreement"), Owner and Architect agree as follows:

1. **Specific Project Data**

A. Title: PHASE 2 HIKE AND BIKE TRAIL IMPROVEMENTS

B. Description: The Architect’s design services consist of preliminary hike and bike preliminary design and planning of proposed improvements, construction design services necessary for bidding and construction of proposed improvements which includes: five (5) hike and bike trail segments. Architect will also submit the final design for an independent RAS review and submittals to the City of Deer Park for the required development approvals and issue construction plans for bid. Additionally, Architect will prepare estimates of probable construction costs and perform limited construction phase services.

C. City of Deer Park Project Number: 16-007

D. Prime Agreement, Contract Number: PR-16-410-001

2. **Services of Architect**

See Attachment A: Proposed Scope of Professional Services for Phase 2 Hike and Bike Trail Improvements Design and Construction dated February 7, 2017.

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in the Agreement subject to the following: See Attachment A: Proposed Scope of Professional Services for Phase 2 Hike and Bike Trail Improvements Design and Construction dated February 7, 2017.

4. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
<u>See Attachment C</u>	_____
_____	_____
_____	_____

TASK ORDER

5. **Payments to Architect**

A. Owner shall pay Landscape Architect for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum or Not to Exceed Amount of Compensation for Services</i>
Basic Services	Lump Sum per Task (See Attachment B – Fee Schedule & Reimbursable Expenses)	\$45,000.00

B. The terms of payment are set forth in the AIA Prime Agreement unless modified in this Task Order.

6. **Other Modifications to Agreement:**

[Supplement or modify Agreement and Exhibits, if appropriate.]

7. **Attachments:** *Attachment A – Scope of Services*
Attachment B – Fee Schedule & Reimbursable Expenses
Attachment C – Schedule of Work

8. **Documents Incorporated By Reference:** The Agreement effective February 7, 2016.

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Architect shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Architect is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is August 02, 2016.

OWNER:

ARCHITECT :

By: _____

By: _____

Name: Jerry Mouton, Jr.

Name: Tim Bargainer, PLA, ASLA, CLARB

Title: Mayor, City of Deer Park, Texas

Title: Vice President

Date: _____

Date: _____

ATTEST:

Sandra Watkins, City Secretary
STATE OF TEXAS
COUNTY OF HARRIS

} CORPORATE
} ACKNOWLEDGEMENT

On this ____ day of _____, 2016, Tim Bargainer personally appeared before me and proved to me through satisfactory evidence of identification to be the person who signed this document in my presence.

[SEAL]

Notary Public
My Commission Expires: _____

TASK ORDER

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

Name: Scott Swigert

Name: Tim Bargainer, PLA, ASLA, CLARB

Title: Director, Parks and Recreation

Title: Director of Landscape Architecture

Address: 610 E. San Augustine
Deer Park, TX 77536

Address: 4030 W. Braker Ln., Suite 450
Austin, Texas 78759-5356

E-Mail
Address: sswigert@deerparktx.org

E-Mail
Address: tbargainer@halff.com

Phone: 281-478-2058

Phone: 512-777-4568

Fax: 281-478-7212

Fax: 512-252-8141

Attachment “A”

Scope of Professional Services for
Deer Park Phase 2 Hike and Bike Trail Improvements
Design and Construction
City of Deer Park, Texas

SERVICES TO BE PERFORMED BY CITY

Design Studies, Criteria, Data

- As-built plans for existing facilities and facilities adjacent to this project, if available.
- Existing geotechnical reports and data for existing facilities recently completed within the property and adjacent to the site, if available for reference only.
- Utility information (plans, maps, etc.) both current and archived within the CITY of Deer Park, if available.
- All available current CITY of Deer Park GIS, aerials and available survey information to date.

Public Involvement

- Provide guidance on selecting appropriate stakeholders for public meetings(s).
- Sponsor and conduct public meetings.

Field Surveying and Photogrammetry

- Provide all available survey and photogrammetry information to date.

Drainage

- Provide available information and studies on existing drainage areas on and off-site.
- Provide hydraulic design criteria for project design.
- Provide standard details and specifications as necessary to assist design CONSULTANT.

Miscellaneous

- Provide direction necessary for aesthetic hike and bike trail design standards, treatment of proposed structures, amenities, parking and planting.
- Provide copies of all licensing agreements, utility agreements and other legal instruments related to the project.
- Prepare and coordinate any required Licensing and/or Utility Agreements.
- Pay all filing; permit review, application and inspection fees.
- Acquire right-of-entry on any property not owned by the CITY should it be determined necessary to complete the scope of work identified within this agreement.
- It is the CITY's responsibility to facilitate and coordinate with private property owners, if deemed necessary.
- Coordination with Harris County Flood Control District (HCFCD) regarding improvements within HCFCD easements.
- Provide any other pertinent information to assist the design CONSULTANT.

SCOPE OF WORK TO BE PERFORMED BY CONSULTANT

The purpose of the services proposed herein is to provide professional consulting services consisting of landscape architecture necessary for the development of the Deer Park Hike and Bike Trail Improvements – Phase 2 Design and Construction (the project). The CONSULTANT intends to work in effective cooperation with the CITY and provide hike and bike trail preliminary planning, and the necessary plans and specifications needed for permitting/approval from regulatory entities to achieve an efficient and acceptable implementation of the project.

Program

CONSULTANT shall provide design services for the following general program elements

- Develop Hike and Bike Preliminary Plan for the Phase 2 portions of the CITY's hike and bike trail improvements. The Preliminary Plan is to prioritize five (5) trail segments for further implementation of design and construction.
- Prepare Design and Construction plans for implementation of the five (5) identified trail segments.

NOTE: The list of general program elements is not all-inclusive. Additional program items may result from site reconnoitering and design development.

Construction Development Budget

A construction development budget for the program items is generally established at \$500,000 dollars including professional fees and a 10% contingency, this budget is based on the CITY's annual fund allocation of \$100,000 dollars per year for hike and bike trail improvements. This Construction Development Budget is based on the CITY's five year allocation of funds.

Given the above stated general project information CONSULTANT will provide the following scope of basic services per task listed once the CITY has issued and executed this Task Order.

The Consultant will generate and revise an opinion of probable construction costs (OPCC) throughout the project's design development but does not guarantee that proposals, bids, or actual Project cost will not vary from its opinion of probable construction costs (OPCC).

BASIC SERVICES

The proposed basic services, which are outlined below, shall include: project management| coordination, preliminary planning followed by construction documents and regulatory entitlement, bidding assistance and construction phase services for each of the hike and bike trail segments indicated in the preliminary planning phase.

PHASE 1: PROJECT MANAGEMENT and COORDINATION

This task will include the following activities:

- Coordinate a kick-off meeting with the design team and City to identify project goals, schedules and projected milestones. (1 meeting)
- Attend Preliminary site visit/meeting, pre-development meeting, parks board presentation, DPCDC and City Council. (1 meeting)

- Review all modifications and comments requested by jurisdictional and regulatory agencies with the City. (1 meeting)
- Coordinate and oversee revisions to drawings and assist City in submitting final documents to the appropriate agency(s) for final processing, approvals and permits.

PHASE 2: HIKE AND BIKE TRAIL PRELIMINARY PLANNING

This phase will include the following:

- Conduct preliminary meeting with the CITY and assist in determining hike and bike trail priorities and potential trail segments. (1 meeting)
- Data Collection / Site Assessment
 - Compile CITY provided data such as GIS, CAD, aerial photography.
 - Review relevant existing and/or proposed site, transportation and utility infrastructure.
 - Compile Houston-Galveston Area Council LIDAR topographic information.
- The Consultant shall develop a digital photographic inventory of the project limits to document any critical issues potentially impacting the sites, existing conditions, and serve as a reference for the design team.
- Prepare preliminary hike and bike plan based on meeting with the CITY illustrating the each of the five (5) trail segments.
- Prepare an Opinion of Probable Construction Costs (OPCC) for proposed work including appropriate escalation factors and contingencies for each segment.

PHASE 3: CONSTRUCTION DOCUMENTS AND PERMITTING

Upon CITY's approval of the Hike and Bike Trail Preliminary Planning and the associated OPCC, the CONSULTANT will develop working/construction drawings and technical specifications necessary to construct each of the five (5) trail segments.

Construction drawings may include, but not be limited to the following information: general construction and project specific notes, demolition plan, site construction details, grading, and erosion/sedimentation/tree protection. CONSULTANT shall prepare Contract Documents and Technical Specifications that includes a description of materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the work. CONSULTANT shall coordinate any utility needs and adjustment with the CITY and utility service provider(s). CONSULTANT shall assist CITY in submitting plans to regulatory entities for approval and permitting to be used for bidding and implementation of the project. This phase will include the following:

- Coordinate construction drawings with other team members.
- Prepare fifty percent (50%) construction drawings and OPCC including appropriate escalation factors and contingencies. Submit to CITY for review and comments.
- Review 50% construction drawings and OPCC with CITY (1 meeting).
- Prepare ninety percent (90%) construction drawings, specifications/project manual and OPCC including appropriate escalation factors and contingencies. Submit to CITY for review and comments.
- Review 90% construction drawings, specifications/project manual and OPCC with CITY and (1 meeting).

- Prepare final construction drawings, specifications, reports, permit applications, SWPPP and other documents required for permitting and construction; update OPCC including appropriate escalation factors and contingencies. Submit to CITY for review and comments.
- Assist the CITY in filing the appropriate plans and documents with Texas Department of Licensing and Regulation (TDLR) for accessibility compliance with the 2012 Texas Accessibility Standards (with review by independent Texas Registered Accessibility Specialist RAS).
- Review and address all comments requested by regulatory agencies, the CITY and city development review.
- Revise drawings, OPCC and submit documents to the appropriate agency(s) for final processing, approvals and permits (1 meeting).

***NOTE:** 1) All filing, permit review, application and inspection fees to be paid by the CITY.
2) Deliverable quantities for permitting required by the CITY and/or regulatory entities; plans, specification, reports, etc. to be billed as reimbursable expenses.*

Phase 4: BIDDING ASSISTANCE | CONSTRUCTION PHASE SERVICES

TASK A: BIDDING ASSISTANCE

Upon CITY's approval and permitting of Construction Documents, CONSULTANT shall assist CITY during the bidding process. This phase will include the following services:

- Coordinate the schedule for bid advertising, pre-bid conference, and bid opening.
- Prepare and organize bid solicitation and proposal forms consistent with the CITY's requirements.
- Attend and assist the CITY with a pre-bid conference (1 meeting).
- Address contractor RFI's, prepare and issue addenda as required.
- Attend and assist the CITY with bid opening, review/evaluate bids including alternates (1 meeting).
- Provide written recommendation to CITY. Contingent upon project construction delivery method.
- Once approved by CITY Staff, attend CITY Council meeting for award of construction contract as required (1 meeting).

TASK B: CONSTRUCTION PHASE SERVICES

CONSULTANT shall assist CITY during the construction process. CONSULTANT shall endeavor to secure compliance by the contractor to the plans and specifications. CONSULTANT shall not be responsible for construction means, methods, techniques, sequences or procedures in connection with the work and CONSULTANT shall not be responsible for the contractor's errors or omissions or failure to carry out the work in accordance with the contact documents. CITY will provide and pay for construction inspection and materials testing services. This phase will include the following:

- Assist CITY with Issuing the Notice to Proceed and assisting with acquiring executed contracts, bonds and insurance from the contractor.

- Attend and assist the CITY in conducting and overseeing a pre-construction meeting (1 meeting).
- Constructions observation – preparation and processing of Requests for Information, Change Proposals, Change Orders, Change Directives, review/approval of shop drawing, submittals, samples and mock-ups (as required).
- Conduct and oversee monthly progress meetings. Consultant will be responsible for recording and keeping minutes of all meetings with City staff and distributing within 48 hours of the meeting date.
- Review and approve contractor's monthly Application and Certification for Payment.
- Attend and assist CITY with substantial completion inspection(s) and walk-thru including TAS inspection; issue punch list and letter of substantial completion for incomplete items including time for completion (1 meeting).
- Attend and assist CITY with final inspection for acceptance of project and issue letter of concurrence (1 meeting).
- Assist CITY in acquiring final close-out documents, warranties, accurate as-built drawings and other documents from contractor required to close-out project.
- Review and approve contractor's final Application and Certification for Payment including retainage.

Opinion of Probable Construction Costs (OPCC) Disclaimer

Opinion of probable construction costs provided by the CONSULTANT are based on the CONSULTANTS's familiarity with the construction industry and are provided only to assist the CITY throughout the design process; such opinions shall not be construed to provide a guarantee or warranty of the actual construction costs at the time construction bids are solicited or construction contracts negotiated. Unless expressly agreed in writing and signed by the parties, no fixed limit of construction costs is established as a condition of this Agreement by the furnishing of the opinion of probable construction costs. Throughout the design process the CONSULTANT will assist the CITY in value engineering the project and making necessary adjustments in an effort to meet the project construction budget.

ADDITIONAL SERVICES

The following services are not included within the scope of basic services unless previously discussed above. Should CONSULTANT be required to provide services in obtaining or coordinating compilation of this information, such services shall be performed as Additional Services. Additional Services shall only be provided if previously authorized by the CITY.

Additional Services may include, but not be limited to, the following:

- Meetings with Regulatory Entities other than the City to review construction documents.
- All filing, permit review and application fees.
- Project Design Surveying.
- Increase in construction documentation, regulatory entitlement, bidding assistance and construction phase services resulting from increase development budget of more than 10%.
- Revisions to drawings previously approved by the CITY and regulatory entities due to changes in: Project scope, budget, schedule, unforeseen subsurface construction conditions or when such revisions are inconsistent with written approvals or instructions previously given; enactment or revision codes, laws, or regulations subsequent to the preparation of such documents.
- Preparation of Phased bid package(s) with reduced scope of items defined herein, including construction drawings and specifications not included as part of basic services.
- Preparation of presentation materials for marketing or purposes other than in-progress approvals.
- Public or other presentations beyond those described in scope of services.
- Provide consultation, drawings, reports and other work products related to permits, approvals and ordinances not described in scope of services.
- Providing professional services for the field selection of plant materials.
- Traffic Impact Analysis.
- Traffic Control Plans.
- Design for site elements other than pre-engineered structures.
- Gas, Telephone/Communication design.
- Design of utility extension(s) to the project site.
- Services required after final acceptance of construction work.
- Preparation of record documents from contractors as-built drawings.
- Detailed Flood Plain Analysis.
- Hydrologic Analysis.
- CLOMR and/or LOMR
- Permitting through Army Corp of Engineers (USACE).
- Geotechnical investigation for structures not accounted for in basic scope of services.
- Environmental services.
- Geological Assessment
- Archeological Assessment.
- Hazardous Site Assessments.
- Construction Staking.
- Property Title Research
- Legal Lot Determinations unless defined within scope of services.

- Preparation of multi-use agreement(s) and exhibits.
- Easement acquisition or vacation including preparation of easement documents.
- Preparation and processing of Waivers, Variances or Exceptions.
- Land Acquisition services.
- Any services related to ROW acquisition.
- Any design work that will require work in the ROW or impact traffic entering and exiting the public and private ROW.
- ROW mapping exhibits and meets and bounds documentation required for ROW acquisition. City Land Acquisition/ROW mapping requirements to be used.
- Assistance or representation in litigation concerning the property of proposed project.
- Conflict Resolution.
- Providing services other than those outlined in scope of services.

ATTACHMENT “B”

Fee Schedule & Reimbursable Expenses for
Deer Park Phase 2 Hike and Bike Trail Improvements
Design and Construction
City of Deer Park, Texas

For the basic services stated previously, the lump sum fee shall be as follows. Billing will occur on a monthly cycle, based on a percentage of work performed per phase and completed during the previous time period including any deliverables associated with such phase, subject to CITY review and approval. Reimbursable Expense will be performed on a maximum not to exceed manner.

BASE SERVICE TASK	FEES
PHASE 1: Project Management and Coordination	\$ 1,500
PHASE 2: Hike and Bike Preliminary Planning	\$ 3,500
PHASE 3: Construction Documents and Permitting	\$ 30,000
PHASE 4: Bidding Assistance and Construction Phase Services	\$ 10,000
TOTAL FOR BASIC SERVICES	\$45,000
Reimbursable Expenses	\$ 2,500

ATTACHMENT “C”

Schedule

Deer Park Phase 2 Hike and Bike Trail Improvements

Design and Construction

City of Deer Park, Texas

CONSULTANT is prepared to begin services necessary for completion of the work identified within Attachment “A” Scope of Work upon execution of the Task Order and it is the intent of the CONSULTANT to work with the CITY to meet the reasonable expectations for delivery of the basic services. The project schedule is to be defined in coordination with the CITY along with the delivery goals at the time of the initial kick-off meeting with the CITY. The CONSULTANT is not responsible for delays incurred by regulatory or reviewing entities.



Legislation Details (With Text)

File #: DIS 17-008 **Version:** 1 **Name:**
Type: Discussion **Status:** Agenda Ready
File created: 1/13/2017 **In control:** Deer Park Community Development Corporation
On agenda: 1/23/2017 **Final action:**
Title: Discussion of issues relating to a special meeting Deer Park Community Development Corporation Meeting.
Sponsors: Scott Swigert
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
1/23/2017	1	Deer Park Community Development Corporation		

Discussion of issues relating to a special meeting Deer Park Community Development Corporation Meeting.

Summary:

The Parks and Recreation Department, the ad-hoc committees and the architects are continuing to work hard on finalizing the plans and specifications for the Maxwell Center Renovation, the Girls' Softball Renovation and the Soccer Complex Development. It is anticipated that the final plans and specifications for all three (3) of these projects will be completed by mid-March, therefore to keep the process moving in a timely manner and to have construction beginning as soon as possible on these three (3) projects, we anticipate needing a special DPCDC meeting on March 27, 2017. The main purpose of the meeting will be to review and approve the plans and specification on these three (3) projects and to recommend to the City Council to authorize all three projects to go out for bids.

Fiscal/Budgetary Impact:

None.

Establish a good date for a special meeting of the Deer Park Community Development Corporation Meeting