
CITY OF PORT LAVACA

COUNCIL MEETING: FEBRUARY 12, 2024

AGENDA ITEM __

DATE: 01.19.2024

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: URBAN ENGINEERING TASK ORDER NO. 36 FOR DOWNTOWN WATERFRONT PUBLIC ACCESS IMPROVEMENTS PROJECT – FUNDED IN PART BY MATAGORDA BAY MITIGATION TRUST 2024 GRANT

BACKGROUND:

We have been awarded a \$400,000 grant from the Matagorda Bay Mitigation Trust to supplement \$300,000 of General Fund dollars committed by Council to construct a Downtown Waterfront Public Access Improvement project. The scope of the project includes the construction of three (3) transient boat slips, an ADA compliant dock for fishing and crabbing in Smith Harbor, a lighted 10-ft wide shared use path (SUP) to connect the new improvements to the existing SUP at Bayfront Park, and improvements to the parking area behind Nautical Landings Office Building incorporating green infrastructure elements into the design.

Attached is Task Order No. 36 offered by Urban Engineering to perform the Engineering design, surveying, permitting, bidding and contract administration as needed for the project. The total Fixed Fee amount is \$75,000, \$50,000 of which will be reimbursed by the MBMT grant. General Fund dollars will not be needed until mid-way through the final design phase of the engineering contract.

PROJECT STATUS UPDATE:

The first step will be for Urban Engineering to prepare the COE permit application for the bulkhead and work in Smith Harbor. Once submitted, we may be looking at a year to receive the approval from the COE to construct. During this time, Urban will be working on the design plans for the full project, but depending upon how long the COE review takes, we're probably looking at early 2025 to bid the project.

RECOMMENDATION: It is staff's recommendation to approve Urban Engineering Task Order No. 36 in the Fixed Fee amount of \$75,000 for the Downtown Waterfront Public Access Improvements project - 2024.

ATTACHMENTS:

- Task Order 36

This is Task Order No. 36,
consisting of 3 pages.

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 13, 2017 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**
 - A. Title: City of Port Lavaca – Downtown Waterfront Public Access Improvements
 - B. Description: Design plans & specifications, prepare bid documents and perform contract administration for the construction of vinyl bulkhead, a courtesy dock and parking lot renovations at Smith Harbor and submit necessary documents to the USACE for permitting.
2. **Services of Engineer**
Engineer shall have those responsibilities set forth in Exhibit A.
3. **Owner's Responsibilities**
Owner shall have those responsibilities set forth in Exhibit B.
4. **Times for Rendering Services**
Services will be rendered in a timely manner and in accordance with the schedule determined during the Study and Report Phase of the Project.
5. **Payments to Engineer**
 - A. Owner shall pay Engineer for services rendered as follows:

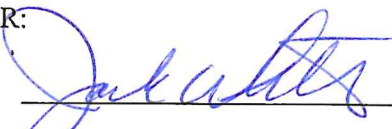
<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
<i>Topographic Survey</i>	<i>Fixed Fee</i>	<i>\$9,000.00</i>
<i>USACE Permitting</i>	<i>Fixed Fee</i>	<i>\$10,000.00</i>
<i>Preliminary Design</i>	<i>Fixed Fee</i>	<i>\$22,400.00</i>
<i>Final Design</i>	<i>Fixed Fee</i>	<i>\$19,600.00</i>
<i>Bidding</i>	<i>Fixed Fee</i>	<i>\$8,400.00</i>
<i>Contract Administration</i>	<i>Fixed Fee</i>	<i>\$5,600.00</i>
<i>Total</i>		<i>\$75,000.00</i>

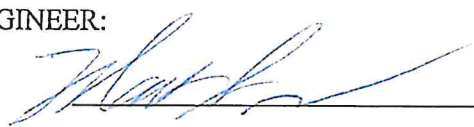
- B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.
- C. Reimbursable Expenses: Includes fees charged by outside entities have review authority over the project, government agency fees and advertising fees. See Appendix 1 to Exhibit C "Reimbursable Expenses Schedule"

6. **Consultants:** Urban Surveying, Inc.
7. **Other Modifications to Agreement:** None
8. **Attachments:** None
9. **Documents Incorporated By Reference:** Master Agreement Between City of Port Lavaca and Victoria Engineering, Inc. dba Urban Engineering dated November 13, 2017. This includes all Attachments to that Agreement (Attachments A – Attachment I inclusive).

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer 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 _____, _____.

OWNER:
By: 
Name: Jack Whitlow
Title: Mayor

ENGINEER:
By: 
Name: Matt A. Glaze, P.E.
Title: Vice President

Engineer License or Firm's
Certificate No. TREF# F-160
State of: Texas

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

Name: JoAnna P. "Jody" Weaver, P.E.
Title: City Manager & City Engineer
Address: 202 N. Virginia St.
Port Lavaca, TX 77979
E-Mail
Address: jweaver@portlavaca.org
Phone: 361-552-9793
Fax: 361-552-6062

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Matt A. Glaze
Title: Vice President
Address: 2004 N. Commerce St.
Victoria, TX 77901
E-Mail
Address: mglaze@urbanvictoria.com
Phone: 361-578-9836
Fax: N/A