
CITY OF PORT LAVACA

MEETING: FEBRUARY 10, 2025 **AGENDA ITEM** ____
DATE: 02.05.2025
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: JODY WEAVER, INTERIM CITY MANAGER
SUBJECT: Consider approval of Planning Proposal from LJA to prepare a Parks Master Plan

Background:

This text below is copied from the 2016 PLAN PORT LAVACA Comprehensive Plan. Adoption of a Master Parks Plan was included as an Action item for year 3 to 9 (from 2016).

It is the community's desire to increase livability through quality of life by promoting improvements to the existing parks and trail system. To effectively accommodate the recommended future acquisition of park lands and facilitate improvements on existing parks the city must develop a **Parks Master Plan** to guide the future of park development. Building upon the priorities designated by the city, the Parks Master Plan will provide a long-term vision and guidance to make informed policy decisions. The plan identifies community desires for recreational uses and associated park growth areas as well as emphasizing trail recommendations. This document should be used as a planning tool by citizens, elected officials, boards, the City Council, and developers to understand community desires and make certain long-term community success.

At the June 2024 Council meeting, Council reviewed the recommendations of the Parks Board scoring committee and selected LJA Planning & Landscape Architecture out of Houston to prepare a Parks Master Plan. As you recall, LJA performed the Downtown Waterfront Master Plan and is working with us now on a design for our gateway signs and recently completed a small landscape design for around the message board and lighthouse at the Bauer Community Center.

Attached please find the Planning Proposal from LJA for this Master Parks Plan, which includes 3 opportunities for Public engagement: a workshop, and open house, and a public hearing. The fees shown in the proposal represent a maximum not-to-exceed total amount of \$75,000. Invoices will be based upon actual hours and expenses incurred and will include a comparison of actual hours spent relative to budgeted hours. Any changes to the scope, will result in a separate proposal for approval.

Financial Impact:

The 2024-25 approved budget includes \$180,000 under City Manager Contracted Services broken down as follows: VEDC: \$25,000; **Parks Master Plan: \$75,000**; Gateway AIA Plans: \$35,000; 380 Agreement Commitment: \$30,000; Misc. consulting: \$15,000

This Agreement with LJA commits no more than \$75,000 without additional authorization.

Recommendation:

Approve the Proposal from LJA Architects for an amount not to exceed \$75,000.

February 5, 2025

PLANNING PROPOSAL

Ms. Jody Weaver - Interim City Manager
City of Port Lavaca
202 N. Virginia Street
Port Lavaca, Texas 77979

Re: Proposal for Planning Services
Parks and Recreation Master Plan Report – Planning Services
Port Lavaca, Texas
LJA Proposal No. 25-40900

Dear Ms. Weaver:

LJA Engineering, Inc. (LJA) is pleased to submit this proposal outlining planning services for the above-referenced property in the City of Port Lavaca, Texas. This agreement is by and between LJA Engineering, Inc. (LJA), the “Consultant” and the City of Port Lavaca, the “Client”. We propose the following services and corresponding fees in accordance with the Professional Services Agreement (PSA) between the City of Port Lavaca and LJA Engineering, Inc. dated February 25, 2022.

SCOPE OF SERVICES

The work will consist of preparing a Parks and Recreation Master Plan for the City of Port Lavaca, with workshops, meetings, and deliverables as defined below.

Project Management

1. Schedule and Invoices – Prepare project schedule and provide periodic schedule updates on Project Check-in Calls. Provide monthly progress reports for review by the City’s Project Manager. The Project is anticipated to take approximately 12 months, with the schedule being flexible to accommodate changes in City meetings and events. LJA will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule, once authorized by the City to proceed. The schedule will be adjusted, if applicable, as needed, upon mutual understanding. Invoices for all work completed during the period will be submitted monthly for work performed with overall percentage complete of the Project.
2. Project Check-in Calls – Prepare for and attend monthly coordination calls on Microsoft Teams with the Project Team, to include the Project Manager/Deputy Project Manager and an authorized representative(s) from the City able to provide direction and make decisions as applicable. Up to 12 coordination meetings will be held. Calls may be scheduled every other week when there is a significant amount of project activity. City will keep LJA informed of any new development activity, political context, policy changes, and relevant events to the Project.

Public Engagement

1. Public Workshop – At the beginning of the project, the Consultant will prepare, attend and conduct one (1) public workshop for the purpose of collecting information from the public. This workshop will be in-person and will kick off the public engagement process. The Consultant will provide the necessary personnel to ensure that the workshop attendees have a clear understanding of the goals and intention of the Parks and Recreation Master Plan. Printed materials for the workshop will be provided.
2. Open House – At the midpoint of the project, to be determined in coordination with City Staff, the Consultant will prepare for, attend, and conduct one (1) Open House, a public event, at which community members can interact with the Consultant team, view displays, and provide feedback. The Consultant will answer any questions from the public or city staff and incorporate feedback as required. The Consultant will prepare any visual exhibits that are required to conduct the Open House including but not limited to plans, boards, and PowerPoint presentation.
3. Public Hearing – The Consultant will prepare for, attend, and conduct one (1) public hearing at city council where the final version of the Master Parks and Recreation Plan will be presented to the public. The Consultant will prepare the necessary documents, be they PDF or PowerPoint files, for the purpose of presenting the information to the public. The Consultant will address any minor revisions resulting from the public hearing, as required or applicable.

Master Parks and Recreation Report

1. Existing Parks and Amenities Evaluation: Assess current park conditions, facilities, trails, and services to determine strengths, gaps, and areas for improvement. This assessment will take place in person at one site visit, during which the Consultant team will physically inspect existing parks in the City of Port Lavaca. The Consultant will document the sites through photographs, as well as any drawings that may be necessary to indicate built conditions not shown on existing surveys or aerial data.
2. Determination of Major Parks Requirements, Locations, and Standards: The Consultant will identify essential park features, optimal site locations, and benchmark standards necessary to meet community needs. The determination process will follow the Public Workshop and incorporate user needs with physical conditions.
3. Park Recommendations with Cost Projections, Funding Alternatives, and Implementation Strategies: Develop actionable park improvement and development recommendations, complete with detailed cost estimates, potential funding sources, and step-by-step implementation plans.
4. Community Needs Assessment Based on Public Engagement: Incorporate community input gathered through public engagement activities to ensure the report reflects local priorities and expectations. This process will take place after the Open House, at which initial findings will be presented for review by the public.

5. Parks and Recreation Master Plan Report: Synthesize findings and recommendations into a comprehensive report that serves as the guiding document for future parks and recreation initiatives. The report will contain the necessary text, diagrams, plans, visualization images, and other related materials that will provide a clear vision to the citizens of Port Lavaca what future parks and recreation facilities will be.

Commencement of Services

The scheduling, production, and delivery of the services outlined within this scope shall be performed in a timely and professional manner. The Consultant will strive to meet the schedule agreed to with the Client, assuming proper and adequate notices for the work and a timeline are given to the Consultant prior to the commencement of this contract. The scheduling, production, and delivery of these services shall be reviewed and mutually agreed to by the Client and Consultant prior to the commencement of this contract. This assumes timely feedback from the Client, other Consultants and/or approval entities, minimal revisions, and a continuous design process. Unanticipated events or directives can mandate changes to the scheduling of production. Work shall be scheduled upon your written authorization via a returned signed original proposal. If the Client changes the initially agreed scope of services once the work has commenced, or requests effort beyond minor iterations once plan is approved by Client, or CAD product is generated, or significantly complete, additional fees will apply. This time shall be billed on an hourly basis based on the rate of those individuals involved in the additional work.

Additional Services

Services requested by the Client with no specified budget listed in the agreement will be performed by the Consultant, and shall be billed on an hourly basis based on the rate of those individuals involved in the additional work, i.e., research, analysis, exhibits, etc.

COMPENSATION

<u>Project Management</u>	
Scheduling, Invoices, and Project Check-ins <i>(Fees are to be charged hourly)</i>	\$4,800.00
<u>Public Engagement</u>	
Public Workshop <i>(Fees are to be charged hourly).</i>	\$9,600.00
Public Hearing <i>(Fees are to be charged hourly).</i>	\$3,600.00
Open House <i>(Fees are to be charged hourly).</i>	\$8,000.00
<u>Master Parks and Recreation Report</u>	
Existing Parks and Amenities Evaluation <i>(Fees are to be charged hourly).</i>	\$10,000.00
Determination of Major Parks Requirements, Locations, and Standards <i>(Fees are to be charged hourly).</i>	\$5,000.00
Park Recommendations <i>(Fees are to be charged hourly).</i>	\$7,000.00
Community Needs Assessment <i>(Fees are to be charged hourly).</i>	\$5,000.00
Parks Recreation and Master Plan Report <i>(Fees are to be charged hourly).</i>	\$20,000.00
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Estimated Reimbursable Expenses (mileage, printing, reproduction, etc.)	\$2,000.00
Total Estimated Fee Plus Reimbursable Expenses	\$75,000.00

Please note that fees are based on an efficient project implementation and have assumed no major changes to the scope of services. Fees shown for hourly basis elements represent a maximum, not-to-exceed total amount. Invoices for hourly fee basis elements will reflect the actual time incurred but will not exceed the budget amount shown. Total fee will not exceed the amount indicated on this proposal without prior authorization from the Client. Monthly invoices will include a comparison of actual hours spent relative to budgeted hours. Should work outside the above scope of services be required, a separate proposal will be submitted to the Client for approval prior to our beginning the additional services.

TERMS OF PAYMENT

The scope of services for the above-referenced work has been clearly defined. Any modifications, revisions, or additional planning effort will be invoiced separately on a time and materials basis.

If this proposal meets with your approval, please execute and return a copy to us. Your signature below will be sufficient authorization to commence the stated work.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you have any questions regarding this matter, please call me at: 713.580.4148.

Sincerely,



Ernesto Alfaro
Principal, Planning



Matt Stoops, PLA
Vice President of Planning

MS/EA/mg

**APPROVED BY:
CITY OF PORT LAVACA**

By: _____

Name: _____

Title: _____

Date: _____