
CITY OF PORT LAVACA

COUNCIL MEETING: MARCH 14, 2021

AGENDA ITEM:

DATE: 3.07.2022

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, INTERIM CITY MANAGER 

SUBJECT: LJA ENGINEERING PROPOSAL NO. 22-9338 – DOWNTOWN WATERFRONT MASTER PLAN

LJA Engineering has prepared the attached Planning Proposal to prepare a Downtown Waterfront Master Plan. This is an hourly contract. Hours spent on the initial consultation will be billed at the hourly fees established in Attachment B of the Professional Services Agreement, but are estimated to be \$5,000. The remaining phases, Analysis and Needs Assessment, Concept Plan and Master Plan shall be billed as a flat fee. The total estimated fee plus reimbursable expenses is \$50,000.

Recommendation: Approve the Planning proposal No. 22-9338 of LJA Engineering for the Downtown Waterfront Master plan.



3600 W Sam Houston Pkwy S, Suite 600, Houston, Texas 77042
t 713.953.5200 LJA.com TBPE F-1386 TBPLS 10110501

February 28, 2022

PLANNING PROPOSAL

JoAnna P. "Jody" Weaver, P.E.
Interim City Manager
City of Port Lavaca
202 N. Virginia Street
Port Lavaca, Texas 77979
Email: jweaver@portlavaca.org

Re: Proposal for Planning Services
Port Lavaca Downtown Waterfront Master Plan
Port Lavaca, Texas
LJA Proposal No. 22-9338

Dear Ms. Weaver:

LJA Engineering, Inc. 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". This proposal is based on our current understanding of the tract and objectives of the Client. We propose the following services and corresponding fees in accordance with the attached Professional Services Agreement (PSA) between City of Port Lavaca and LJA Engineering, Inc. dated February 25, 2022.

Scope of Services

The work will consist of preparing a master plan for the Port Lavaca Downtown Waterfront, generally located to the northeast of Commerce Street

Analysis and Needs Assessment

1.1 Base Data Collection

Review the available base data for the property as provided by the client. Preparing a full analysis of the site to consist of:

- From various GIS sources, use parcel data, floodplain information, aerial photography, etc.;
- We will develop a slope study to better understand the physical constraints on the property;
- Review of historic maps, surveys, and other documents;
- A physical inventory of site conditions using GIS information and photographic documentation, to include existing buildings information for the purpose of the development of a base map.

1.2 Site Analysis

Assemble an opportunities and constraints exhibit to perform an analysis of the property to determine options for primary entrances, identify significant physical features, adjacent land use impacts, drainage patterns, and other characteristics of the property.

1.3 Needs Assessment Refinement

Refine and further develop the needs assessment that was defined in the preceding Master or Comprehensive Plan recommendations. We will conduct a meeting to review the various needs and program elements with the Client. With the approval of this phase, we will proceed with the conceptual design phase of the project.

We anticipate making two (2) trips to the site during the Analysis and Needs Assessment phase, one of these trips will be to gather public input on the project. Additional trips to the site requested by the Client will be billed on a time and materials basis.

Concept Plan

2.1 Concept Plan

We will then prepare the concept plan(s) to address the various issues identified in our analysis and needs assessment. This plan will be in a preliminary format and indicate suggested major roadway alignments, various land uses, significant elements, as well as any other physical encumbrances affecting the overall plan for the property.

We anticipate making one (1) trip to the site during the Concept Plan phase. Additional trips to the site requested by the Client will be billed on a time and materials basis.

2.2 Branding

We will prepare branding concepts for use in city signage materials with a focus on monumentation and wayfinding. The intent is to produce a brand or logo that complements the effort with the entry monument study.

Master Plan

Once the Conceptual Design for the proposed improvements are finalized, we will meet with the Client to prepare the Master Plan for the various elements identified.

3.1 Initial Master Plan

We will collaborate with the Client to produce a workable Master Plan that will show further refinement of conceptual design layouts and create more detailed drawings that help communicate the design intent and vision of the project. The Master Plan shall include a site plan layout of proposed improvements necessary to demonstrate the design intent.

We anticipate making three (3) trips to the site during the Master Plan phase, one of these trips will be to present the initial Master Plan and gather public input on the project. Additional trips to the site requested by the Client will be billed on a time and materials basis.

3.2 Finalize Master Plan

With feedback from the Client, we will finalize the Master plan and prepare a Master Plan document which will include the following exhibits:

- a. Existing conditions map;
- b. Opportunities and constraints map;
- c. Current improvements map;
- d. Proposed improvements map;
- e. Color Land Use plan;
- f. Illustrative streetscape plans and sections;
- g. Infrastructure plan, to include potential green infrastructure improvements;
- h. Transportation/mobility plan;
- i. Phased master plan;
- j. Suggested updates or revisions to city ordinances to aid in the development of the Master Plan;
- k. Overall project budget;
- l. Implementation timeline;

Exclusions/ Qualifications

This proposal excludes design development and construction documentation. The Master Plan, once approved, will become the basis for these documents.

1. This proposal excludes any surveying services that may be required in conjunction with the proposed landscape improvements.
2. This proposal excludes attending any meeting(s) or Client representation at various agencies to gain approval for the project. At your request we can attend and/or represent you as requested on a time and materials basis.

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 and Professional Services Agreement. If the Client changes the initially agreed scope of services once the work has commenced or requests effort beyond minor iterations once the design is approved by the 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

Consultation (As requested. Fees to be charged hourly per attached rate sheet.)	\$5,000.00
<u>Analysis and Needs Assessment</u> 1.1 Base Data Collection 1.2 Site Analysis 1.3 Needs Assessment Refinement (Flat Fee)	\$10,000.00
<u>Concept Plan</u> 2.1 Concept Plan 2.2 Branding (Flat Fee)	\$8,000.00
<u>Master Plan</u> 3.1 Initial Master Plan 3.2 Finalize Master Plan (Flat Fee)	\$25,000.00
Estimated Reimbursable Expenses (mileage, printing, reproduction, etc.)	\$2,000.00
Total Estimated Fee Plus Reimbursable Expenses	\$50,000.00

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, please call me at 713.953.5200.

Sincerely,



Ernesto Alfaro
Planning Project Manager

EA/lr
Attachment(s)

APPROVED BY:
CITY OF PORT LAVACA

By: _____

Name: Jack Whitlow

Title: Mayor

Date: _____