



COMMUNICATIONS

To: Mayor and Town Council

From: Robyn Battle, Executive Director

Through: Mario Canizares, Town Manager

Re: Downtown Monumentation Construction Documents

Town Council Meeting – October 8, 2024

Strategic Visioning Priority: 2. Development of Downtown as Destination

Agenda Item:

Consider and act upon authorizing the Town Manager to execute Amendment #1 to a Letter Agreement between the Town of Prosper and Olsson Studio related to preparation of Construction Documents for the Downtown Monumentation Project for an amount not to exceed \$92,700.

Description of Agenda Item:

On June 11, 2024, the Town Council approved a Letter Agreement with Olsson Studio for the development of conceptual designs for a series of monuments in Downtown Prosper following a recommendation by the Downtown Advisory Committee (DTAC). The conceptual development process was comprised of a kickoff meeting with staff, a three-day design charrette with the DTAC, Town Council and other Downtown stakeholders, the development of a Downtown Monumentation Master Plan, and an opinion of probable cost for construction.

At the August 19, 2024, DTAC meeting, the Committee was presented with the Downtown Monumentation Master Plan and the opinion of probable cost. The Committee approved the Downtown Monumentation Master Plan as presented and recommended entering into a contract with Olsson Studio for the preparation of construction documents. Rather than build all of the monuments at the same time, the DTAC recommended the following phasing plan:

1. The Icon (Silo) monument and the Secondary Gateway (3 corners at Broadway and Main Street) should be constructed first; and,
2. Tertiary monuments with lanterns to match the existing streetlights on Broadway should be constructed on the north side of Broadway near the intersections of Crockett and McKinley at the same time as the Silo and Secondary Gateway monuments; and,
3. Construction of the Primary Gateway monument at Broadway and Coleman should be incorporated into the Coleman Street widening project; and,
4. An additional Primary Gateway Monument should be constructed at First Street and Main Street in conjunction with the widening of First Street; and,
5. A monument within the future roundabout at First Street and Coleman should be constructed at a later date as a stand-alone project that is similar in style to the Downtown Monumentation.

At the September 16, 2024, DTAC meeting, the Committee reaffirmed the recommendation to proceed with the preparation of construction documents after receiving the updated cost proposal from Olsson Studio.

The Scope of Services in the attached Amendment outlines the services that will be provided by Olsson Studio through the Construction Documents stage (Phase 400) at a cost of \$89,700, plus additional reimbursable expenses up to \$3,000, for an amount not to exceed \$92,700. The deliverables for Phase 400 are comprised of a design/topographic survey and construction documents, details and specifications including demolition, hardscape, structural, lighting, landscape and irrigation for the Primary, Secondary, Icon and Tertiary monuments in the Downtown Monumentation Master Plan. The Amendment provides for the development of Construction Documents for the entire family of monuments, although not all of the monuments will be constructed at the same time. The estimated date of completion for the Construction Documents is February 15, 2025.

If the Town Council decides to move forward with construction of the project, funding will need to be identified, and the Town will solicit bids from qualified vendors. The Town may enter into a separate Agreement with Olsson Studio to provide Construction Administration Services at that time.

Budget Impact:

The project fee for the Construction Documents portion of the project will not exceed \$92,700. Funds are available in the Capital Fund account 750-5410-10-00-PK for Downtown Improvements.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. Amendment #1 to Letter Agreement
2. Olsson Studio Letter Agreement
3. Downtown Monumentation Master Plan

Town Staff Recommendation:

Town Staff recommends the Town Council authorize the Town Manager to execute Amendment #1 to a Letter Agreement between the Town of Prosper and Olsson Studio related to preparation of Construction Documents for the Downtown Monumentation Project for an amount not to exceed \$92,700.

Proposed Motion:

I move to authorize the Town Manager to execute Amendment #1 to a Letter Agreement between the Town of Prosper and Olsson Studio related to preparation of Construction Documents for the Downtown Monumentation Project for an amount not to exceed \$92,700.