CITY OF FREDERICKSBURG
CITY COUNCIL MEETING

MONDAY, NOVEMBER 7, 2016 ~ 6:00 p.m.

Law Enforcement Center ~ 1601 East Main Street

Linda Langerhans, Mayor
Graham Pearson, Council Member
Charlie Kiehne, Council Member

Gary Neffendorf, Council Member
Bobby Watson, Council Member
Kent Myers, City Manager

(REQUEST ALL PAGERS AND PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL)

AGENDA

CALL TO ORDER.

Page Ref

PLEDGE OF ALLEGIANCE.

1. **MINUTES** - Consider Approving Minutes of September 2016 Meetings 1-7

2. **EMPLOYEE RECOGNITIONS**

3. **CONSENT AGENDA** - *All items listed below are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a council member or citizen so requests, in which case the item will be removed from the consent agenda and considered as part of the normal order of business.*

   A. Consider Buy Board Purchases for Sanitation Department and Street Department 8-17

4. **ORDINANCES - RESOLUTIONS - ACTION ITEMS**
   A. Consider Request from Force Fast Pitch for Reduced Ball Field Rentals 18-23
   B. Consider Request for Assistance for New Trolley Services 24-42
   C. Consider Issuing Revised Requests for Proposals for Hotel/Conference Center 43-58
   A. Consider Professional Services Contract for MLSS Pump Station Rehabilitation Project 59-67

5. **INDIVIDUAL ITEMS FOR CONSIDERATION AND POSSIBLE ACTION**
   A. Consider Request From Crawfish Festival for Street Closure 68-69

6. **CITY MANAGERS REPORT**
   A. City Council Retreat - Follow Up Actions
   B. Sales Tax Audit Services
   C. Ft Martin Scott
   D. Golf Course Update
   E. Personnel Changes

7. **ITEMS FOR FUTURE AGENDAS**

8. **PUBLIC COMMENTS** This time is for citizens to address the City Council on issues and items of concern not on this agenda. There will be no City Council action at this time.

9. **COUNCIL COMMENTS** - No discussion or action may take place

10. **EXECUTIVE SESSION** - Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).

    A. Executive Session - Deliberations about Real Property - Oakcrest Park Property
    B. Executive Session - Deliberations about Real Property - Universoty Center Property

11. **ADJOURN**

STATE OF TEXAS	**REGULAR CITY COUNCIL MEETING**
COUNTY OF GILLESPIE	**SEPTEMBER 6, 2016**
CITY OF FREDERICKSBURG	**6:00 PM**

On this the 6th day of September, 2016, the City Council of the CITY OF FREDERICKSBURG convened in regular session at the Law Enforcement Center, with the following members present to constitute a quorum:

LINDA LANGERHANS - MAYOR
GARY NEFFENDORF - COUNCIL MEMBER
GRAHAM PEARSON – COUNCIL MEMBER
CHARLIE KIEHNE - COUNCIL MEMBER
BOBBY WATSON - COUNCIL MEMBER

ABSENT: NONE

ALSO PRESENT:
KENT MYERS - CITY MANAGER
SHELLEY BRITTON - CITY SECRETARY
PAT McGOWAN - CITY ATTORNEY
CLINTON BAILEY - D.P.W.U.
LAURA HOLLENBEAK - DIR OF FINANCE
BRIAN JORDAN - DIR OF DEVELOPMENT SERVICES
RUSSELL IMMEL - IT

The meeting was called to order at 6:00 PM following the Pledge of Allegiance.

EMPLOYEE RECOGNITIONS - The City Manager recognized Laurie Seewald, John Strackbein, Sherman Johnson, Devin Box, and Gary Halloway.

MINUTES OF JULY 2016 MEETINGS – It was moved by Council Member Watson, seconded by Council Member Neffendorf, to approve the minutes of the July 2016 meetings as presented. All voted in favor and the motion carried.

PUBLIC HEARING ON THE PROPOSED SOUND ORDINANCE – It was moved by Council Member Pearson, seconded by Council Member Kiehne, to recess the regular session and open the public hearing on the proposed sound ordinance. All voted in favor and the motion carried.

Comments were heard from Jim Thomas, Johnny Graham, Tim Taylor, Pam Taylor, Patrick Keeting, Ron Woellhof, Josh Dodds, Abigail Jones, and Kelly Lukar pro and con the proposed sound ordinance.

With no further comments, it was moved by Council Member Neffendorf, seconded by Council Member Watson, to adjourn the public and reconvene the regular session. All voted in favor and the motion carried.

COUNCIL COMMENTS ON THE SOUND ORDINANCE – Following comments from Council, it was agreed to postpone further action on the Sound Ordinance until a sound expert could be consulted.

ORDINANCE APPROVING FY 2016-2017 BUDGET – It was moved by Council Member Neffendorf, seconded by Council Member Watson, to adopt the Ordinance Approving FY 2016-2017 Budget as presented, along with $20,000 reallocated from building budget and used for a sound consultant. The vote was as follows: AYE: Langerhans, Neffendorf, Pearson, Kiehne, and Watson. Nay: None. Motion carried.

ORDINANCE NO. 26-010

AN ORDINANCE OF THE CITY OF FREDERICKSBURG, TEXAS, ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017 AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT AND ACCOUNT. (Recorded in Ordinance Book)

ORDINANCE ADOPTING 2016 PROPERTY TAX RATE – Council Member Pearson moved, seconded by Council Member Kiehne, to adopt the Ordinance Adopting the current Property Tax Rate of $0.2313. The vote was as follows: AYE: Pearson and Kiehne; NAY: Langerhans, Neffendorf, and Watson. Motion failed.

It was then moved by Council Member Watson moved, seconded by Council Member Neffendorf, to adopt the Ordinance Adopting the Property Tax Rate of $0.2400. The vote was as follows: AYE: Langerhans, Neffendorf, Kiehne, and Watson; NAY: Pearson. Motion carried.

ORDINANCE NO. 26-011

AN ORDINANCE LEVYING A TAX RATE

FOR THE CITY OF FREDERICKSBURG FOR THE TAX YEAR 2016

Be it ordered and ordained by the City Council of the City of Fredericksburg that we, the City Council of Fredericksburg, do hereby levy and adopt the tax rate on $100 valuation for this City for the tax year 2016 as follows:

$0.	for the purpose of maintenance and operations
$0.	for the payment of principal and interest on the debt of the City
$0.2400	total tax rate

THIS RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.9 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $202.50.

(Recorded in Ordinance Book)

FCVB BUDGET – Ernie Loeffler, President of the Fredericksburg Convention and Visitors Bureau, presented the FCVB Budget. It was moved by Council Member Pearson, seconded by Council Member Watson, to approve the FCVB Budget as presented. All voted in favor and the motion carried.

FCVB BOARD OF DIRECTORS MEMBERS - It was moved by Council Member Watson seconded by Council Member Kiehne, to approve the following FCVB Board of Directors: 3 year terms: Jamey Vogel, Terry Beaulieu, Elizabeth Rodriguez, and Doug Cochran; 1 year unexpired term: Miguel Lecuona. All voted in favor and the motion carried.

CITY MANAGER'S REPORT - City Manager's Report included (1) City Council October Retreat, (2) Orchard Lakes Development, and (3) Hotel Conference Center.

PUBLIC COMMENTS – Mo Saiide commented on the screening committee for RFP's for Hotel/Conference Center and Golf Course Status figures, Tom Musselman commented on County/City shared expenses, and on the budget process.

COUNCIL COMMENTS – No comments.

PASSED AND APPROVED this the 7th day of November, 2016.

SHELLEY BRITTON, CITY SECRETARY	LINDA LANGERHANS, MAYOR

* * * * * * * * * * * * * *

STATE OF TEXAS	**SPECIAL CITY COUNCIL MEETING**
COUNTY OF GILLESPIE	**SEPTEMBER 6, 2016**
CITY OF FREDERICKSBURG	**4:00 PM**

On this the 6th day of September, 2016, the City Council of the CITY OF FREDERICKSBURG convened in special session at the Hill Country University Center, with the following members present to constitute a quorum:

	LINDA LANGERHANS - MAYOR
	GARY NEFFENDORF – COUNCIL MEMBER
	BOBBY WATSON – COUNCIL MEMBER
	CHARLIE KIEHNE – COUNCIL MEMBER
ABSENT:	GRAHAM PEARSON – COUNCIL MEMBER
ALSO PRESENT:	KENT MYERS – CITY MANAGER

CLINTON BAILEY – D.P.W.U
BRIAN JORDAN – DIR OF DEVELOPMENT SERVICES

DRAINAGE MASTER PLAN – Representatives from Freese and Nichols Inc. presented the City of Fredericksburg Drainage Master Plan; no action was taken.
PROPOSED USE OF OLD SECURITY STATE BANK BUILDING – It was moved by Council Member Watson, seconded by Council Member Neffendorf, to allocate $50,000 in the FY 2017 budget for the renovation of the Old Security State Bank Building for interim use for City Office Space (Health Division and Emergency Management), with the drive thru lanes being used for city vehicles, for 3-5 years. The future use of the property would be determined by the Marktplatz Redevelopment Commission as funds become available. All voted in favor and the motion carried.

PASSED AND APPROVED this the 7th day of November, 2016.

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SHELLEY BRITTON, CITY SECRETARY LINDA LANGERHANS, MAYOR

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STATE OF TEXAS **REGULAR CITY COUNCIL MEETING**
COUNTY OF GILLESPIE **SEPTEMBER 19, 2016**
CITY OF FREDERICKSBURG **6:00 PM**

On this the 19th day of September, 2016, the City Council of the CITY OF FREDERICKSBURG convened in regular session at the Law Enforcement Center, with the following members present to constitute a quorum:

LINDA LANGERHANS - MAYOR
BOBBY WATSON - COUNCIL MEMBER
GARY NEFFENDORF - COUNCIL MEMBER
CHARLIE KIEHNE - COUNCIL MEMBER
GRAHAM PEARSON - COUNCIL MEMBER

ABSENT: NONE

ALSO PRESENT: KENT MYERS - CITY MANAGER
SHELLEY BRITTON - CITY SECRETARY
PAT McGOWAN - CITY ATTORNEY
CLINTON BAILEY - D.P.W.U.
BRIAN JORDAN – DIR OF DEVELOPMENT SERVICES
LAURA HOLLENBEAK – DIR OF FINANCE
RUSSELL IMMEL – IT MANAGER

BRIAN HALEY – POLICE LT

The meeting was called to order at 6:00 PM., followed by the Pledge of Allegiance.

ORDINANCE AMENDING GOLF COURSE FEES – Clinton Bailey presented the amendments to the Golf Course Fees Ordinance, adding Burnet and Bandera Counties to be included along with Blanco, Gillespie, Llano, Kendall, Kerr, Kimble and Mason Counties under the definition of "resident rates". Council Member Pearson moved to amend as presented, Council Member Neffendorf seconded. All voted in favor and the motion carried.

ORDINANCE NO. 26-012

AN ORDINANCE AMENDING APPENDIX A FEE SCHEDULE ARTICLE 24 RECREATIONAL FEES, SPECIFICALLY SECTION 24.100 GOLF FEES, AMENDING RATES, ESTABLISHING AN EFFECTIVE DATE, REPEALING INCONSISTENT PROVISIONS, AND PROVIDING FOR PARTIAL INVALIDITY. (Recorded in Ordinance Book)

ORDINANCE AMENDING RECREATIONAL FEES – Andrea Warren presented amendments to the Recreational Fees, including the RV Park, pavilion rentals, swimming pool, sports field use, Market Square, and Ft Martin Scott. It was moved by Council Member Pearson, seconded by Council member Neffendorf, to approve the Ordinance Amending Recreational Fees, and to forego the second reading. All voted in favor and the motion carried.

ORDINANCE NO. 26-013

AN ORDINANCE AMENDING APPENDIX A FEE SCHEDULE ARTICLE 24 RECREATIONAL FEES, SPECIFICALLY AMENDING SECTION 24.200 FEES FOR LADY BIRD JOHNSON PARK POOL AND TOWN POOL, ADDING SECTION 24.300 FEES FOR USE OF SPORTS FIELDS, AMENDING SECTION 24.400 FEES FOR USE OF LADY BIRD JOHNSON PARK AND CAMPGROUNDS, ADDING SECTION 24.500 FEES FOR USE OF MARKTPLATZ, ADDING SECTION 24.600 FEES FOR USE OF FT MARTIN SCOTT, ESTABLISHING AN EFFECTIVE DATE, REPEALING INCONSISTENT PROVISIONS, AND PROVIDING FOR PARTIAL INVALIDITY. (Recorded in Ordinance Book)

RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES ON TEXPOOL ACCOUNTS – It was moved by Council Member Watson, seconded by Council Member Kiehne, to adopt the Resolution Amending Authorized Representatives on TexPool Accounts as presented. All voted in favor and the motion carried.

RESOLUTION
City of Fredericksburg

City of Fredericksburg is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, an yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Finds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. /s/ Laura Hollenbeak, Director of Finance
2. /s/ Dana Smith, Senior City Accountant
3. /s/ Shelley Britton, City Secretary

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participant Agreement.

Laura Hollenbeck, Director of Finance

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desired to designate a representative with inquiry rights only, complete the following information.

Dana Smith, Senior City Accountant

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until TexPool Participant Serviced receives a copy of any such amendment or revocation. The Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 19th day September, 2016.

/s/ Linda Langerhans, Mayor

ATTEST:
/s/ Shelley Britton, City Secretary

PROFESSIONAL SERVICES CONTRACT – LANDFILL GROUNDWATER & LANDFILL GAS MONITORING SERVICES – It was moved by Council Member Pearson, seconded by Council Member Kiehne, to approve the Professional Services Contract – Landfill Groundwater & Landfill Gas Monitoring Services for $100,431.00 as presented. The vote was as follows: AYE: Langerhans, Kiehne, Pearson, Neffendorf, and Watson. NAY: None. Motion carried. (Recorded in Contract Book)

DOG PARK UPDATE – Jody Donavon presented the update on the dog park, Phase 1. No action was taken.

WATER/WASTEWATER MASTER PLAN – Freese and Nichols Inc presented the City of Fredericksburg Water, Wastewater, and Reuse Master Plan. No action was taken.

CITY MANAGER'S REPORT – City Manager Kent Myers reported on (1) Christmas Tree Lighting Ceremony, (2) City Council October 25 Retreat, (3) Marktplatz Improvements, and (4) Reorganization Update.

PUBLIC COMMENTS – None.

COUNCIL COMMENTS – Charlie Kiehne emphasized the need for long range planning for future water needs; Bobby Watson reported on the Airport Board; Graham Pearson commented on the excellent condition of the golf course.

With no further discussion, Council Member Watson made a motion to adjourn the meeting at 8:02 PM. Council Member Neffendorf seconded the motion. Motion carried.

PASSED AND APPROVED this the 7th day of November, 2016.

SHELLEY BRITTON, CITY SECRETARY LINDA LANGERHANS, MAYOR

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CITY COUNCIL MEMO

DATE: November 7, 2016

TO: Mayor and City Council

FROM: Garret Bonn, P.E., CFM – Asst. City Engineer

SUBJECT: Report on Sanitation Department Equipment Purchases For FY 2017

Summary:

Funding in the amount of $312,612.00, $420,000.00, and $56,403.00 was included in the approved FY 2017 City Budget for the purchase of a Garbage Truck, Compactor, and Chipper, respectively. The equipment will be purchased as part of the lease purchase program which was approved at the October 3, 2016 Council Meeting.

Recommendation:

No action by City Council is required at this time.

Background / Analysis:

As part of the approved FY 2017 Budget, funding for the replacement of aging Sanitation Department equipment was provided and will be purchased as part of the lease purchase program. The equipment purchases include a new side load garbage truck, a new landfill compactor, and a new chipper. The attached quotes were obtained from equipment suppliers utilizing Buyboard contracts so it meets State of Texas government procurement requirements. The purchase price for each piece of equipment will be:

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

- Side Load Garbage Truck – $266,647.00
- Landfill Compactor - $420,000.00
- Chipper - $ 56,402.62

Delivery of landfill compactor and chipper is expected in late 2016 and an early 2017 delivery timeframe for the garbage truck. Once the new equipment is put into service, the equipment that is taken out of service will be posted for sale by auction on the GovDeals website.

Garbage Truck

Landfill Compactor

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

Chipper

Attachments:

2017 Freightliner M2106 Dual Sit Down Drive Steer Heil DP Rapid Rail 33YD Garbage Truck Quote
Catepillar Inc. Model 816K Landfill Compactor Quote
2016 Vermeer BC 1500 Brush Chipper Quote

Department Approval **City Manager Approval**

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

FREIGHTLINER OF AUSTIN

FREIGHTLINER

1701 Smith Rd. (Hwy. 183 So.)
Austin, Texas 78721

Bus: 512-389-0000
FAX: 512-389-2663
Wats: 1-800-395-2005

INV.

PURCHASING NAME			TELEPHONE
CITY OF FREDERICKSBURG			
ADDRESS	CITY	STATE	ZIP CODE
302 E UFER ST.	FREDERICKSBURG	TX	78624

I/We Hereby Purchase from You, Under the Terms and Conditions Specified, the Following:

YEAR	MAKE	MODEL/BODY	VIN	LICENSE PLATE
2017	FREIGHTLINER	M2106	ORDER	

A documentary fee is not an official fee, a documentary fee is not required by law but may be charged to buyers for handling documents and performing services relating to the the closing of a sale. Buyers may avoid payment of the fee to the seller by handling the documents and performing the services relating to the closing of the sale. A documentary fee may not exceed $50.00. This notice is required by law.

El cobro documental no es un cobro oficial. El cobro documental no es un requisito bajo la ley, pero se le puede cobrar. Al comprador por el rendimiento de los servicios relacionados con la completacion de la venta y por completar los documentos. El comprador puede evitar el pago al vendedor de este costo si el comprador mismo se encarga de mandejar los documentos y de los servicios necesarios para la completacion de la venta. El cobro documental no puede sobrepasar los $50.00 (U.S.) Este aviso es requerido bajo la ley.

Disclaimer of Warranties

Any warranties on the products sold hereby are those made by the factory. The Seller, *Freightliner of Austin*, hereby expressly disclaims all warranties, either expressed or implied including any implied warranty of merchantability or fitness for a particular purpose, and *Freightliner of Austin, neither* assumes nor authorizes any other person to assume for it any liability in connection with the sale of this vehicle.

MILEAGE:	
BUY BOARD CONTRACT #430-13	
DUAL SIT DOWN DRIVE STEER	
CHASSIS SELLING PRICE	$ 104,033.00
HEIL DP RAPID RAIL 33 YD.	$ 162,214.00
BUY BOARD FEE	$ 400.00

CUSTOMER SIGNATURE

SALESMAN SIGNATURE KEVIN KRIEG

CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLE ONLY. "The information you see on the window form for this vehicle is part of this contract. Information on the window form overrieds any contrary provisions in the contract of sal

MILEAGE:			TRADE-IN	
YEAR	MAKE	MODEL/BODY	VIN	LICENSE PLATE

MILEAGE:			TRADE-IN	
YEAR	MAKE	MODEL/BODY	VIN	LICENSE PLATE

			TOTAL	$ 266,647.00
PAYOFF TO:			Trade Allowance	n/a
ADDRESS:			Trading Difference	n/a
TELEPHONE:	/ FAX:		Sales Tax	n/a
GOOD UNTIL:			Vehicle Inventory Tax	n/a
QUOTED BY:			License Fee	n/a
SHOW LIEN TO:		Body Type:	Documentary Fee	n/a
ADDRESS:		License Wt.:	Federal Excise Tax	n/a
		State Insp.:	TOTAL SALE PRICE	$ 266,647.00
DATED:	LIEN AMOUNT $	License:	Payoff on Trade	
DRAFT FOR $		Title:	Ext. Service Agreement	
DRAFT THRU:		Transfer:	Less Deposit	
ADDRESS:			Total Balance Due	$ 266,647.00

Full disclosure required by federal regulation "Z", The Consumer Protection Act and The Texas Consumer Credit Code, will be made prior to consummation of a credit sale. This written order comprises the entire agreement pertaining to this purchase and no other agreement of any kind, verbal understanding or promise whatsoever, will be recognized. It is expressly agreed that the purchaser acquires no right, title or interest in or to the property which he agrees to purchase hereunder until such property is delivered to him/her and either the full price is paid in cash or satisfactory deferred payment agreement is executed by the parties hereto, the terms of which shall thereafter be controlling, and a clear title is furnished to dealer for the used cars or trucks involved, if any. THIS IS NOT A CONDITIONAL SALES CONTRACT, BUT IS A BUYER'S ORDER. All new vehicles carry the standard factory warranty. It is understood there is no guarantee on the above described new or used vehicle other than appears on this Buyer's Order. Mileage, if used vehicle model is not guaranteed and a verbal agreement by the Salesman will not be considered binding on the Seller. It is agreed that neither Freightliner of Austin nor the manufacturer will be

July 7, 2016

CITY OF FREDERICKSBURG

126 W MAIN ST
FREDERICKSBURG, TEXAS 78624-3708

Attention: KERRY SCHMIDT

RE: Quote 174556-01

Dear Kerry Schmidt,

Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) New CATERPILLAR INC Model: 816K Compactors with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER: **SERIAL NUMBER:** **YEAR:** **SMU:**

MACHINE SPECIFICATIONS

816K LF COMP HRC DCA1	446-6777
AVAILABLE FROM AURORA PRODUCT DISTRIBUTION CENTER	
Available for Am-North, ANZ, Japan, & South Korea.	
INCLUDES:	
430-8350 816K LANDFILL COMPACTOR HRC	430-8350
446-6769 AXLES, NO-SPIN FRONT & REAR	446-6769
383-2192 HORN, TRUMPET	383-2192
489-2326 LIGHTS, STANDARD	489-2326
454-3104 CAB GLASS, STANDARD	454-3104
376-7034 MIRRORS, HEATED	376-7034
458-9497 CAB PRECLEANER, NON-POWERED	458-9497
376-7131 SEAT, HEATED & VENTILATED	376-7131
489-2312 PRODUCT LINK, CELLULAR PLE641	489-2312
433-0491 PRECLEANER, STANDARD	433-0491
467-5160 STRIKER BARS W/CLEANER FINGERS	467-5160
446-6762 BULLDOZER, NO BLADE	446-6762

265-7724 HEATER, ENGINE BLOCK, 120V	265-7724
452-1394 RADIO, AM/FM/AUX/USB/BT	452-1394
WHEELS, COMBINATION TIPS	457-7819
BLADE, STRAIGHT	3G-9280
PACK, DOMESTIC TRUCK	0P-0437

Sell Price	$420,000.00
Ext Warranty	Included
Total	**$420,000.00**

F.O.B/TERMS: Austin - Machine Division

Accepted by______________________________ **on** __________________

____
Signature

Thank you for your interest in Holt CAT and Caterpillar products for your business needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Wesley Woytasczyk
Machine Sales Representative
Holt CAT

Vermeer of Texas
Quote for the City of Fredricksburg Tx.

New 2016 Vermeer BC1500 Brush Chipper with 130 hp Cummins Tier4 Diesel Engine with 15" Infeed	**Sale price $ 64,317.00**
Buy Board Discount -14%	**-$ 9,004.38**
Factory Freight and Prep	**$ 1,090.00**
Total	$56,402.62

Buy Board Contract # 424-13

F

Vermeer Texas-Louisiana

Scott Shuffield
Sales Representative
1945 Louis Henna Blvd. | Round Rock, Texas 78664
O: (512) 244-0505
C: (512) 461-2290
A 100% Employee-Owned Company

CITY COUNCIL MEMO

DATE: November 7, 2016

TO: Mayor and City Council

FROM: Garret Bonn, P.E., CFM – Asst. City Engineer

SUBJECT: Report on Purchase of Regenerative Air Street Sweeper for the Street Department

Summary:

Funding in the amount of $215,965.00 was included in the approved FY 2017 City Budget for the purchase of a new street sweeper. The equipment will be purchased as part of the lease purchase program which was approved at the October 3, 2016 Council Meeting.

Recommendation:

No action by City Council is required at this time.

Background / Analysis:

As part of the approved FY 2017 Budget, funding was included for the purchase of a new TYMCO Model 600 Regenerative Air Street Sweeper and will be purchased as part of the lease purchase program. The attached quote was obtained from TYMCO, Inc. utilizing HGAC contracts so it meets State of Texas government procurement requirements.

Delivery of sweeper is expected in early 2017. Once the new sweeper is put into service, the equipment that is taken out of service will be posted for sale by auction on the GovDeals website.

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

Attachments:

TYMCO Model 600 Regenerative Air Sweeper Quote from TYMCO, Inc.

Department Approval

City Manager Approval

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

HGACBuy	CONTRACT PRICING WORKSHEET For MOTOR VEHICLES Only	Contract No.:	SW04-16	Date Prepared:	7/11/2016

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Fredericksburg, TX	Contractor:	TYMCO, Inc. (ISSUE P.O. TO TYMCO, Inc.- email below)
Contact Person:	Glenn Koennecke	Prepared By:	Kaye Morgan
Phone:	830.997.7521	Phone:	254-799-5546
Fax:	830.997.1861	Fax:	254-799-2722
Email:	gkoennecke@fbts.org	Email:	kaye.morgan@tymco.com
Product Code:	B106	Description:	TYMCO Model 600 Regenerative Air Sweeper

A. Product Item Base Unit Price Per Contractor's H-GAC Contract: $ 116,300.00

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.

Description	Cost	Description	Cost
Gutter Broom Tilt Adjuster - Left/Right 600022	$ 1,300.00	A.O.D. Washdown System 600004	$ 1,800.00
Abrasion Protection Package 600036	$ 1,275.00	High Output Water 600045	$ 850.00
Hopper Deluge 600043	$ 750.00	Broom Assist Pick-Up Head 600064	$ 4,350.00
Auxiliary Hydraulic System 600053	$ 1,130.00	Reverse Pick-Up Head System 600082	$ 410.00
AWTI Camera/Monitor System - 2 cameras 600008B	$ 2,600.00	Traffic Directing Light - LED 600823	$ 1,200.00
		2016 International 4300-DT Chassis 600710	$ 77,750.00
High Capacity Dust Separator is stanard on HGAC contract			
		Subtotal From Additional Sheet(s):	
		Subtotal B:	$ 93,415.00

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.

Description	Cost	Description	Cost
Additional Hopper Nozzle w/Separate Switch-Hpr	$ 400.00	Dump Switch in Cab	$ 200.00
Chip Seal/Milling Screen(exchange)	$ 600.00	Hopper Suction Throat Liner w/Inlet Wear Flange	$ 1,500.00
LED Lights - Stop,Turn/Tail/Clearance/Markers	$ 500.00	Skid Bumper Extension (Set)	$ 250.00
2017 International 4300-DT Chassis UPGRADE	$ 1,000.00		
		Subtotal From Additional Sheet(s):	
		Subtotal C:	$ 4,450.00

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	2%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C) $ 214,165.00

Quantity Ordered:	1	X Subtotal of A + B + C:	$ 214,165.00	=	Subtotal D:	$ 214,165.00

F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation

Description	Cost	Description	Cost
Freight/PDI/Inservice	$ 1,800.00		
		Subtotal F:	$ 1,800.00

Delivery Date:	60-90 Days	G. Total Purchase Price (D+E+F):	$ 215,965.00

CITY COUNCIL MEMO

DATE: November 7, 2016

TO: Mayor and City Council

FROM: Andrea Warren, Parks & Recreation Director

SUBJECT: FBG Force Fast Pitch Discount Request

Summary:

The Parks & Recreation Department rents the athletic fields to teams and groups when not in use by one of the sports associations. One of the select teams, FBG Force Fast Pitch, which rent the fields, has requested a 50% discount since they are a nonprofit organization. The City gives 50% discounts for rentals of Marktplatz, Pioneer Pavilion and the Tatsch House by nonprofits now. In a typical 8 practice month the discount would be $100 for FBG Fast Pitch.

Recommendation:

No staff recommendation.

Background / Analysis:

This summer the Parks and Recreation Department completed a fee comparison of surrounding municipalities' recreational fees. Our rate for an athletic field rental was lower than the surrounding communities and was raised from $15 per day to $25 per day.

The City of Fredericksburg

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Field Use	Per Day	Per Hour	Notes
Kerrville	$150.00	$ 15.00	$20/hr. w lights
Seguin	$ 75.00	$ 20.00	$250 tournament deposit
Marble Falls	$25.00		$100 tournament fee, Additional $7.50 per hr. with lights
Boerne		$ 15.00	$20/hr. for adult teams & $25/hr. for nonresidents
Fredericksburg (old)	$ 15.00		
Fredericksburg (new)	$ 25.00		

Attachments:

FBG Fast Pitch Letter, FBG Nonprofit status

Andrea Warren

Department Approval

City Manager Approval

The City of Fredericksburg

126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

FBG FORCE FASTPITCH

October 22, 2016

City of Fredericksburg
Attn: Mayor Linda Langerhans
Charlie Kiehne
Gary Neffendorf
Graham Pearson
Bobby Watson
126 W. Main Street
Fredericksburg, TX 78624

Re: Athletic Field Rental Rates for Non-Profits

Dear Mayor and Councilmen,

We understand that rental rates for athletic facilities are increasing this month. The Council has previously approved 50% discounts for non-profits on some rental facilities. We would like to request this variance for our youth softball team.

The FBG FORCE Softball organization was established in 2014 as a 10U fastpitch team for local girls who would otherwise be unable to continue their growth in the sport throughout the year due to our distance from metro areas. We received non-profit status this summer (documentation attached). The group is about much more than just softball though and strives to build character, confidence and a strong work ethic on and off the field. As the girls have matured and moved into the 12U age group the challenges to foster positive development are even more critical. We will be implementing Success for Teens into our program this winter thanks to the donation of books from The Success Foundation that help non-profits. The goal is to help teens 'understand how small, positive actions compound over time' and 'set priorities using their strengths to make tangible changes in their lives.' This is a pivotal age and we are honored to be a part of the transitions these girls are making. We want to be able to continue to provide this for all of the members and keep family costs low.

Each team member contributes only $40/month (just came up from $30 in August to help better cover expenses) to the organization to cover practice facility rentals, tournament fees, umpire fees (pay at the plate at tourneys), insurance & league registration. With the facility rental rates we have been paying for practices of $10/without lights and $15/with lights, during the winter, our typical monthly expenses run between $500-$550 (if the team attends only one tournament). The contribution of the twelve members is $480 so the difference is made up by the head coach/manager to keep the other members burdens low. The monthly contributions do not cover equipment, uniforms or travel.

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FBG
FORCE
FASTPITCH

As you can see the new $25/practice rate would up our monthly expenses by $120 in a typical eight practice month. The 50% discount off of the new athletic facility rental rate would help tremendously and allow us to keep our member contributions low so that all members could continue to participate.

Thank you in advance for taking the time to consider our request. If there is any additional information you need to review during your review process please let us know.

Sincerely,

Nathan Dressen
Manager/Head Coach
830-889-2391

Marty Dressen
Team Administrator (team mom)
830-459-2409

fbgforcesoftball@yahoo.com

Please come visit our bake sale in front of Chase Bank on Nov. 5!

L-R: Ashley Dressen, Karlee Reyes, Lexi Klenzing, Kirsten Hartmann, Anabelle Sanchez, Kamryn Loeffler, Anna Kate Goodson, Lauren Danz, Avery Holland, Ella Hartmann & Emary St. Pierre. Not Pictured: Taylor Grona

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 22 2016

FBG FORCE FASTPITCH
2617 KNOPP SCHOOL RD
FREDERICKSBURG, TX 78624-0000

Employer Identification Number:
46-4345057
DLN:
26053601007226
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
July 16, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

CITY COUNCIL MEMO

DATE: November 1, 2016

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Request for City Support-New Trolley Services

Summary:

The owners of the new trolley services have requested that the City provide financial support for the start-up of their shuttle services to hotels within the City.

Recommendation:

It is recommended that the City Council consider the attached request and decide if the City should provide this support. If so, then we will prepare a contract and present back to the Board for your consideration.

Background / Analysis:

The owners of the new trolleys, Joe and Becky Howard, plan to start providing several new trolley services in the next 30-60 days. These services will be provided by 2 new 28-seat trolleys. These services include scheduled historic and holiday tours. They also plan to provide shuttle services linking local hotels to the downtown area. A number of local hotels have pledged support for these services and will provide passes to their guests.

Mr. and Mrs. Howard have requested three types of support from the City in order to start their shuttle services. This includes the following:

The City of Fredericksburg

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1. Placement of signs around the City designating trolley stops.
2. Access to City fuel which they have agreed to provide full cost reimbursement to the City. This fuel is some $.30 to $.40 cheaper than the price available from other sources.
3. HOT funding in the amount of $7092 a month ($85,104 annual) which the owners claim will cover about 40% of their start-up costs.

Attachments:

Request for City Assistance
Power Point Presentation on New Trolley Services

Department Approval

City Manager Approval

The City of Fredericksburg

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Shelley Britton

From: REBECCA ALEMAN <alemaba2@aol.com>
Sent: Wednesday, October 19, 2016 5:34 PM
To: Kent Myers
Subject: Trolleys

Good afternoon,

I am sending this email to respond to the request from this morning that I email you with amount of funding and other aspects requested from the City of Fredericksburg to support the Trolley shuttles.

First, we have requested to purchase fuel from the City of Fredericksburg at the amount they pay. Currently, it is showing approx. 1.53 per gallon for regular fuel. We can pay this on a per fill up basis or a monthly basis, as per City agreement. Fuel will only be purchased to fuel the shuttle services and not for the other aspects of our Fredericksburg tour business. Simple accounting measures can be provided to the City to monitor this on a regular basis - drivers log daily their mileage and routes - and we can base fuel usage on MPG.

Second, we request to place Trolley stop markers in various locations around the Historic district with City approved, defined stops that may require new provisions for stopping (particularly close to Main Street) - with designated Trolley Stops to load and unload passengers. (We will be requesting signage for these from the CVB to match the current signage for other Visitor information signage.)

Last, as per our discussion, we would like to request a monthly fixed rate of participation from the City of Fbg. for the operation of two trolleys. One year support requested: $85104 which is $7092 per month.

To arrive at this number, I included the following:

- Monthly cost of new Trolley financing
- Monthly insurance cost/ prorated for hours of operation for shuttle services
- Hourly cost of drivers used to drive shuttle routes
- Fuel costs based on estimated mileage for shuttle services
- Maintenance based on mileage driven for shuttle services
- Cleaning fees for trolleys used in shuttle services
- Literature defining routes and pick ups for those using shuttle services
- Minimum monthly charge for GPS application for route finding for those using shuttle services

From those numbers, I am requesting a first year participation by the City of Fredericksburg of 40% of those associated costs. We plan to make up the 60% difference in operating costs with the fares we will be charging and other services our business plan model provides. And of course, as time and popularity of using the service grow, it is our plan that the Trolley shuttles be self-supporting. However, with the approval and financial support from the City of Fredericksburg, we hope to have support to begin and dependably offer a much needed relief for the current parking situation, and serve as an asset to Visitors by providing safe and economical transport to our shopping district from our local hotels. In the future, we hope to be a significant part of a shuttle service bringing Visitors into the City of Fredericksburg from wherever designated parking relief operations take place, whether from parking lots to pick up points at areas of interest. And we hope to expand our hours of operation as needed, our route as needed, and the number of shuttles operating to our downtown area from the hotels based on Visitor participation.

Current proposed Shuttle Services will take place on Thursday - Sunday. Hours of operation are proposed as: Thursday 3-8p.m., Friday and Saturday 9-9 or 10 pm., Sunday 10-3 p.m. (per previous discussions with several City officials, the CVB, and EDC.
(As needed, we will add additional hours as needed over time, and additional trolleys as well, with additional city agreement and participation TBD)

We are committed to being able to serve our City by providing a much needed service to Visitors, our Merchants, Hoteliers, and residents by reducing parking traffic, enabling Visitors to remain parked at hotels, delivering potential shoppers to our Merchant areas, and helping to alleviate some of the traffic problems currently surrounding Main Street for residents and Visitors alike.

Please review this information and get back to me with your thoughts. I do realize that you had a different number in mind, and I have shared my basis for my request with you in order to work together to the satisfaction of all involved. Let's work together on getting where we need to be to for all involved.
Thank you!

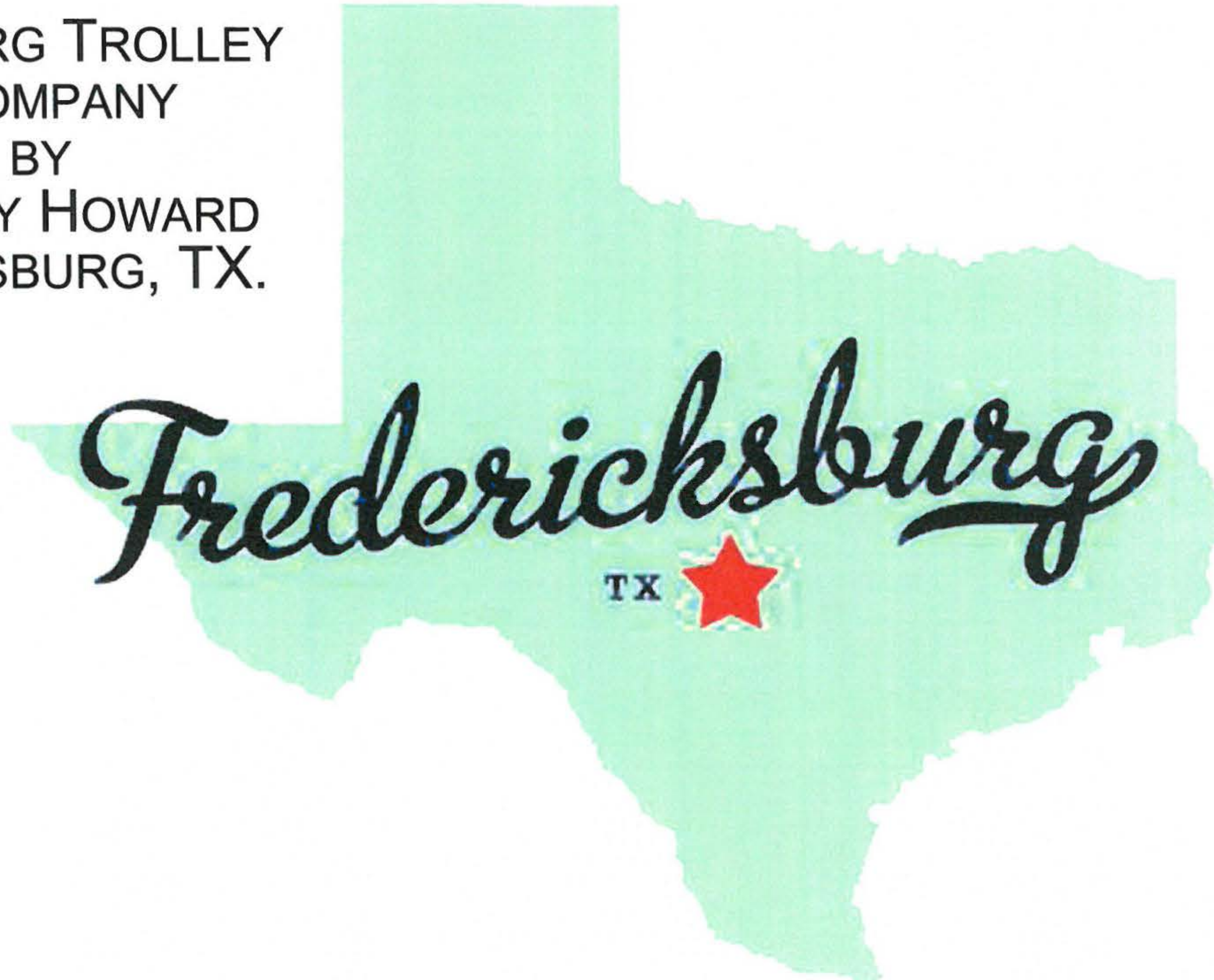
Sincerely,
Rebecca Howard
Fredericksburg Tours
830-456-5145

FREDERICKSBURG

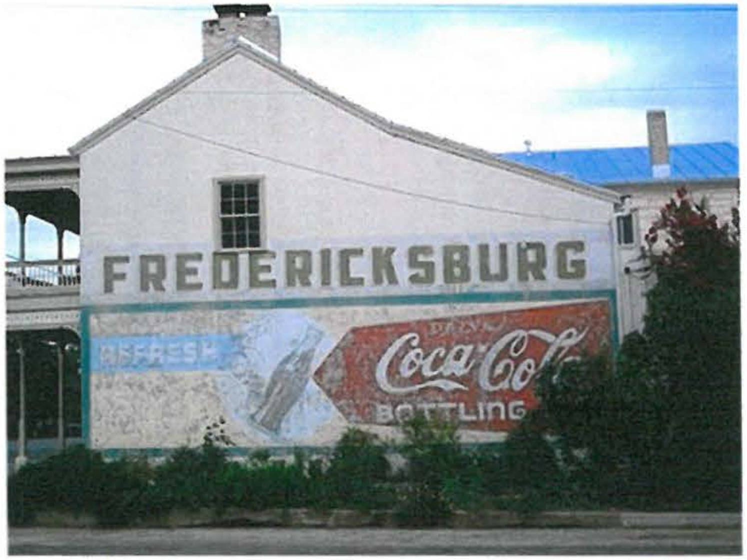
TROLLEY

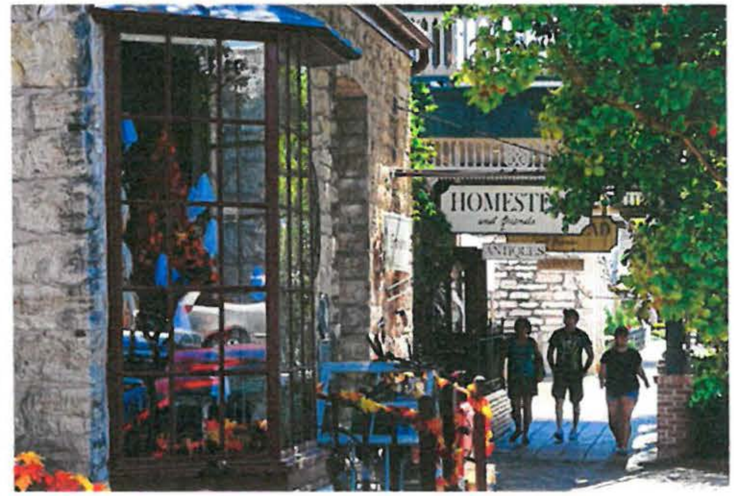
GET ON BOARD

FREDERICKSBURG TROLLEY
IS A NEW COMPANY
OWNED BY
JOE AND BECKY HOWARD
OF FREDERICKSBURG, TX.



Over time we have watched our town grow and evolve into the major tourism destination it has become.





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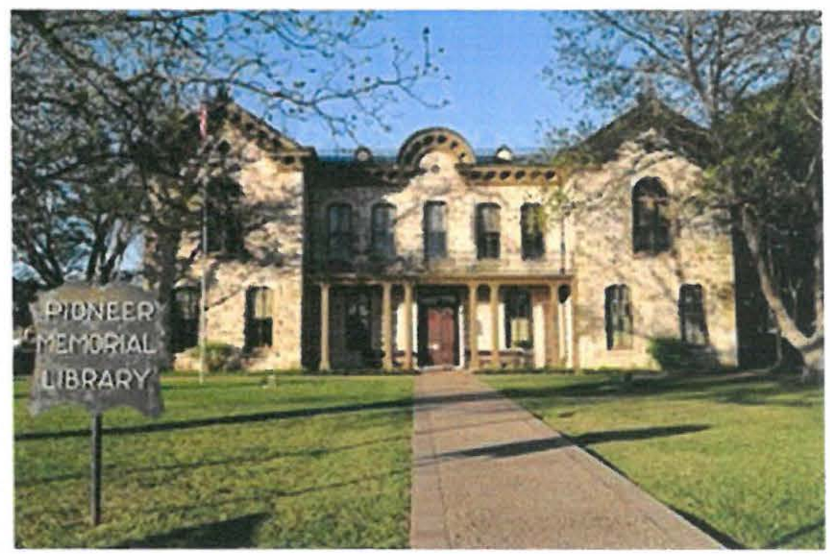
LET'S PROVIDE AN OPPORTUNITY FOR VISITORS TO LEAVE THEIR VEHICLES IN ONE PLACE AND ENJOY TIME TO SHOP, TOUR, AND VISIT OUR BEAUTIFUL TOWN!



Fredericksburg Trolley

GET ON BOARD

COMING SOON

FREDERICKSBURG

TROLLEY

GET ON BOARD

31

Offering the most
entertaining,
comprehensive tours
in the Texas Hill Country!
Available for
Scenic and Historic Tours
Corporate Events
Party Rentals
Weddings

www.FBGtours.com
Purchase Tickets Online

OUR GOAL IS TO PROVIDE AN ENTERTAINING, EDUCATIONAL, AND SAFE EXPERIENCE TO THOSE WHO COME TO FREDERICKSBURG FOR BUSINESS OR PLEASURE.

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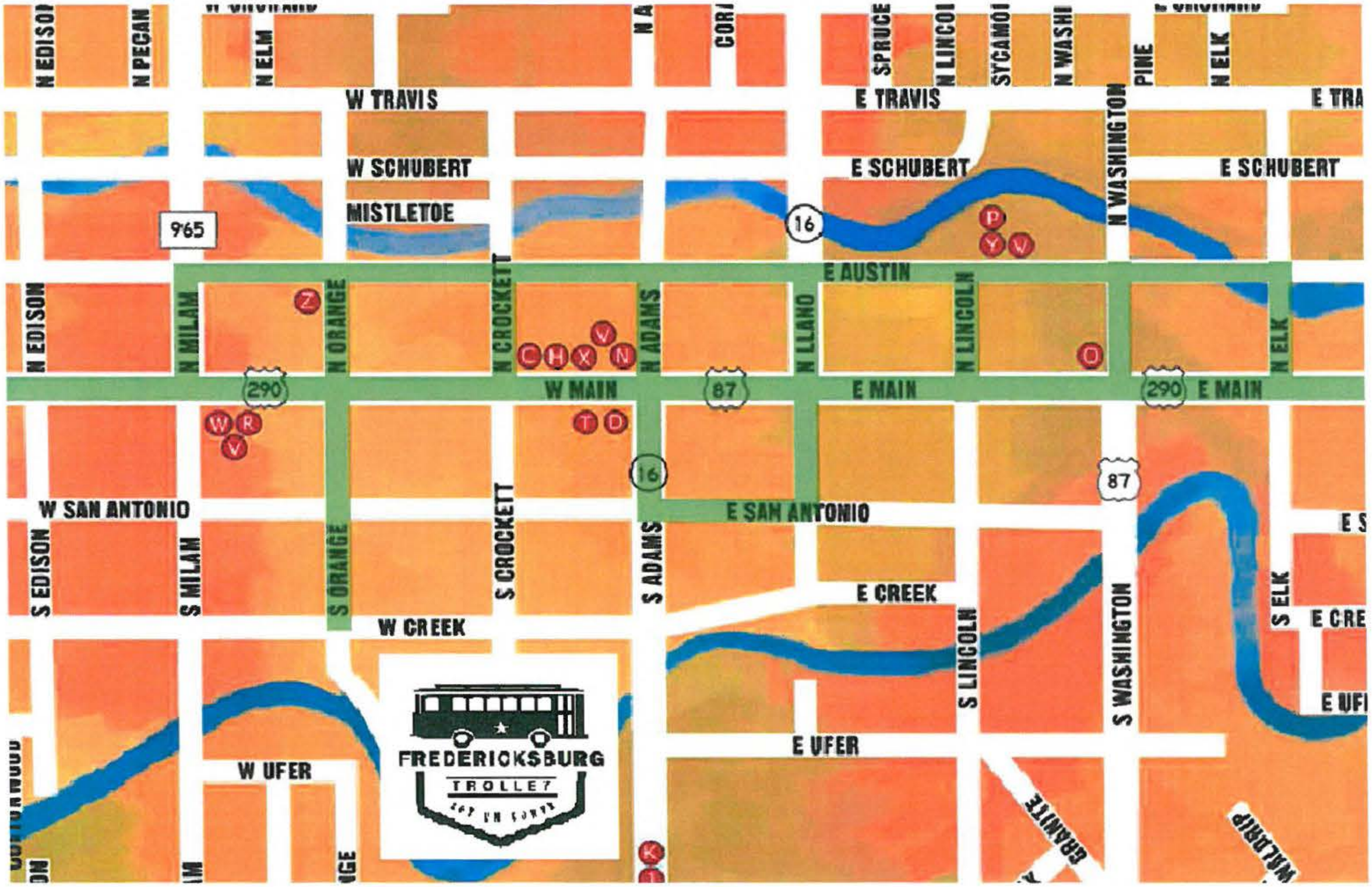

- Pick up at common destinations such as hotels, the CVB, and other approved locations along our regularly scheduled routes.
- Allow visitors an option to walking or locating limited available parking.

Fredericksburg
THE TEXAS HILL COUNTRY

Texas Heart. German Soul.

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- SHARE OUR HISTORY, AND EDUCATE OUR GUESTS ON WHAT FREDERICKSBURG HAS TO OFFER.
- PROVIDE EXPOSURE FOR OUR SPONSORS.

Fredericksburg Trolley

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www.FBGtours.com

Fredericksburg Trolley is an opportunity to provide YOUR guests with transportation to popular areas around town WITHOUT a huge expense or hassle.

GET ON BOARD!


LET'S
WORK
TOGETHER
HOTEL

FREDERICKSBURG
TROLLEY
GET ON BOARD

38

ALL DAY PASS - $5
SINGLE RIDE - $2

ALSO AVAILABLE:
3 DAY / 5 DAY / MONTHLY

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Fredericksburg Trolley
GET ON BOARD

Name: ____________________

Date: ____________________

Hotel: ____________________

Name of Party: ____________________

# of Adults: ____________________

# of Children: ____________________

*One Day Pass Value $5.00

Fredericksburg Trolley
GET ON BOARD

Name: ____________________

Date: ____________________

Hotel: ____________________

Name of Party: ____________________

# of Adults: ____________________

# of Children: ____________________

*One Day Pass Value $5.00

IT'S EASY FOR YOUR HOTEL EMPLOYEES AND GUESTS
TO USE THE TROLLEY.

HOTELS ARE ASKED
TO PROVIDE A TROLLEY TICKET WITH EACH
RESERVATION CHECK-IN.

DURING OUR

ADVANCE ENROLLMENT OPPORTUNITY

WE OFFER 3 OPTIONS

FOR OUR HOTEL PARTNERS...

38

OPTION 1

FREDERICKSBURG

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TROLLEY

GET ON BOARD

- GUESTS ARE BILLED BY THE HOTEL
- HOTEL CAN BOOK ONLINE DIRECTLY THROUGH WWW.FBGTOURS.COM
- DAY PASS IS $5.00, HOTEL PAYS $4.00

OPTION 2

FREDERICKSBURG
TROLLEY
GET ON BOARD

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- HOTEL REQUIRES GUESTS TO PAY ONLINE, PRIOR TO BOARDING

OPTION 3
RECOMMENDED

FREDERICKSBURG
TROLLEY
GET ON BOARD

14

- GUESTS RIDES ARE BILLED TO THE HOTEL
- RECEIPTS ARE PROVIDED TO THE PARTICIPATING HOTEL
- HOTEL BILLED $4.00 PER TICKET WITH AN ASSIGNED ACCOUNT

FREDERICKSBURG

TROLLEY

GET ON BOARD

CITY COUNCIL MEMO

DATE: November 1, 2016

TO: Mayor and City Council

FROM: Kent Myers, City Manager

SUBJECT: Requests for Proposals (RFP) for Hotel/Conference Center

Summary:

The City is proposing to issue a new Request for Proposals (RFP) for the private development of a hotel/conference center.

Recommendation:

It is recommended that the attached Request for Proposals (RFP) for the hotel/conference center project be approved.

Background / Analysis:

Earlier this year the City Council approved the issuance of a RFP for the development of a hotel/conference center. We received three responses to this RFP. A Screening Committee reviewed these proposals and recommended that all three proposals be denied for further consideration due to a number of different factors. This recommendation was approved by the City Council.

Over the past several months, the Screening Committee has been working with our consultant, Tom Hazinski with HVS Facilities Consulting, to develop a revised RFP (see attached). This revised RFP includes several proposed changes. This includes updating the dates for submission of proposals. It also includes language requiring submission of a plan for annexation if the project is located outside of the

The City of Fredericksburg

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City Limits. Another revision references the fact that submissions may include mixed-use development which is an acceptable option.

The most significant change in the revised RFP is the offering of 8-10 acres of City-owned property at the University Center as an optional site for this development (Section 2.2 of the RFP). This option includes both the possibility of a long-term ground lease as well as deeding the property to the hotel/conference center owner.

This optional site was approved for inclusion in the RFP by the University Center Foundation Board which has the first right of refusal to the property. Foundation Board members indicated that they felt that a hotel/conference center on this site would be complimentary to both the current use of the property and future developments at the University Center. They also felt like this facility could help the Foundation attract the Texas Tech Restaurant and Institutional Management (RIM) degree program to the University Center. It could also provide employment opportunities to students at this campus. In addition, comments were made about the need for short-term housing for both teachers and students that the hotel could provide. Bob Hickerson will attend the meeting to offer additional comments on behalf of his Board.

In addition, the Former Texas Rangers organization has expressed their support for this site for a hotel/conference center. They believe that this facility would help their Heritage Center by providing both adjacent hotel rooms as well as a meeting facility to meet some of their needs. Joe Davis plans on offering some comments from the Rangers at the Council meeting.

I also wanted to let you know that there is some opposition to approving the University Center site for a hotel/conference center project. One concern that has been expressed is what happens to the building if the business should cease operations at some time in the future. If the Council wanted to address this concern, then you might want to eliminate the wording in the RFP that allows a long-term ground lease and provide only the deeding of the property. Then the City would have no further obligation if something were to happen to this business in the future. Another concern is that this option has not been discussed at a public meeting. This is one of the purposes for placing this item on the Council agenda for approval prior to the release of the RFP.

I also wanted to mention that this site is only proposed as an option and we may not attract any developer interest in this property. Based upon recent discussions with several developers, there should be at least one or two more sites will be proposed for this development. By including this site as an option, the Screening Committee and City Council will be in a position to evaluate the strengths and weaknesses of the proposals on each site and compare them with each other. However, if this site is not included in the RFP, we will not have any basis for comparison. Finally, it is important to note that the Council retains final authority for approval of any proposal. By approving this optional site in the RFP, you are not releasing or minimizing this authority.

The City of Fredericksburg

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Attachments:

Draft RFP with diagram of University Center property.

Department Approval

City Manager Approval

The City of Fredericksburg

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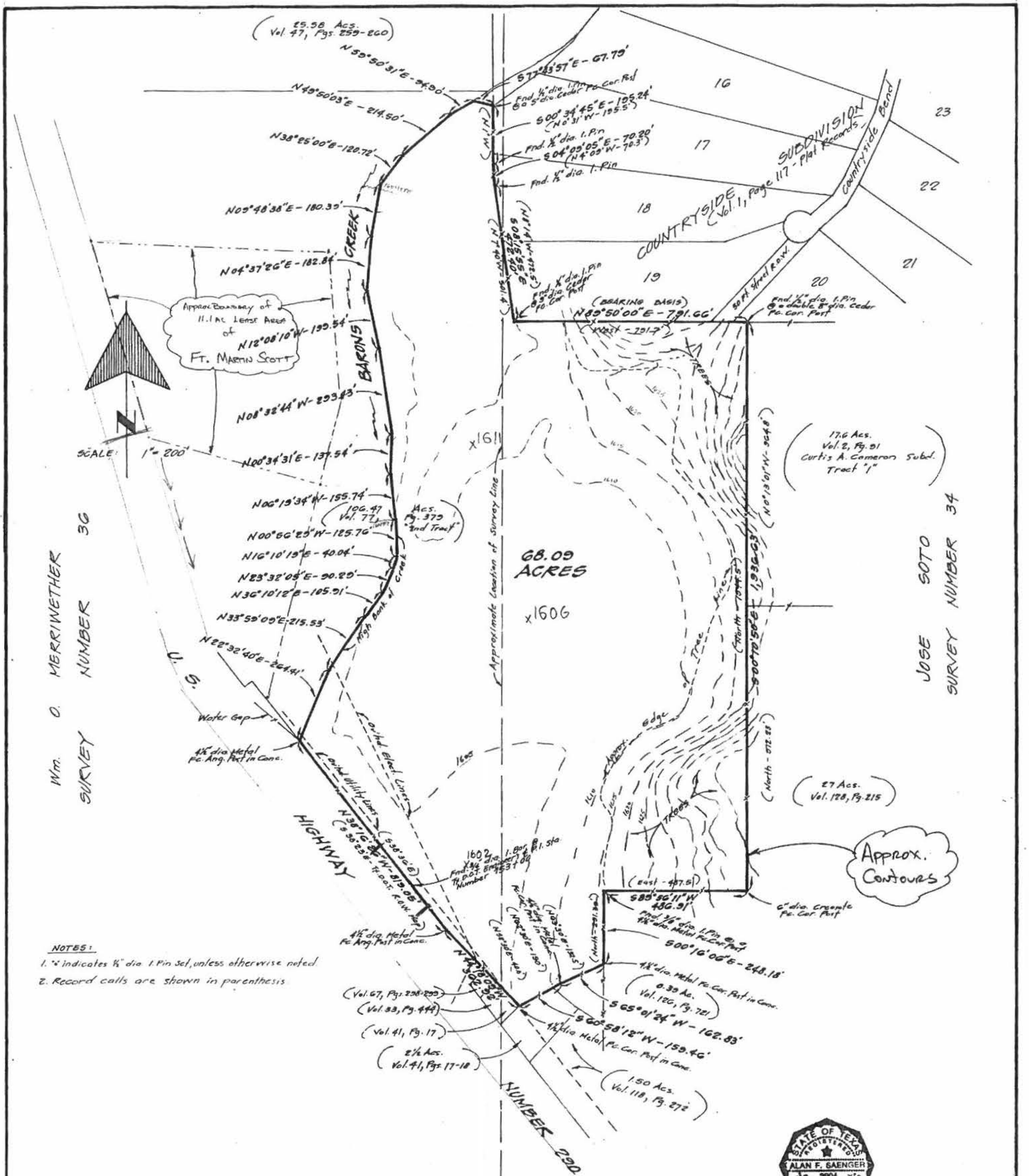

PLAT OF:

68.09 ACRES OF LAND IN GILLESPIE COUNTY, TEXAS, BEING COMPRISED OF APPROXIMATELY 28.40 ACRES OUT OF THE Wm. O. MERRIWETHER SURVEY NUMBER 36 AND APPROXIMATELY 39.69 ACRES OUT OF THE JOSE SOTO SURVEY NUMBER 34 AND BEING ALSO PART OF THAT CERTAIN 106.47 ACRES OF LAND (SECOND TRACT) RECORDED IN VOLUME 77, PAGE 379 OF THE GILLESPIE DEED RECORDS.

I, Alan F. Saenger, hereby certify that this survey was made on the ground and that this plat represents the facts found on the ground at the time of the survey. Survey completed April 10, 2001.

Alan F. Saenger
Reg. Prof. Land Surveyor
Fredericksburg, Texas
Reg. No. 3904

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REQUEST FOR QUALIFICATIONS AND PROPOSALS

Development of a Hotel Conference Center
Fredericksburg, Texas

Fredericksburg
THE TEXAS HILL COUNTRY

Issue Date: November 8, 2016

Proposal Due Date: January 19, 2017

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1. INTRODUCTION AND SUMMARY

The City of Fredericksburg, Texas ("City") invites written proposals for the development, financing, design, construction, and operation of a Hotel Conference Center in Fredericksburg, Texas. To attract new meeting and group business to Fredericksburg, the City seeks the development of a conference center ("Conference Center") and an upscale hotel ("Hotel") through a public-private partnership.

Proposals are solicited in accordance with the terms, conditions, and instructions as set forth in this Request for Qualifications and Proposals ("RFP").

The deadline for submitting the response to this RFP is 5pm (CST) January 19, 2017. (If mailed, the proposal must be received by the City by this date and time.)

Proposals will be time stamped in and should be sent to:

Kent Myers, City Manager
Fredericksburg City Hall
126 West Main Street
Fredericksburg, Texas, 78624

Late proposals will not be accepted. Faxed or emailed proposals will not be accepted. The City is not responsible for submissions not properly identified.

Respondents to this RFP must submit an original and seven (7) copies of their Proposal in a sealed package labeled "HOTEL CONFERENCE CENTER DEVELOPMENT PROPOSAL."

Questions regarding this RFP must be submitted in writing to the City by December 15, 2016. Responses to respondent questions will be provided by December 22, 2016.

The City reserves the right to reject any and all proposals or to accept any proposal deemed to be in its best interest. The City shall not be obligated to enter into any contract with any respondent on any terms or conditions. Questions regarding this RFP should be sent in writing or email per respondent to:

Kent Myers, City Manager
Fredericksburg City Hall
126 West Main Street
Fredericksburg, Texas, 78624
kmyers@fbgtx.org

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Procurement Schedule	RFP Issued:	November 8, 2016
	Questions must be received by:	December 15, 2016
	Questions answered by:	December 22, 2016
	RFP Responses Due:	January 19, 2017

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2. PROJECT BACKGROUND AND SCOPE

2.1. Purpose and Overview

The City of Fredericksburg, Texas (the "City") seeks a highly-qualified Development Partner to develop, construct, equip, and operate a Hotel Conference Center. The purposes of this project are to improve the ability of the City to attract conference and group meeting business and generate a positive economic impact on Fredericksburg.

The City envisions that the Development Partner would own and operate the Conference Center and the Hotel.

In 2015, the City engaged HVS Convention, Sports and Entertainment Facilities Consulting ("HVS") to study the feasibility of conference center development in Fredericksburg. The HVS study, which can be found here, www.VisitFredericksburgTX.com/partners/CVB-visitor-research/, included a market area overview, projection of demand for and the financial operations of a conference center, an overview of the lodging market, and a discussion of approach to financing. Analysis of hotel demand revealed high room occupancy on weekends and during peak seasons, but low occupancies during mid-week. Surveys of event planners show a desire to place events in Fredericksburg, but a lack of facilities to accommodate them. Furthermore, many group meeting events would occur during mid-week periods. The study concluded that an integrated hotel conference center developed through a public private partnership offers the best opportunity for success. Proposers are advised to carefully read this report in its entirety.

Although Proposals are expected to range in scope and scale, the Selection Committee will compare all Proposals according to the criteria described in this RFP.

The City seeks a proposal from a highly qualified and financially capable Development Partner for the design, financing, construction, and operation of the Hotel Conference Center which contains the following elements:

- a hotel with a minimum of 150 rooms,
- useable meeting space of roughly 17,500 square feet which would include a 12,000 square foot multipurpose ballroom (divisible into three rooms),
- approximately 5,500 square feet of meeting room space (six rooms of various sizes), and
- lobbies, prefunction areas, storage, production kitchen and other support spaces necessary for successful operation of the facility.

The City will consider and encourages that the development of the Hotel Conference Center would be part of a larger mix-use development with complimentary land uses. That said, mixed-use development is an option and not a requirement of this RFP.

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Development Partner teams should include an architect, a builder, and equity investors. Developer Partners may recommend Hotel brands and operators, but final selections of a hotel flag and a hotel and conference center operator would occur after the selection of a Development Partner.

2.2
Site Considerations

The City will consider any sites within its municipal boundaries and outside municipal boundaries if an annexation plan is included in the proposal. Developers may offer alternative proposals for more than one site.

The City owns 8 to 10 acres of the Hill Country University Property in Fredericksburg ("University Site"). If proposers choose to locate their proposed development on this site, the City is willing to consider either a long-term ground lease for this property or deeding the acreage to the owner of the Hotel and Conference Center. A map and description of the University Site is included in Appendix A.

Site selection will be a key factor in evaluation of proposals. Sites will be evaluated based on their capacity to accommodate the recommended building program, accessibility, availability of related infrastructure, compliance with building and zoning requirements, proximity to tourist amenities, and impact on neighboring land uses.

2.3
Public Investment and Resources

The Development Partner should propose an approach to financing the project that is feasible and achievable within the specified project schedule. The City recognizes that some level of public participation may be necessary to successfully finance the Hotel Conference Center. The City intends to minimize the level of public participation in the Project while attaining the most distinctive, highest quality and marketable project possible. Preference will be given to those developers who minimize public participation and emphasize private sector financing and participation.

2.4
Two Phased Selection Process

Development Partner proposals will be considered in a two-phased selection process.

Phase 1 – Developer Partners should submit the qualifications of team members, proposed development site, provide a preliminary project concept, and identify an approach to financing and ownership of the project.

Phase 2 – A short list of Development Partners will be asked to submit a business plan that includes: a development schedule, project cost estimates, a pro forma statement of operations, and a financing and ownership plan.

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3. PROPOSAL REQUIREMENTS

3.1 Submission Requirements

Submittals for both Phases shall be bound as single-sided letter size pages and include the information set forth below. Failure to include any part listed below may disqualify a submission.

3.2 Phase 1 Submission Requirements

Respondent shall provide the following information to the greatest extent possible, in their Phase 1 submittal in the order listed below.

A. Team Qualifications

- Respondents should propose a Development Partner team that includes an owner/developer, general contractor (optional), design team, and equity investors. The Development Partner may recommend other team members (such as hotel brands and operators) that may be required for completion of the Project.

- Describe your organization and management approach, including identifying the role of key personnel who will be involved in the implementation of the Project. Using an organizational chart, list proposed team's key personnel who will be directly involved with the Project. Personnel should include architects, general contractors, equity owners, and other team members.

- For each key person, please provide a summary of qualifications, which should include the following:

  - A resume with past relevant development experience, specifically addressing projects related to the hotel and conference center projects,
  - Location of key personnel (e.g. local office location, main headquarters, etc).
  - Describe each individual's respective role, responsibilities and amount of involvement in this project.

- Submit information on three (3) projects of similar scope and complexity that have been completed or substantially completed by members of the development team within the last ten (10) years. The information for each project shall include specific details on the extent to which services were provided.

- Provide the name, title, address, and phone number of three (3) references having first-hand experience of the Development Partner's performance on the projects listed above. Each reference should relate to a different project.

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- Provide information on the Developer Partner's legal status and financial capabilities along with copies of financial statements for the previous two (2) years.

B. Development Site

- Identify the proposed site or sites. See Section 2.2 of this RFP for information on site.

C. Preliminary Project Concept

- A conceptual diagram of the Hotel Conference Center, parking, and related development and amenities. Please summarize the proposed building program including:
    - proposed site(s) location and dimensions,
    - the number of hotel guest rooms,
    - floor areas of function spaces,
    - description of food and beverage facilities,
    - on-site parking facilities, and
    - other amenities or collateral development that may be included in your plan.
- Please indicate your prior experience in branding or franchising hotels. Discuss hotel brands that may be appropriate for the proposed Hotel Conference Center.
- Discuss the visual and physical relationship with the surrounding neighborhood including commercial, residential, and recreational developments,
- Demonstrate transportation access to and within the site area, and
- Present other information related which may be helpful in explaining your project.

D. Approach to Financing and Ownership

- Please discuss your proposed approach to the ownership and operations of the project.
- Describe your approach to financing including identification of potential equity investors.

Upon review of the Phase 1 submittals by the Selection Committee, the City will select a short list of no more than three potential Development Partners.

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3.3
Phase 2 Submission Requirements

Short listed Development Partners will be asked to provide a detailed business plan for the Hotel Conference Center development. Phase 2 submittal requirements will include the following items as well as additional information that the City may deem necessary for selecting the best development team.

1. A detailed concept plan that includes a site plan, building floor plans, and sections as may be necessary to fully describe the project.

2. Development Schedule

    - A project schedule beginning with authorization to negotiate through opening of the project.

3. Project Cost Estimates

    - A comprehensive project budget including all land costs, construction costs broken down by building component, FF&E costs, pre-opening costs, permit and approval fees, legal costs, development fees and other soft costs. Escalation of costs for inflation should be included and identified in the projections.

4. Proforma Statement of Operations

    - A five-year pro forma operating statement for the proposed Hotel Conference Center.

5. Financing and Ownership Plan

    - The amounts of proposed debt financing and estimated cost of debt.
    - The amounts of proposed equity investment and anticipated return on equity.
    - Other third-party sources of funding, if any (e.g. EB5 funding, tax credits, hotel operator equity, etc.)
    - The anticipated amount of public participation in the project and proposed forms of public participation.
    - A narrative description of the proposed approach to funding the proposed Project, clearly detailing any proposed financial responsibilities of the proposed Development Partner and/or operator.
    - Plans for ownership and operation of the proposed Hotel Conference Center including identification of potential brands, franchise arrangement, and a Hotel Conference Center operator.

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Upon review of the Phase 2 submittals and recommendation from the Selection Committee, the City will begin negotiations with the first ranked Development Partner of a development agreement and other related agreements. The selected Development Partner will be expected to provide the information and perform due diligence necessary to reach a development agreement with the City. If negotiations are not successfully concluded within a predetermined schedule, the City may terminate discussions and begin negotiations with the next ranked Development Partner.

3.4 Confidential Information

Any information submitted by the respondents that is deemed proprietary and confidential should be submitted in a separate envelope and marked as such. The City will make efforts to protect the confidentiality of this information to the extent allowable by law.

3.5 Insurance Requirements

Respondent agrees to maintain at all times during the life of the project applicable insurance. Upon selection, respondents will be required to provide a Certificate of Insurance coverage evidencing all coverage, limits and endorsements. If Respondent receives a non-renewal or cancellation notice from an insurance carrier affording coverage, Respondent agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice.

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4. SELECTION PROCESS

4.1 Selection Process

The selection process will begin with a review of the Proposals submitted, a ranking of the Proposals by the Selection Committee, followed by interviews of the respondents that are initially deemed to be qualified. The Selection Committee will then recommend a short list of Development Partners to the City. With City approval, the short listed teams will be asked to submit additional information.

After review of the Phase 2 submittals, the Selection Committee will rank the Development Teams. Upon approval of the Selection Committee's recommendations, the City will begin to negotiate a Development Agreement and other related agreements with the first ranked Development Partner. The Development Partner and the City will agree on a schedule for conclusion of such negotiations. If an agreement is not reached within the agreed upon time-frame, the City may terminate discussions and begin negotiations with the second ranked team.

Throughout the selection and negotiation process, the City may reasonably request additional information from the Developer Partners as may be necessary to select a team and negotiate the necessary agreements.

4.2 Selection Criteria

The evaluation criteria shown below will give favorable consideration to Development Partners with significant experience in developments similar in scope and quality to the proposed Project. Preferred Development Partners should demonstrate they have sufficient financial resources and experience to finance and complete the Project in accordance with a fixed schedule.

The Development Partner's qualifications will be evaluated using the following criteria:

- Ability to secure project financing and make the necessary investments,
- Depth of experience on directly comparable projects,
- Demonstrated experience and availability to meet the stated schedule for project completion,
- The quality of the proposed building program, ownership structure, and operating plans,
- Extent to which the proposed Hotel Conference Center building program meets the objectives of the City as described in the RFP,
- Simultaneous development of complimentary land uses in a mixed-use development,
- Cost of the project,
- Benefit to the City, financial and otherwise, of the proposed ownership and operating arrangements, and
- Overall responsiveness to the RFP.

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5. OTHER CONDITIONS

Any response to this RFP should remain in effect for 120 days after the date of submission.

The respondent shall not collude in any manner or engage in any practices with any other respondent(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause City to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

All responses submitted must be the original work product of the respondent. The copying, paraphrasing or other use of substantial portions of the work product of another respondent is not permitted. Failure to adhere to this instruction will cause the City to reject the response.

This RFP does not commit the City to procure or award a contract for the scope of work described herein.

The City reserves the right to waive any irregularities or non-conformance with the terms of this RFP.

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CITY COUNCIL MEMO

DATE: November 7, 2016

TO: Mayor and City Council

FROM: Kris Kneese, P.E., Assistant Director of Public Works and Utilities

SUBJECT: Professional Services Contract – MLSS Pump Station Project

Summary:

The Mixed Liquor Suspended Solids (MLSS) Pump Station Rehabilitation Project was identified in the 2014 Water Reclamation Facility (WRF) Master Plan. Over the past year, the MLSS Pump Station has had some major equipment failures, resulting in emergency repairs. City Council approved funding in the FY 2017 budget to rehabilitate the MLSS Pump Station.

Recommendation:

City Staff recommends approval of the Professional Services Contract with HDR Engineering to perform professional services outlined in the attached scope of services which includes preliminary engineering, final design, bid phase services and construction phase services for the City's proposed MLSS Pump Station Rehabilitation Project for a fee of $125,600.00.

Background / Analysis:

Over the past three years, the City has completed major infrastructure improvement projects at the City's Water Reclamation Facility (WFC). These improvements have increased treatment consistency to meet the City's TCEQ permits, decreased the treatment plant's operation budget and brought many

The City of Fredericksburg

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noncompliant items at the WRF into TCEQ regulatory compliance. Additionally, the new WRF Admin Building, which is scheduled to be completed in January 2017, will provide the needed office facility for plant operation staff.

As part of the WRF Master Plan, completed by HDR Engineering in 2014, the Mixed Liquor Suspended Solids (MLSS) Pump Station was identified as a rehabilitation project, along with many other projects at the WRF. Many of the WRF improvement projects identified in the WRF Master Plan were included as part of a Utility Revenue Bond in 2014. However, the MLSS Pump Station improvements project was not included in the Utility Revenue Bond because of the other critical water and wastewater improvement projects that were in need of immediate rehabilitation while having a limited budget.

During the FY 2017 budget discussion with City Council, City Staff recommended including budget to rehabilitate the MLSS Pump Station, which is critical infrastructure at the City's WRF. Over the past year, the MLSS Pump Station has had all 5 pumps go out and had to make an emergency repair to one of the pumps to keep the plant operational. As a result, the MLSS pump station has one - duty pump and one - temporary stand-by pump installed in case the duty pump fails.

With HDR Engineering's work experience and pervious knowledge with the WRF Improvements, City Staff requested that HDR develop a draft contract proposal to provide professional services for the City's proposed MLSS Pump Station Rehabilitation Project. After review and negotiation of the draft contract by City Staff, HDR prepared and submitted a revised professional services contract which staff is recommending for approval by City Council.

Funding for the MLSS Pump Station Rehabilitation Project was approved by City Council in the FY 2017 Water Department Budget.

Attachments:

- Proposed Professional Service Contract with HDR Engineering

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Department Approval | **City Manager Approval**

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HDR

October 14, 2016

Kris Kneese, P.E. – Assistant Director of Public Works & Utilities
Department of Public Works & Utilities
City of Fredericksburg
126 W Main Street
Fredericksburg, TX 78624-3708

Re: Proposal for Professional Services
Water Reclamation Facility (WRF) Mixed Liquor Suspended Solids (MLSS)
Pump Station Rehabilitation

Mr. Kneese,

HDR Engineering, Inc. (HDR) is pleased to present to you the following proposal for professional services. The Water Reclamation Facility (WRF) Mixed Liquor Suspended Solids (MLSS) Pump Station Rehabilitation project includes design, bid and construction phase services for improving the pump station. We understand that the project includes modifications to the existing pump station including replacement of the existing MLSS pumps, replacement of MCC and PLC's, replacement of electrical as required for pump installation, rehabilitation of dry well sump pumps, and replacement of HVAC.

Scope of Services

Task 1 – Project Management/Site Investigation
The purpose of this task is to provide project management for the on-going work associated with the project. The project management task includes a Project Initiation Meeting/Site Investigation visit to verify the scope of the project and transfer information related to the pump station.

HDR Activities: HDR will provide the following services:

1. Attend one (1) Project Initiation Meeting/Site Visit with the City of Fredericksburg to review the project scope, determine available project data, project constraints and review the project schedule, perform field investigation by visual observation.
2. The Project Management task will include data acquisition, transfer coordination and review of pertinent background data.
3. The Project Management task will include monthly status reports and project invoicing.

Deliverable: A list of required background documents and information requested from the City of Fredericksburg. Monthly invoicing.

613 NW Loop 410, Suite 700, San Antonio, TX 78216
T 210.841.2800 **F** 210.841.2828

Texas Registered Engineering Firm F-754

Key Understanding: The City of Fredericksburg will provide any documents for the WRF MLSS pump station not previously provided during the recent wastewater plant improvements project completed in 2016. Development of plans and specifications will rely on existing data provided by the City of Fredericksburg. No topographical survey is included in this scope. No subsurface geotechnical investigation is included in this scope. Visual observation will be defined as observations using only visual and tactile means without the benefit of materials testing and probing. A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If HDR has reason to believe that such conditions may exist, the City of Fredericksburg may authorize in writing and will pay for the costs associated with the investigation. Meetings will be on-site and or at the City of Fredericksburg offices.

Meetings/Travel: Attend one (1) Project Initiation Meeting/Site Visit. The Project Initiation Meeting/Site Visit will be attended by two (2) process engineers, one (1) structural engineer and one (1) electrical/instrumentation engineer.

Additional Services: Surveying services, subsurface utility exploration and geotechnical investigation services can be provided as an additional service.

Task 2 – Technical Memorandum

The purpose of this task is to prepare a technical memorandum to identify the findings from the site investigation, provide an evaluation and recommendation(s) and opinion of probable construction cost for pumping system improvements.

HDR Activities: HDR will provide the following services:

1. HDR will evaluate and perform analysis of the information provided regarding WRF MLSS pump station.
2. HDR will identify permitting requirements for the pump station improvements.
3. HDR will prepare a technical memorandum regarding the evaluation and provide recommendation(s) and opinion of probable construction cost for the improvements.
4. Provide the City of Fredericksburg with two (2) copies of the Technical Memorandum including an Engineer's Opinion of Probable Construction Cost (EOPCC) for review.
5. Respond to City of Fredericksburg comments.
6. Provide in-house QC review of the Technical Memorandum.
7. Provide the City of Fredericksburg with two (2) copies of the Final Technical Memorandum.

Deliverable: Two (2) copies of the Draft Technical Memorandum and two (2) copies of the Final Technical Memorandum.

Key Understanding: A system curve will be established for the replacement pumps. No additional hydraulic modeling is included. Structural support is limited to analysis only. Structural design is not anticipated for the project. The City of Fredericksburg will provide design flows and pressures not previously provided as part of the recent wastewater plant improvements project completed in 2016.

Meetings/Travel: None.

Additional Services: Hydraulic modeling can be provided as an additional service.

Task 3 – Design and Bid Document Development
The purpose of this task is to design and prepare plans including details and specifications including front-end documents for bidding improvements to the WRF MLSS pumping system.

HDR Activities: HDR will provide the following services:

1. Provide design documents including project plans, details, bid documents and specifications.
2. Provide the City of Fredericksburg with two (2) copies of the 90 percent Bid Documents and Engineer's Opinion of Probable Construction Cost (EOPCC) for review.
3. Attend one (1) meeting with the City of Fredericksburg to review 90 percent Bid Documents.
4. Respond to the City of Fredericksburg comments.
5. Provide in-house QC review of 90 percent and Final Bid Documents.
6. Submittal of the plans and specifications for City and TCEQ plan review permitting.
7. Provide the City of Fredericksburg with two (2) copies of the Final Bid Documents and EOPCC.

Deliverable: Two (2) half-size copies of the 90 percent Bid Documents and two (2) half-size copies of the Final Bid Documents. Meeting notes for the 90 percent Review Meeting.

Key Understanding: The process models and capacity assessment performed during the recent wastewater plant master plan will be utilized for capacity. No additional hydraulic modeling or capacity analysis of the existing pump station will be performed. No additional permitting support will be performed other than the submittal of the plans and specifications for the project. Division 0 and Division 1 Specifications and Technical Specifications will be developed using HDR's Master Specifications. The City of Fredericksburg will pay any applicable permit fees. The bid proposal in the construction contract documents will be lump sum. Meeting will be on-site or at the City of Fredericksburg.

Meetings/Travel: Attend one (1) 90 percent Bid Document Review Meeting. Meeting/Site Visit will be attended by two (2) Process Engineers, and one (1) Electrical/Instrumentation Engineer.

Additional Services: Additional permitting services can be provided as an additional service.

Task 4 – Bid Phase Services
The purpose of this task is to provide Bid Phase services to the City of Fredericksburg including distribution of plans and addenda, maintaining a plan holders list, attend a Pre-Bid Meeting, address comments and questions from plan holders, provide a bid evaluation, provide a recommendation of award and provide conformed documents.

HDR Activities: HDR will provide the following services:

1. Distribute Bid Documents to the City of Fredericksburg, area plan houses, and as requested to contractors and suppliers.
2. Address comments and questions from bidders or plan holders.
3. Attend a Pre-Bid Meeting.
4. Prepare and distribute addenda containing clarifications and modifications to the Bid Documents.
5. Maintain a plan holders list of distributed sets of Bid Documents.
6. Review bids received for inclusion of required information and correct bid price tabulation.
7. Review contractor qualifications for performing the required work. Evaluate the apparent low bidder in accordance with the Bid Documents. Make a written recommendation to the City of Fredericksburg for the award of the contract. Recommendation will be made based on the lowest responsive and responsible bid.
8. Provide conformed documents – two (2) to the City of Fredericksburg and two (2) to the contractor.

Deliverable: A plan holders list of distributed sets of Bid Documents. Issue addenda, if needed. Provide a written recommendation for award of the contract. Six (6) half-size sets of conformed documents.

Key Understanding: The City of Fredericksburg will issue contract documents to low bidder, receive and review executed documents, and review insurance certificates. Pre-Bid Meeting will be on-site or at City of Fredericksburg offices.

Meetings/Travel: Attend one (1) Pre-Bid Meeting. Meeting/Site Visit will be attended by one (1) Process Engineer.

Task 5 – Construction Phase Services
The purpose of this task is to assist the City of Fredericksburg with Construction Administration for the WRF MLSS pump station project.

HDR Activities: HDR will perform the following services:

1. Attend the Pre-Construction Meeting
2. Attend Monthly Progress Meetings and perform on-site observation during active construction of the project. A total of four (4) meetings and visits.
3. Review twenty-five (25) technical submittals
4. Review and respond to five (5) Requests for Information (RFI's)
5. Review and respond to five (5) Change Proposal Request's (CPR's) and Change Order's (CO's)
6. Review and approve monthly Contractor Pay Applications
7. Attend Substantial Completion Walk-Through Meeting

Deliverable: Construction administration documents and meeting notes (when in attendance).

Key Understanding: Construction administration meetings will be on-site or at City of Fredericksburg offices. City of Fredericksburg will provide access to the site for site observation. There may be additional monthly progress meetings but HDR will only attend a total of four (4) meetings. HDR approval of contractor pay applications will be dependent on City input when HDR has not made a monthly site visit. The City of Fredericksburg will attend and perform the Final Completion Walk-Through Meeting. The Contractors mark-ups will not be incorporated electronically into the drawings by HDR to create Record Drawings.

Meetings/Travel: Attend one (1) Pre-Construction Meeting, four (4) Monthly Progress Meetings that includes on-site observation, and one (1) Substantial Completion Walk-Through Meeting. Pre-Construction Meeting/Site Visit will be attended by two (2) Process Engineers. Monthly Progress Meetings/Site Visits to be attended by one (1) Process Engineer; one (1) Electrical/Instruction Engineer to attend one (1) progress meeting. Substantial Completion Walk-through Meeting/Site Visit to be attended by two (2) Process Engineers, one (1) Mechanical Engineer, and one (1) Electrical/Instrumentation Engineer.

FORM AND FORMAT

Work produced will be in the following form or format:
Microsoft Word 2010 for word processing
Microsoft Excel 2010 for spreadsheets
Microsoft Access 2010 for databases
AutoCAD 2014 for drawings

ESRI ArcMap 10.2 for GIS platform

AutoCAD work prepared shall be in accordance with HDR Standards. Technical specifications will be developed using HDR's Master Specifications. Division 0 and 1 Specifications will be provided by City of Fredericksburg.

COMPENSATION

Compensation will be on a lump sum basis in the amounts as shown as follows:

Project Management	$12,000
Technical Memorandum	$8,500
Design and Bid Document Development	$67,600
Bid Phase Services	$9,200
Construction Phase Services	$28,300
Total Professional Services	**$125,600**

Additional Services: If it is determined that additional services are required, the Engineer shall submit a proposal to the City and receive approval in writing from the City before proceeding with the work. Additional services may include survey, geotechnical investigation, hydraulic modeling or other services as approved in writing by the City.

SCHEDULE

The schedule for the project will be as follows:

Task 1	7 calendar days after Project Initiation Meeting/site visit
Task 2*	28 calendar days after completion of Task 1
Task 3*	100 calendar days after completion of Task 2
Task 4**	60 calendar days after completion of Task 3
Task 5	dependent on construction contract duration

* Task 2 and Task 3 are dependent on the completion of the review by the City.
** Task 4 is dependent on the City bidding process.

We appreciate the opportunity to present this proposal. We look forward to working with you and the City of Fredericksburg on this project. If you have any questions or need additional information, please let me know.

Sincerely,
HDR Engineering, Inc.

Albert Rodriguez, P.E.
Associate Vice President

Carmen Abad-Fitts, P.E., PMP
Vice-President

cc: Clinton Bailey, P.E., Director of Public Works & Utilities
Cale Underberg, P.E., HDR
File

CITY COUNCIL MEMO

DATE: 1 November 2016

TO: City Council

FROM: Director of Community Support

SUBJECT: Request from Crawfish Festival for Street Closure

Summary:

The Crawfish Festival is an annual event sponsored by the Fredericksburg Jaycees and is held on Memorial Day weekend each May. This is the second largest festival conducted on Marketplatz and has an attendance of 10,000 visitors. Festival organizers are requesting the closure of Adams Street between Main Street and Austin Street for the 2017 event. The Festival is not planning a significant increase in attractions, vendors or participants, however, in cooperation with the City the footprint of the festival will expand. This is to insure that traffic and wear and tear on the newly planted sod on Marketplatz will be minimized. New policy and guidelines on the use of the grassy areas of Marketplatz are still in development and this request will insure compliance with any future guidelines. The Crawfish Festival will still have to present a complete list of vendors, exhibitors, and attractions with a detailed site plan prior to a special events permit being issued.

Recommendation:

All City Departments have coordinated on and support the approval of this request. Recommend Council approve the request for the closure of Adams Street between Main Street and Austin Street from 24 May to 28 May for the 2017 Crawfish Festival.

The City of Fredericksburg

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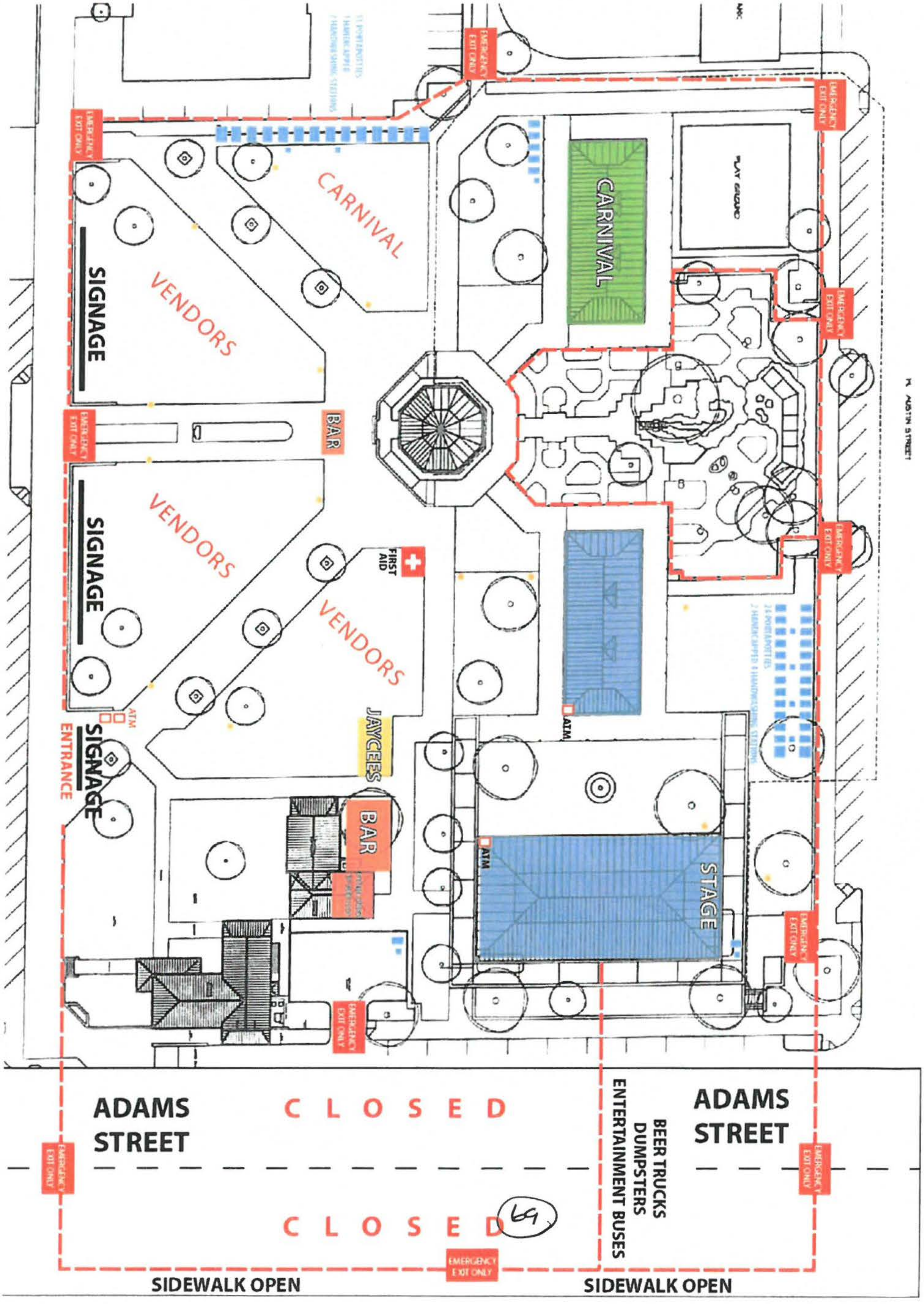
EMERGENCY EXIT ONLY
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