Notice of Meeting for the
General Government and Finance Advisory Board
of the City of Georgetown
October 30, 2019 at 4:30 PM
at 808 Martin Luther King Jr Street, Georgetown, TX 78626, Community Room

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Legislative Regular Agenda

A  Review minutes from the March 6, 2019 General Government and Finance Advisory Board Meeting - Amy Mertink, Board Liaison
B  Consideration and possible action for the approval to purchase vehicles and equipment in the amount of $1,857,313. --Stan Hohman, Fleet Services Manager
C  Consideration and possible action to approve the Professional Services Agreement with Wantman Group, Inc. of Frisco, Texas in the amount of $348,000 for the Architectural/Engineering Design of a Parking Structure at Main Street and 6th Street. – Eric Johnson, CIP Manager

Adjournment
Adjourn Meeting

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of __________________, 2019, at ____________, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

__________________________________
Robyn Densmore, City Secretary
SUBJECT:
Review minutes from the March 6, 2019 General Government and Finance Advisory Board Meeting -
Amy Mertink, Board Liaison

ITEM SUMMARY:

FINANCIAL IMPACT:
N/A

SUBMITTED BY:
Amy Mertink, Board Liaison

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>August minutes</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
The General Government and Finance Advisory Board met on Wednesday, Aug 28, 2019 at 4:30 PM in the Community Room at City Hall, 808 Martin Luther King Jr Street, Georgetown, Texas.

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary’s Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr Street for additional information; TTY users route through Relay Texas at 711.

Board Members Present:
Tommy Gonzalez, Chair  
Stu McLennan  
James Bralski  

City Staff Present:
David Morgan, City Manager  
Laurie Brewer, Assistant City Manager  
Leigh Wallace, Finance Director  
Chris Bryce, IT Director  
Elaine Wilson, Controller  
Rosemary Ledesma, Purchasing Manager  
Eric Johnson, CIP Manager  
Tadd Phillips, HR Director  
Amy Mertink, Admin Assistant  

Others present:

Legislative Regular Agenda

Tommy Gonzalez called the meeting to order at 4:31 p.m.

A  Review minutes from the July 24, 2019 General Government and Finance Advisory Board Meeting – Amy Mertink, Board Liaison

Motion to approve by James Bralski, 2nd by Stu McLennan, approved 3-0.

B  Consideration and possible action to recommend to council an award of a Blanket Agreement with W.W. Grainger, Inc. to provide maintenance repair and operations (MRO) supplies, parts, equipment, materials and related services through the Omnia Partners Public Sector Contract #192163 in an amount not to exceed $190,000.—Rosemary Ledesma, Purchasing Manager.

Rosemary Ledesma explained that this is a new contract. It will integrate with the Workday system and orders can be placed online. Tommy Gonzalez inquired about the dollar amount of the contract and Rosemary explained that it is based on past years purchases from Grainger from multiple departments across the city, with additional future purchases also included for items not currently purchased from Grainger. Rosemary also let the board know that legal has reviewed the contract.

Motion to approve by Stu McLennan, 2nd by James Bralski, approved 3-0.
C  Consideration and possible action to approve a Construction Contract with Pro Dirt Services, LLC. Of Pflugerville, Texas for the Construction of Downtown Parking Lot Expansion, at and around 321 W. 8th St in the amount of $558,690. – Eric Johnson, CIP Manager.

Eric Johnson showed the progress made on the site demolition and reviewed the site plans, including the planned bus stop area.

Motion to approve by James Bralski, 2nd by Stu McLennan, approved 3-0.

D  Consideration and possible action recommending approval of change order #1 with Sierra Cedar for implementation of an Enterprise Resource Planning system in the amount of $121,995.--Leigh Wallace, Finance Director and Chris Bryce, IT Director

Leigh Wallace reviewed the project history, timeline, ten year total cost of ownership, accomplishments in Phase 1, communications that have been done with employees, the Phase 1 Go Live schedule, and Phase 2 accomplishments. Leigh then explained the need for the change order. Chris Bryce explained the technical process for ETL and the amount of time it is consuming. Parts of the process are manual and the data must be checked to ensure it loads correctly. The board asked about project contingency and Leigh verified it has been used for the 3 contractors.

Motion to approve by Stu McLennan, 2nd by James Bralski, approved 3-0.

Motion to adjourn meeting by James Bralski, 2nd by Stu McLennan, approved 3-0. Meeting adjourned at 5:25pm.

Tommy Gonzalez  Date
Board Chair

Chere’ Heintzman  Date
Board Secretary

Amy Mertink  Date
Board Liaison
SUBJECT:
Consideration and possible action for the approval to purchase vehicles and equipment in the amount of $1,857,313. --Stan Hohman, Fleet Services Manager

ITEM SUMMARY:
These vehicles will be purchased through cooperative purchasing agreements. They have been included in the 2019/20 Annual Budget as being either replacement of existing vehicles within the Fleet or as new additions.

The vehicles and equipment to be purchased in this item include:
4 Pickups
1 Small Hybrid SUV
2 Small SUV’s
1 Utility Mini-Van
1 Library Van
3 Utility bed trucks
1 Dump bed truck
1 Electric Department Bucket Truck
2 Mini-Excavators
1 Skid-Steer Loader
9 Marked Police Utility Vehicles
2 Marked Police Pickups
5 Unmarked Police Utility Vehicles
1 Unmarked Police Pickup
1 Fifteen Passenger Van

Out of the 35 units requesting purchase approval, 26 of these are replacements and 9 are new additions.

FINANCIAL IMPACT:
These vehicles were approved and budgeted for in the 2018/19 Fleet Budget.

Fund Impacts:
Fleet Replacement ISF $696,440.52
Public Safety $926,691.26
General Fund $23,618.00
Storm Water $111,062.00
Water $99,500.42

SUBMITTED BY:
Stan Hohman, Fleet Services Manager

ATTACHMENTS:
<table>
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<tr>
<th>Description</th>
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<tr>
<td>Vehicles and Equipment Summary</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Vendor</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Silsbee</td>
<td>Toyota RAV4 Hybrid</td>
</tr>
<tr>
<td>Silsbee</td>
<td>Ford Escape</td>
</tr>
<tr>
<td>Silsbee</td>
<td>Ford Escape</td>
</tr>
<tr>
<td>Silsbee</td>
<td>Ford Transit Connect Minivan</td>
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<tr>
<td>Silsbee</td>
<td>Half ton, regular cab, long box pickup</td>
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<td>Silsbee</td>
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<tr>
<td>Silsbee</td>
<td>Three quarter ton, ext, cab long bed 4WD with camper shell</td>
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<td>Silsbee</td>
<td>Three quarter ton long bed pickup</td>
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<tr>
<td>Caldwell</td>
<td>F-450 ext. cab diesel utility bed</td>
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<td>Silsbee</td>
<td>F-550 regular cab, DRW utility concrete form bed</td>
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<td>Caldwell</td>
<td>One ton, regular cab utility bed, cab window guard and crane</td>
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<tr>
<td>RDO</td>
<td>Mini-Excavator JD35G</td>
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<tr>
<td>Holt CAT</td>
<td>Mini-Excavator Cat 307.5</td>
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<tr>
<td>RDO</td>
<td>Skidsteer JD324G</td>
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<tr>
<td>Altec</td>
<td>Altec/Freightliner Bucket Truck AT48M</td>
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<tr>
<td>Freightliner of Austin</td>
<td>Freightliner M2-106 Dump truck</td>
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<tr>
<td>Texas Bus Sales</td>
<td>Ford/Sunset 150L transit van</td>
</tr>
<tr>
<td>Vendor</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Caldwell</td>
<td>Police Interceptor utility marked vehicles</td>
</tr>
<tr>
<td>Caldwell</td>
<td>Patrol Additional</td>
</tr>
<tr>
<td>Caldwell</td>
<td>Community Engagement Additional</td>
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<tr>
<td>Silsbee</td>
<td>Police Interceptor utility undercover vehicles</td>
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<tr>
<td>Caldwell</td>
<td>Police Responder Pickup</td>
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<tr>
<td>Caldwell</td>
<td>Three quarter ton, 4 door, short bed</td>
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<tr>
<td>Silsbee</td>
<td>Dodge Police Interceptor Durango</td>
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<td>Silsbee</td>
<td>Toyota Tundra Pickup</td>
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<tr>
<td>Silsbee</td>
<td>Interceptor utility undercover vehicle RED</td>
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<tr>
<td>Silsbee</td>
<td>15 passenger van RED</td>
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**Account Totals**

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<th>Budgeted</th>
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<th>Difference</th>
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<td>$32,500.00</td>
<td>$0.00</td>
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<td><strong>Totals</strong></td>
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<td><strong>$1,857,312.20</strong></td>
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**ON THIS SHEET**

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</tr>
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SUBJECT:
Consideration and possible action to approve the Professional Services Agreement with Wantman Group, Inc. of Frisco, Texas in the amount of $348,000 for the Architectural/Engineering Design of a Parking Structure at Main Street and 6th Street. – Eric Johnson, CIP Manager

ITEM SUMMARY:

Carl Walker, Inc was originally the name of the Parking Solution Division of Wantman Group, Inc. (WGI). After the Downtown Parking Study was complete, the “Carl Walker” name was dropped, and the Parking Solution Division absorbed the name of the parent company, WGI. The City entered into a contract with WGI on October 2, 2018 to study the feasibility of a parking structure at Main Street and 6th Street. The results of that report were presented to City Council on January 22, 2019.

Given their extensive background in Parking Structure Design, and their extensive background in the specific needs and requirements of the City of Georgetown, we recommend WGI as the most qualified consultant to design the proposed Parking Structure at Main Street and 6th Street.

FINANCIAL IMPACT:
The proposal identifies a fee of $348,000 for design and construction phase services.

The Downtown Parking Garage is funded through Certificates of Obligation. $5,000,000 issued through the 2019 annual debt issuance

The debt will be served at 50% through the property tax rate and 50% from dedicated tax rate from the Downtown Tax Increment Reinvestment Zone.

SUBMITTED BY:
Eric Johnson, CIP Manager

ATTACHMENTS:
<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
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<tr>
<td>Proposal</td>
<td>Backup Material</td>
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<tr>
<td>Presentation</td>
<td>Presentation</td>
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</table>
September 24, 2019 (Revision 1)

Mr. Eric Johnson  
Capital Improvement Projects Manager  
City of Georgetown  
113 E. 8th Street  
Georgetown, TX 78626

Re: 7th & Main Parking Structure  
Proposal for Professional Design Services  
Design Development through Construction Administration Phase Services  
Wantman Group, Inc. (WGI) Proposal # P1-19-535

Dear Eric:

WGI is pleased to present this design services proposal and agreement in response to your request for the planned 7th & Main Parking Structure in Downtown Georgetown. We have enjoyed our continual collaboration with the City of Georgetown since 2015 when we were selected to provide engineering and parking consulting services for a parking structure in Downtown Georgetown. In December 2018 we completed a Schematic Design package for the referenced parking structure project. We understand that the City of Georgetown is now ready to move forward with the remaining phases of the project and has requested our proposal for design services related to the Design Development phase through Construction Administration phase. We appreciate this opportunity to continue working with the City and the Community in Georgetown.

PROJECT UNDERSTANDING AND GENERAL REQUIREMENTS

A. Project Owner: The City of Georgetown (The City)
B. Project name: 7th Street and Main Street Parking Garage
C. Project site location: Intersection of Main Street and 6th Street in Georgetown, TX
D. In general, the proposed new parking garage requirements are as follows:
   1. Total of 4 levels above ground: One slab-on-grade level and three supported floor levels
   2. Parking garage capacity: Approximately 215 parking spaces
   3. Standard parking space dimensions: 9'-0" wide x 18'-0" long
   4. The parking garage approximate footprint dimensions are 170'-0" in the east-west direction by 126'-0" in the north-south direction.
   5. Anticipated floor-to-floor height to accommodate ADA Van spaces: 11'-4" minimum
   6. Open parking structure meeting the requirements of IBC Section 406.5 for natural ventilation (no mechanical ventilation or automatic fire sprinkler system are anticipated).
   8. Anticipated vertical circulation systems: Two (2) stairways and one (1) elevator are currently anticipated
   9. Free access is anticipated at this time (no parking access and revenue control system will be required at this time). The design will make provisions for the installation of a concrete island at the vehicular entry/exit with empty conduit in case the City decides to provide access controls in the future.
E. Design drawings are to be produced using Revit (BIM) or AutoCAD software.

PROPOSED DESIGN TEAM

WGI's role and detailed scope of services is defined below and in the attached Exhibit A. Our proposed project team and corresponding roles is as follows:

WGI
- Prime Consultant
- Structural Engineer
- Parking Consultant / Functional Designer
- Landscape Architecture
- Electrical Engineer
- Mechanical/Plumbing Engineer

Teig Architectural Group (subconsultant to WGI)
- Architect

Steger Bizzell (subconsultant to WGI)
- Site/Civil Engineering

Other Consultants Retained the City of Georgetown (Owner) Under a Separate Contract
- Land Surveying Services
- Geotechnical Investigations and Engineering Services: The City has retained Terracon for these services.
- Environmental Assessment

Clarifications and Services Not Currently Included
- Community Outreach Meetings: We understand that the City would like WGI to participate in two (2) community outreach meetings that would be facilitated by the City. WGI's role in these meetings would be to provide technical/design support to the City and answer any design questions from the public.
- Water Pollution Abatement Plan (included): The project site is located in the Edwards Aquifer Recharge Zone and is subject to the rules for development as established by the Texas Commission on Environmental Quality (TCEQ) and the City of Georgetown’s Water Quality regulations. We will prepare and submit a TCEQ application for Water Pollution Abatement Plan approval. However, TCEQ submittal fees are not included in our proposal.
- Special Inspections and Construction Testing (not included): These services are typically retained by the Owner and are procured just prior to construction once design documents have been prepared. We can assist the City of Georgetown in procuring these services at a later date.
- Adjacent New Retail/Office Building Design Services (not included): We understand that a planned adjacent two-story building, with frontage along 7th Street, will be designed by others (Developer Team). We will coordinate access design from the parking garage to the adjacent new building with the Developer Team. Our proposal does not include design services related to the planned two-story building.
- Texas Accessibility Standard Review Services (not included). Our design documents will be developed for accessibility (ADA) compliance. However, we anticipate that accessibility review will be performed by a separate consultant retained directly by the City (Owner).
- Traffic Engineering Services (not included): The City’s Unified Development Code (UDC) requires a Traffic Impact Analysis when the proposed development generates traffic in excess of 2,000 average daily trips (UDC Sec. 12.09.030). Currently, we do not anticipate the new parking garage to generate more than 2,000 daily trips.
- Geologic Assessment (not included): A geologic assessment will be required to confirm whether or not a natural cave/spring/occupied site exists on the property or within 300 meters of the property. This assessment is not included in our proposed scope of services. We can assist the City in contracting with a firm that can provide such service.
- Parksmart (Sustainable Design) Certification is **not included**.

**Other Fees or Services Not Included**
- Property platting (preliminary/final/amended/re-plat)
- Dry utilities design (phone, cable, gas, electric)
- Plans for off-site utility extensions/improvements
- Governmental review or inspection fees
- Easement descriptions or existing easement abandonments/license to encroach
- Re-zoning/variance/waiver requests

**ANTICIPATED PROJECT APPROACH & BASE SCOPE OF SERVICES**

WGI's proposed scope of services is provided in the attached Exhibit A.

**ANTICIPATED PROJECT SCHEDULE**

The anticipated project milestone durations are as follows:
- Design Development: 8 weeks
- Construction Documents: 8 weeks
- Bidding and Award: 6 weeks
- Construction: 10 months (subject to Contractor’s proposed schedule)

**Anticipated Meetings & Site Visits** – The maximum number of anticipated meetings and site visits for the proposed basic services are summarized in the table below. **WGI** can attend additional meetings and perform additional site visits as an additional service.

<table>
<thead>
<tr>
<th>Project Phase / Task</th>
<th>Meetings/Site Visits Included in Base Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Management Meetings</strong></td>
<td></td>
</tr>
<tr>
<td>Community Outreach &amp; Stakeholder Meetings (Facilitated by the City)</td>
<td>4</td>
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<tr>
<td>Meeting with Historic and Architectural Review Commission (HARC)</td>
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<tr>
<td>City Council Meetings</td>
<td>2</td>
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<tr>
<td>Meeting with City’s P&amp;Z</td>
<td>1</td>
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<tr>
<td>Preapplication Meeting</td>
<td>1</td>
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<tr>
<td><strong>Total Project Management Meetings</strong></td>
<td><strong>9 Meetings</strong></td>
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<tr>
<td><strong>Design &amp; Bidding Meetings</strong></td>
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<tr>
<td>Design Development Phase</td>
<td>2</td>
</tr>
<tr>
<td>Construction Documents Phase</td>
<td>2</td>
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<tr>
<td>Bidding and Negotiation Phase</td>
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<tr>
<td><strong>Total Design Meetings</strong></td>
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<tr>
<td><strong>Construction Site Visits</strong></td>
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<td>Construction Administration Phase</td>
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<td>Preconstruction Meetings</td>
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<tr>
<td>Periodic Site Visits/Construction Progress Meetings</td>
<td>8</td>
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<tr>
<td>Punch List Visits</td>
<td>2</td>
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<tr>
<td><strong>Total Site Visits</strong></td>
<td><strong>12 Visits</strong></td>
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BASE SCOPE OF SERVICES FEE SUMMARY

We propose to provide professional services for the referenced project as described in this proposal on a lump sum amount basis as shown in the table below.

<table>
<thead>
<tr>
<th>Project Phase</th>
<th>Lump Sum Amount</th>
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<td>Project Management Meetings</td>
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<td>Construction Documents</td>
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<td>Bidding</td>
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<tr>
<td>Construction Administration</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$348,000</strong></td>
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OPTIONAL SCOPE OF SERVICES

As an optional service, we propose to attend and lead two public outreach meetings. Our proposed scope of services for this optional task would include the following:

- Prepare an agenda
- Prepare presentation
- Lead and moderate the meeting
- Provide a meeting summary memo
- Cost for this option would be $6,500 per meeting for two WGI employees attending the meeting

ADDITIONAL SERVICES

We propose to attend additional meetings or site visits in Georgetown as an additional service for a lump sum of $1,800 for each additional meeting or site visit (for one person attending). Other additional services, when authorized in writing, will be invoiced on a mutually agreed lump sum fee.

TERMS AND CONDITIONS

We understand that the City will provide a standard Agreement Between Owner and Project Engineer for our review.

We appreciate the opportunity to continue serving the City of Georgetown. Please contact us if you have any questions.

Sincerely,
Wantman Group, Inc. (WGI)

Fabio Serrato, PE
Manager – Parking Solutions

CC: Jeff Hanson, WGI

Attachments: Exhibit A – Proposed Scope of Services
DESIGN DEVELOPMENT THROUGH CONSTRUCTION ADMINISTRATION

A. Design Phases

1. Chair and document periodic design coordination meetings in Georgetown, or via telephone and/or web conference. Number of in-person meetings are presented in our letter proposal.

2. Update parking structure layout to finalize the following:
   a. Relationship of the structure to peripheral street system, adjacent buildings, and anticipated user destinations.
   b. Location and size of vehicle entrance and exit.
   c. Vehicular and pedestrian flow, both internal and external to the facility.
   d. Location of stair/elevator towers.
   e. Pedestrian access.
   f. Parking space layouts.
   g. Vehicle ramping system.

3. Prepare parking space layout drawings, and signage/graphics detailing and specifications.
   a. Develop tier plans, including parking space layouts, stair/elevator locations, storage/electrical/mechanical rooms, sign locations, and entrance/exit islands.
   b. Develop graphics (signing) layouts, details, sign schedules, and refine outline specifications for signage.

4. Prepare design development and final structural drawings and specifications, incorporating important durability criteria. These documents will include:
   a. Preliminary and final foundation design based on the geotechnical report recommendations and site requirements.
   b. Preliminary and final sizing of structural elements.
      • Structural system detailing.
      • Volume change design considerations.
      • Development of durability systems, waterproofing, and joint sealants.
   c. Develop floor elevations and floor drain locations.
   d. Preliminary and final structural specifications for foundations, superstructure system (including durability features).

5. Parking Area Waterproofing – Prepare design development and final waterproofing drawings and specifications for the parking area floor slabs. These documents will include:
   a. Concrete sealer application to reduce the infiltration of water.
   b. Expansion joint waterproofing systems in the floor slabs.
   c. Control joint caulking with elastomeric sealant
d. Traffic bearing membrane application to protect vulnerable structural elements (i.e. post-tensioning anchors at pour strips), or to provide waterproofing over areas such as storage rooms and electrical rooms.

6. Develop building sections to show relationship between floor levels and vertical elements, and to show the relationship with the site and surrounding area.

7. Prepare design development and final architectural plans, elevations, and details. Provide architectural specifications, including architectural precast (if applicable), masonry, handrails, miscellaneous metals, wood and plastic (if applicable), flashing, roofing, architectural waterproofing, damp proofing, vents, wire screens, storage rooms, and electrical rooms.

8. Prepare design development and final utility and site plans, details, and specifications, including utility coordination.

9. Prepare site grading and drainage as required by the City of Georgetown.

10. Prepare a selective demolition plan of the site civil related items including pavement, curbing, sidewalks, swales, miscellaneous site work.

11. Prepare Tree Preservation Plan and Final Landscape Plan construction documents. Final plans will include location, botanic and common plant name, size, quantities, and specific requirements for all proposed planting materials. Plans will incorporate all tree relocation and tree preservation. Plans will include written specifications and planting details associated with the proposed landscape design.

12. Prepare Final Irrigation Plan and constructions documents for permit submittal. Final plan set will include irrigation plan sheets, details and specifications for all head locations, valves, piping, sleeving, etc. as required addressing the site-specific irrigation requirements.

13. Mechanical, Electrical, Plumbing – Prepare design development and final MEP plans, details, and specifications (mechanical and electrical systems, including lighting, ventilation, and plumbing).

14. Assist in updating the opinion of probable construction cost and the anticipated construction schedule.

15. Coordinate the work of the design team to confirm conformance of our work with project requirements.

16. Perform preliminary review with the City of Georgetown Planning Department prior to beginning construction documents.

17. Design Deliverables:
   a. Design Development Phase:
i. Preliminary Parking Functional Floor Plans illustrating parking layout, entry/exit layout, stairs and elevator(s), and interior signage.

ii. Preliminary Structural Plans, including foundations and superstructure

iii. Preliminary Structural Stair Plans and Details (if new stairs are required)

iv. Preliminary Structural Detail Drawings

v. Preliminary Parking Area Waterproofing Drawings

vi. Preliminary architectural plans and details

vii. Preliminary selective site demolition, site grading and drainage

viii. Preliminary landscape and irrigation

ix. Preliminary Stormwater Pollution Plan, including Best Management Practices.

x. Draft technical specification sections – All Disciplines

b. Construction Documents Phase:

i. Final Plans and Details – All Disciplines

ii. Final Specifications – All Disciplines

B. Bidding, Construction and Close-Out Phases

1. Consult with project team during the procurement phase, answer questions, and prepare addenda as required.

2. Attend preconstruction meetings to review specifications and design requirements with contractors.

3. Provide ongoing consultation throughout the construction phase.

4. Review appropriate shop drawings and submittals required by our technical specifications during the Construction Phase of the project. Such review will be for general conformance with the design concept of the project and general compliance with the information given in the Construction Documents.

5. Review and respond to Requests for Information (RFI’s).

6. Review materials testing reports, including geotechnical, foundation bearing capacity, soil compaction, welding, concrete quality, etc.

7. Participate in pre-concrete placement meeting for communication of project expectations.

8. Conduct periodic construction observation visits at a time deemed appropriate for timely and proper review of the work in progress. Number of periodic visits are presented in our letter proposal.

9. Review and assist in processing contract change request items to document changes in the work.

10. Conduct punchlist site visit and submit a punchlist report.
11. Prepare record drawings based on as-built documentation provided by contractors.

**SCOPE CLARIFICATION & EXCLUSIONS**

1. Design of pipe supports and electrical/mechanical equipment supports typically provided by the Mechanical/Electrical Contractors.

2. Low voltage electrical systems, including voice, data, security or other system wiring or designs are not included in our scope of services. Empty conduit design for power and data will be provided (if required).

3. Fire protection design services (if required) will be limited to criteria specifications only, with hydraulic calculations and piping design documents by certified sprinkler subcontractor. Design provisions for booster/fire pump, if required, is not included.
Parking Garage Design

October 30, 2019
Parking Garage Background

- 12/9/2014 – Contract with Carl Walker, Inc for Downtown Parking Study
- 8/25/2015 – Parking Study Presentation to City Council
- 10/2/2018 – Contract with Wantman Group, Inc (WGI) for feasibility study at 6th and Main
- 1/22/2019 – Feasibility Study Presentation to City Council
Parking Garage Background

• 5/14/2019 – City Council appoints Steering Committee
• 6/24, 7/22, 8/12 and 9/17 – Steering Committee Meetings
• 10/1/2019 – First Public Survey Opens
• 10/30/2019 – First Public Survey Closes
Scope and Fees

• **Scope**
  – Design
    • 9 Project Management Meetings
    • 5 Design Meetings
  – Construction Documents
    • A/E/Landscape/Irrigation/Civil/Structural/MEP
  – Bid Phase
  – Construction Administration
    • 12 Construction Site Meetings

• **$348,000 – Fixed Fee**
Next Steps

• Award Design Contract

• Schedule:
  – Design – 24 weeks – Spring/Summer 2020
  – HARC/Site Building Plan Review – Summer 2020
  – Award construction contract – Fall 2020
  – Construction – 10-12 months
  – Completion – Fall/Winter 2021
SUBJECT:
Adjourn Meeting

ITEM SUMMARY:

FINANCIAL IMPACT:
n/a

SUBMITTED BY:
Amy Mertink, Board Liaison