

K C D C

SPECIAL AGENDA

**Notice of Special Meeting
October 8, 2020 – 6:00 p.m.**

**BOARD OF THE
KEMAH COMMUNITY DEVELOPMENT CORPORATION**

**Council Chambers, Kemah City Hall,
1401 State Hwy 146, Kemah, Texas**

VIRTUAL MEETING

Doug Meisinger – President

(Position 3)

VACANT	Kelley Dawson	David Alcorn	Isaac Saldaña Vice President	Reé Allen	Jacob Bigger
Position 1	Position 2	Position 4	Position 5	Position 6	Position 7

In accordance with the Texas Open Meetings Act the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the front exterior wall of the City Hall Building, except in case of emergency meetings or emergency items posted in accordance with law. This facility is wheelchair accessible and accessible parking spaces are available. Requests for other accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (281)334-1611 or Fax (281)334-6583 for further information.

- 1. Call to Order**
- 2. President Comments**
- 3. Vice President Comments**
- 4. Board Member Comments**
- 5. Consideration and Possible Action: to approve Landology's additional services proposal for Topographic Land Surveying of the 57 Acre Park.**
- 6. Adjourn**

Online: <https://global.gotomeeting.com/join/407210741>

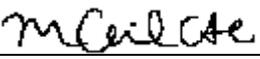
Phone: United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 407-210-741

CERTIFICATION

I certify that the above notice of meeting was posted for public review on the 5th day of October, 2020 before 6:00 P.M.



Melissa Chilcote, City Secretary

10/05/2020

Date

I certify this notice was removed by me from the Kemah City Hall bulletin board on _____ day of _____, 2020. _____



January 31, 2020

Mr. Walter Gant,
City Administrator
City of Kemah
1401 State Hwy. 146
Kemah, TX 77565

Re: Master Plan Design Services for City of Kemah 57 Acre Park.

Dear Mr. Gant,

LANDology, LLC is pleased to submit the following proposal for the master plan design of the City of Kemah 57 Acre Park.

We propose the following services:

I. SCOPE OF SERVICES

A. Data Collection

The project team will gather existing data associated with the park site to provide a complete base map upon which to design the site improvements. The data will include any recent topographic or boundary survey information and conceptual park design that has previously been generated, as well as associated development agreements that may be in place which potentially dictates or limits uses/programming for the park site.

B. Meeting #1 – Site Visit

After complete context of the project site is understood, the design team will facilitate a meeting with representatives of the KCDC. In addition to touring the site, the purpose of this first meeting will be to learn member concerns and previously acquired citizen input/ expectations for the 57 Acre Park improvements and to establish a timeline for the development of the park master plan.

C. Concept Plan Development

After review of the existing conditions at the project site with KCDC representatives, the design team will provide a preliminary master plan for the City of Kemah 57 Acre Park improvements. The main purpose of this concept development will be to take KCDC and relayed citizen input regarding the improvements at the park and capture these comments in plan form. Conceptual elevations, cross sections and/ or other perspective sketches may be generated along with cost estimates during this phase for review and approval by City staff.

D. Meeting #2 with the City of Kemah Community Development Corporation

Once the preliminary plans have had staff review, these plans will be presented to the KCDC. The goal of this meeting will be to present the members with concept options for the park and to seek their input on which preferred direction they would like to see their park development take.

E. Finalize Park Master Plan

The design team will take the input received from meeting #2 with the KCDC and distill the comments and information into a preferred park master plan. The plan will be prepared for City review and comment and will finalize the locations and configurations of the site and recreational facility improvements.

The preferred park master plan will identify types and size requirements of site elements including site grading, access and circulation routes, parking areas, utilities, pedestrian circulation routes, and landscape and irrigation improvements. Project phasing will be indicated on these plans, if applicable.

F. Meeting #3 with the City of Kemah Community Development Corporation

As a final step the design team will present the preferred park master plan to the KCDC. The preferred park master plan will be presented with a possible phasing plan, and a schedule with the next steps for the development project will be discussed. The purpose of this meeting is to ensure that KCDC consensus is reached regarding the preferred park master plan.

G. Presentation to City Council.

The design team will then present the preferred park master plan to the Kemah City Council for their review and consideration for approval. **The landscape architect will deliver five (5) bound master plan documents documenting the process (including meeting minutes, phasing projections, and estimates of probable construction costs) as well as one (1) full size, full color rendered**

Mr. Walter Gant
January 31, 2020

master plan and one (1) flash drive containing digital versions of the above deliverables produced during the Scope of Services as outlined above.

II. CLIENT RESPONSIBILITIES

The Client will be responsible for providing accurate project information, which may include a topographic surveyor base mapping, related development agreement(s), geotechnical report, existing site feature survey (vegetation, existing buildings, etc.), or proposed site features from other consultants (architectural, engineering, mechanical, etc.). The Client agrees to provide this information and render decisions expeditiously for the orderly progress of the landscape architect's services.

The Client shall retain the services of specialized consultants (structural engineers, civil engineers, etc.) when such services are deemed necessary by the landscape architect and the Client.

III. BASIS OF COMPENSATION

The fees for services stated will be as follows:

Item	Fee Basis	Fee
A. Data Collection	Lump Sum	\$1,000
B. Meeting #1 Site Visit	Lump Sum	\$750
C. Concept Plan Development	Lump Sum	\$6,500
D. Meeting #2 with the KCDC	Lump Sum	\$750
E. Finalize Park Master Plan	Lump Sum	\$2,500
F. Meeting #3 with the KCDC	Lump Sum	\$750
G. Presentation to City Council	Lump Sum	\$750
H. Reimbursable Expense	Not to Exceed	\$1,500
	Total Fee:	\$14,500

Billing will be monthly as work progresses.

Reimbursable expenses (cost plus 10%) will be billed on a not-to-exceed basis. Any additional services (all services not shown on Scope of Services), will be billed on an agreed upon lump sum fee. This proposal does not include services performed prior to the execution of this agreement or services not specifically addressed in "The Scope of Services".

Mr. Walter Gant
January 31, 2020

We appreciate the opportunity to be of service and look forward to assisting you in the development of this project. Upon your review of this proposal, please call if you have any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jonathan McMillian', written in a cursive style.

Jonathan McMillian, ASLA
Park Planner / Landscape Architect
JMc

**NOTIFICATION of ADDITIONAL
SERVICES REQUESTED**

NAS #1- Topographic Survey

Re: 57 Acre Park – Master Planning

LAND No. 431.002 - Addition to Agreement authorized February 26, 2020.

This is a Notification of Additional Services requested of the Landscape Architect for the above referenced Project and Agreement.

I. ADDITIONAL SERVICES

The requested services to be provided include:

A. Topographic Land Survey

Natural ground shots including berm, perimeter of pond, visible utilities, adjacent pavement and roadbed, and up to 3 days of time to locate 6" and larger trees (portions of site for tree capture TBD.)

II. FEE

The total fee for these services is a lump sum based upon the estimated time for professional services.

A. Topographic Land Survey:.....\$ **13,800**

III. APPROVAL and ACCEPTANCE

If this notification of additional services requested meets your approval, please sign below, and return a copy to my attention. We will consider it part of our Agreement and begin this work upon authorization. Thank you,

LANDSCAPE ARCHITECT:

CLIENT:

LANDology, LLC

City of Kemah, Texas


Jonathan McMillian, ASLA
President/ Landscape Architect

Walter Gant
City Administrator

10.02.20
Date

Date

