

Meeting Agenda

Oak Point Parks and Recreation Commission

Oak Point City Hall
100 Naylor Road
Oak Point, Texas 75068

Monday, March 11, 2019-- 6:00 P.M.



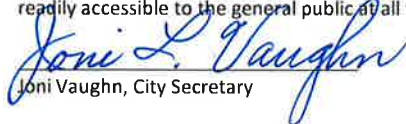
1. Call to order, roll call, and announce a quorum is present. (Maynard)
2. Pledge of Allegiance and Pledge to the Texas Flag. (Maynard)
3. Consider and act upon the minutes from the December 3, 2018 regular meeting of the Oak Point Park and Recreation Commission. (Ashley)
4. Consider and act upon a proposal from DCBA Landscape Architecture for landscape architectural design and consulting services. (Ashley)
5. Discuss possible topics to include on agendas of future meetings and the date of the next Parks and Recreation Commission meeting. (Maynard)
6. Adjourn. (Maynard)

The Corporation may vote and/or act upon each of the items listed in this Agenda. Except for items in the Agenda designated as public hearing or otherwise designated for public input, there will be no public input during the course of this meeting without express authorization from the presiding officer. If during the course of the Corporation meeting, any discussion of any item on the agenda should be held in a closed meeting, the Corporation will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters (d) and (e).

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact City Hall at (972) 294-2312 or FAX (972) 294-1619 for further information.

CERTIFICATION:

I do hereby certify that this Notice of public meeting was **posted** on the outside bulletin board at the Oak Point City Hall, a place convenient and readily accessible to the general public at all times, and said Notice was posted at 3:00 a.m. (p.m.) on the 7th day of March 2019.


Joni Vaughn, City Secretary

This notice was **removed** at _____ a.m./p.m. on the _____ day of _____, 2019

Joni Vaughn, City Secretary



Special Work Session of the
Oak Point Parks and Recreation Commission

Oak Point City Hall
100 Naylor Road
Oak Point, Texas 75068



Monday, December 3, 2018-- 6:15 P.M. or immediately
following the Board of Adjustment Meeting

1. Call to order, roll call, and announce a quorum is present. (Maynard)

Chairperson Maynard called the meeting to order at 6:17 p.m. with the following roll call:

Leslie Maynard	Chairperson	Present
Lee Ann Keener	Vice Chairperson	Absent
Jerod Adams	Commissioner	Present
Marilyn Berry	Commissioner	Absent
Skip Cox	Commissioner	Present
Marcia Dickson	Alternate	Present

City staff present:

Amy Bockes City Secretary

And with a quorum present the following items were presented:

2. Pledge of Allegiance and Pledge to the Texas Flag (Maynard)

Chairperson Maynard led the meeting in Pledge of Allegiance and the Pledge to the Texas Flag.

3. Consider and act upon the minutes from the November 12, 2018 regular meeting of the Oak Point Park and Recreation Commission. (Bockes)

Commissioner Adams motioned to approve the minutes for the November 12, 2018 regular meeting of the Oak Point Parks and Recreation Commission; motion seconded by Commissioner Cox. **Motion passed with a vote of 3-0.**

4. Work Session on Long Ranch Park Improvements and Master Plan Update, discuss and act upon recommendations to the City Council on Park Improvement Projects for funding.

Commissioners discussed different items that they would like to present to the City Council for funding approval and direction to City staff for other items discussed at previous meetings.

Commissioner Cox provided information about updating the pressure tank on the City's well. Cox met with Lonestar Water Wells and was provided with an estimated cost of less than \$900 to replace the pressure tank, approximately \$100 in miscellaneous parts and \$145 for a service call. Once the pressure tank is replaced Lonestar can better determine the best water flow and gallons per minute. It was recommended that the zones for watering are staggered to allow for the best flow and pressure.

The next item that was discussed was the irrigation for both baseball fields, the park and the area around the volleyball and basketball court. Commissioners did not want to do the full irrigation quoted for the east field including both the volleyball and baseball fields until there is a better idea of the trails plan once a park planner can be hired and meet with the PARC Board. Commissioners wanted an updated quote for the east field removing the areas of the volleyball and basketball fields. They wanted to move forward with the west field updates at \$5000.

Staff will obtain a new quote and also discuss a control box that would allow for future expansion of the irrigation system and to find out the specific gallons per minute flow of the current irrigation system.

Commissioners discussed the park planner and getting a new trails plan with phases to include the first phase of a trail around the perimeter of the park and the second phase being around the current playground equipment. The discussion was also had about the type of material and concerns about asphalt being the most dangerous when there are higher temperatures. Crushed granite was a concern of Dena Meek because of the need to replace or repair after a couple of years. Don Lindemann wanted the PARC Board to come up with their list of projects and then have the park planner prioritize based on funding and grants. Chairperson Maynard wanted to meet with a planner first and then create a list. They know the number one item is the trail system.

The final item discussed was the improvements to the boat ramp. Dave Rush provided an update that he received information back from the Corps of Engineers on the items needed to submit for the approval process. Mr. Rush was waiting on the final construction plans from one of the vendors and stated it should be received by the end of the week. He will then get with City staff to put the request on City letterhead and submit for approval which could take approximately 4 months. The plans would also have to be inspected for ADA compliance. Commissioners asked about the need to come back to approve funding or could they provide the recommendation to City Council and the project move forward once there is approval from the Corps. Staff stated a recommendation could be made with a maximum dollar amount to spend and that the process can still be updated through the Parks Commission as well as any additional funds that may be needed would have to be approved by the Parks Commission and recommended to City Council. Commissioner Adams was concerned about committing to the funding for the boat ramp not knowing the outcome or total amount. Staff noted that if the Corps did not approve the plan then no funds would be used.

Commissioner Cox motioned that the PARC Commissioner recommend that the City Council vote to approve the funding for the following projects:

1. Replace the pressure tank for the City's water well, the needed associated parts and the service fee, not to exceed \$1,500;
2. Accept the bid for sod on the west baseball field at a cost not to exceed \$5,000; and
3. Approval for the boat ramp improvements subject to approval from the Corps of Engineers in an amount not to exceed \$130,000 (this amount includes any funds in the boat ramp line item);

Motion seconded by Chairperson Maynard. **Motion passed with a vote of 2-1. Ayes: Cox, Maynard Nos: Adams.**

5. Discuss possible topics to include on agendas of future meetings and the date of the next Parks and Recreation Commission meeting. (Maynard)

Commissioners wanted to schedule their next meeting for Monday, January 14, 2019 and to include the following items:

Updated quote on the east baseball fields irrigation.
Cover for the water well pressure tank estimated cost (separate from the shed already approved)
Park Planner/Architect an approximate costs to go ahead and hire.

6. Adjourn. (Maynard)

Commissioner Cox motioned to adjourn; motion seconded by Commissioner Adams. **Motion passed with a vote of 3-0. The meeting adjourned at 7:34 p.m.**

Leslie Maynard, Chairperson

ATTEST:

City Secretary

DRAFT



February 22, 2019

PROPOSAL for LANDSCAPE ARCHITECTURAL SERVICES for

OAK POINT CITY PARK

Phase 1 Landscape Architectural Services

OAK POINT • TEXAS

This proposal/contract is for landscape architectural design and consulting services by **DCBA LANDSCAPE ARCHITECTURE** (the Landscape Architect) for the **CITY OF OAK POINT, TEXAS** (the Client).

1.0 SCOPE OF WORK

- 1.1 Work related to the proposed improvements to an existing municipal park at McCormick Road and Naylor Road in Oak Point, Texas.
- 1.2 Phase 1 Landscape Architectural Services shall include the following:
 - **FIELD EVALUATION**
 - **MASTER PLAN UPDATE**
 - **OPINION OF PROBABLE COST / PHASING PLAN**
 - **WALKING TRAIL ADDITION**

2.0 PHASE 1 BASIC SERVICES

The Landscape Architect's Basic Services shall consist of the four (4) phases described in Paragraph's 2.1 through 2.4 as follows:

2.1 FIELD EVALUATION

- 2.1.1 The Landscape Architect shall visit the site to verify and inventory existing conditions of the property taking special note of the following:
 - Existing vehicular and pedestrian circulation
 - Optimum views and vistas
 - Existing trees and vegetation
 - Topographic features
 - Adjacent properties

2.1.2 The Landscape Architect shall photographically document key features of the site for use in master plan development.

2.2 MASTER PLAN UPDATE

2.2.1 The Landscape Architect shall develop concepts for the park development to include:

- Incorporation of existing elements to remain (i.e. playground, pavilion, basketball court, etc.)
- New park elements
- Vehicular / pedestrian circulation, including parking alternatives
- Proposed walking trail
- Safety concerns between City Hall / Fire Station vehicular traffic and nearby playground

2.2.2 The Landscape Architect shall work in coordination with the Client to provide concepts consisting of drawings, sketch details, and other documents to fix and describe the size, character, and theme for the project.

2.2.3 During the Master Plan Update phase, the Landscape Architect shall attend the following meetings / presentations (maximum):

- City Staff _____ 2 Meetings
- Park Board _____ 2 Meetings

2.3 OPINION OF PROBABLE COST / PHASING PLAN

2.3.1 The Landscape Architect shall submit to the Client a detailed Opinion of Probable Cost broken down into specific elements and areas of the park.

2.3.2 Based on the Opinion of Probable Cost, the Landscape Architect will prepare a Phasing Plan with strategies for implementation of the Master Plan

2.4 WALKING PATH ADDITION

2.4.1 CONSTRUCTION DOCUMENTS - Based on the approved Master Plan Updates, the Landscape Architect shall prepare detailed Construction Documents for the implementation of the proposed walking trail. Included will be plan view, details, technical specifications, and bid documents.

Note: It is assumed that a topographic survey of the park is not available. Although not ideal, the Landscape Architect can produce trail construction documents using aerial photography, but would prefer to have a topographic survey provided to ensure proper drainage. This can be contracted directly by the Client or the Landscape Architect can arrange for a survey to be completed as an additional service.

2.4.2 BIDDING SERVICES - Based on approved Construction Documents, the Landscape Architect shall provide bidding services to include the following:

- Distribute plans and specifications to qualified contractors on the Client's behalf
- Answer questions and prepare clarifications during the bidding process
- Help in the preparation of landscape addenda items required
- Tabulate and review bids
- Make recommendations as to award of construction contract

2.4.3 IMPLEMENTATION OBSERVATION - During construction, the Landscape Architect shall perform the following construction implementation services:

- Review shop drawings and submittals as requested
- The Landscape Architect shall make the following trips to the site to observe contractor progress and plan compliance:
 - A maximum nine (9) hours on-site consultation and observation for plan compliance during the landscape installation
 - One trip for final inspection review (punch list preparation)
 - One trip for punch list completion review
- The Landscape Architect shall prepare a written report of his findings and report any discrepancies or problems to the Client

3.0 FEES

- 3.1 For the **PHASE 1 BASIC SERVICES** (as described in 2.0 above), the Client agrees to pay the Landscape Architect a lump sum fee of **twenty-seven thousand eight hundred dollars and no cents (\$27,800.00)**. Fees will be invoiced monthly at a percentage of the work completed.
- 3.2 **REIMBURSABLE EXPENSES** - Direct Expenses such as printing, plotting, delivery services, hotel, mileage, and other out-of-pocket expenses relating solely to the project will be invoiced at our direct cost times a multiplier of 1.1. The fee above includes an allowance of **six hundred dollars (\$600.00)** for reimbursable expenses. Our reimbursables are charged at the following rates:
- Mileage \$.535 / mile
 - Large scale plotting & printing (B&W) \$2.10 / S.F.
 - Large scale plotting & printing (Color) \$5.99 / S.F.
 - 8.5" x 11" color print \$2.50 / each
 - 11" x 17" color print \$5.00 / each

4.0 LIMITATIONS

Limitations to the work involved are as follows:

- 4.1. Basic Services do not include the following:
- Structural, electrical, or architectural services
 - Geotechnical borings or report
 - TDLR plan review and/or completed construction inspection fees
 - Typical civil engineering services including utility design (storm sewer, sanitary sewer, water, etc.)
 - Surveying, field verification of existing hardscape or topography, or field staking of proposed improvements
 - As-built surveys
 - Redesign of project in attempt to reduce construction costs (after Cost Opinion approval)
 - Applying for and obtaining construction permits (typically completed by contractor)
- 4.2 Basic Services assume that base data electronic files will be provided to the Landscape Architect at no cost to the Landscape Architect.
- 4.3 All fees are due and payable upon receipt at the office of **DCBA LANDSCAPE ARCHITECTURE, 730 East Park Boulevard, Suite 100, Plano, Collin County, Texas 75074.**

4.4 Hourly rates of additional services or work requested by Client not under this contract agreement are as follows:

- Principal/Landscape Architect \$ 190.00/hour
- Registered Landscape Architect /
Project Manager \$ 135.00/hour
- Senior Landscape Designer \$ 125.00/hour
- Junior Landscape Architect \$ 115.00/hour
- Junior Landscape Designer \$ 105.00/hour
- Technical (CAD drafting) \$ 90.00/hour
- Administrative \$ 65.00/hour

5.0 STATEMENT OF JURISDICTION

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as Landscape Architects in Texas. The Board's address and phone is P. O. Box 12337, Austin, TX 78711, phone: 512-305-9000, fax: 512-305-8900. The Board's web site address is www.tbae.state.tx.us.

DCBA LANDSCAPE ARCHITECTURE



David C. Baldwin, President

Date: 2.22.19