

## **RESOLUTION NO. 2011**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS APPROVING THE RECOMMENDATION OF THE TAX INCREMENT REINVESTMENT ZONE NO. ONE BOARD OF DIRECTORS APPROVING THE PROFESSIONAL AGREEMENT BETWEEN THE CITY OF TERRELL AND KSA ENGINEERING**

**WHEREAS**, the City of Terrell, Texas, (the "City"), promotes the development of a certain geographic area within its jurisdiction as authorized by the Tax Increment Financing Act, Chapter 311 of the Texas Tax Code, Vernon's Texas Codes Annotated (the "Act"); and

**WHEREAS**, the City Council of the City of Terrell on November 20, 2007, approved Ordinance No. 2355 creating Tax Increment Financing Reinvestment Zone Number One (TIRZ #1), establishing a Board of Directors for such Reinvestment Zone (Board), including the Project Plan and the Finance Plan; and

**WHEREAS**, on September 8, 2008 the County Commissioners' Court approved an Interlocal Agreement with the City of Terrell for the Reinvestment Zone, including the Project Plan and Finance Plan; and

**WHEREAS**, the 2020 Amendment to the Project Plan and Finance Plan includes \$16 million for Downtown Revitalization Projects; and

**WHEREAS**, among these eligible Projects in the Capital Plan is planning and engineering of projects that rehabilitate and refurbish downtown buildings, downtown streetscapes and downtown amenities.

### **NOW THEREFORE BE IT RESOLVED BY THE TAX INCREMENT REINVESTMENT ZONE NO. 1 BOARD OF DIRECTORS:**

Section 1 That the City Council of the City of Terrell, Texas approves the recommendation of the Tax Increment Reinvestment Zone No. 1 Board of Directors authorizing the City Manager to execute a Professional Services Agreement between the City of Terrell and KSA Engineering for the Downtown Square Project.

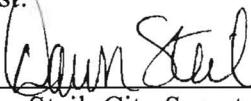
Section 2. That the City Council of the City of Terrell, Texas approves the recommendation of the Tax Increment Reinvestment Zone No. 1 Board of Directors authorizing the use of \$150,000.00 of TIRZ# 1 funds from both FY22 and FY23 to fund planning and engineering of the Downtown Square Project as identified in "Exhibit A".

Section 3. This Resolution shall be effective immediately after its passage.

PASSED AND APPROVED by the City Council of the City of Terrell, Texas, on this 24<sup>th</sup> day of May, 2022.

  
E. RICK CARMONA, MAYOR

Attest:

  
\_\_\_\_\_  
Dawn Steil, City Secretary



## TASK ORDER FORM

This is Task Order No. 100905,  
consisting of 6 pages,  
dated \_\_\_\_\_.

**KSA Project Number:** 100905

**Owner Project (or Purchase Order) Number:**

**Terrell Town Square Development  
Implementation**

**Project Name:** Plan "Next Steps" Proposal

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In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 23, 2022 ("Agreement"), Owner and Engineer agree as follows:

### 1. Specific Project Data

- A. Owner: City of Terrell
- B. Title: Terrell Town Square Development  
Implementation Plan "Next Steps" Proposal
- C. Description: Professional planning and landscape architecture services as provided in the attached Attachments A and A1
- D. Number of Construction Contracts: 1

### 2. Services of Engineer

- A. Provide the services in Exhibit A – Schedule of Engineer's Services as outlined below:

- a. *Study and Report Phase:*  
Services, scope and schedule as provided in Attachment A of this Work Order.  
Planning services and deliverables will be considered as the Study and Report Phase.
  - b. *Preliminary Design Phase:*  
N/A.
  - c. *Final Design Phase:*  
N/A
  - d. *Bidding or Negotiating Phase:*  
N/A
  - e. *Construction Phase:*  
N/A.
  - f. *Commissioning Phase (or Operational Phase):*  
N/A

B. Additional Services of ENGINEER: As noted below, the ENGINEER is hereby authorized to perform the following additional services as outlined in Exhibit A – Paragraphs 2.01 and 2.02:

Included	Excluded	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. Design Survey
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b. Grant or Loan Application
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c. Storm Water Pollution Prevention Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	d. Environmental Assessment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	e. Environmental Information Document
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	f. Resident Project Representative Services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	g. Construction Survey (Baselines and Benchmarks)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	h. Geotechnical Investigation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	i. Materials Testing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	j. Analytical Testing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	k. Reimbursable Expenses (Mileage, Printing, Postage & etc.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	l. Easement or Boundary Surveys
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	m. Easement or Boundary Descriptions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	n. Land Acquisition Services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	o. TxDOT Utility Installation Request Applications
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	p. Operation and Maintenance Manual
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	q. Other: TxDOT Coordination and Permitting
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	r. Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	s. Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	t. Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	u. Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	v. Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	w. Other:

### 3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

#### 4. Times for Rendering Services

Note:

Should review times exceed those identified above, the project schedule will be extended accordingly.

## 5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Work Task	Study & Report Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase (See Note Two)	Commissioning Phase	Total	Payment Method (See Note 1)
Basic Services	\$0.00						\$0.00	Lump Sum
Step 1	\$90,580.00						\$90,580.00	
Step 2	\$54,300.00						\$54,300.00	
Step 3	\$80,080.00						\$80,080.00	
Option 1.5	\$4,000.00						\$4,000.00	
Option 1.8	\$5,000.00						\$5,000.00	
Option 1.11	\$7,000.00						\$7,000.00	
<b>Subtotal</b>	<b>\$240,960.00</b>						<b>\$240,960.00</b>	

Reimbursable Expenses	\$3,000.00						\$3,000.00	Hourly Rate and Reimbursable Expenses
<b>Subtotal</b>	<b>\$3,000.00</b>						<b>\$3,000.00</b>	
<b>Total</b>	<b>\$243,960.00</b>						<b>\$243,960.00</b>	

### Notes:

<sup>1</sup> Payment Method: Fees shown for services to be provided on the basis of Hourly Rates and Reimbursable Expenses as shown in Par. 6 of this Task Order are estimated only and are not considered lump sum or not-to-exceed values.

<sup>2</sup> Construction Phase Basic Service assumes a construction period of N/A consecutive calendar days. ENGINEER's work on this phase beyond the construction period will be billed at hourly rates.

## 6. Hourly Rates and Reimbursable Expenses Schedule

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Principal	\$270.00/hour
Senior Environmental Planner	\$220.00/hour
Environmental Planner	\$175.00/hour
Senior Aviation Planner	\$220.00/hour
Aviation Planner	\$180.00/hour
Senior Urban Design Planner	\$215.00/hour
Urban Design Planner	\$185.00/hour
Development Services Manager	\$195.00/hour
Electrical Engineer	\$175.00/hour
Electrical Design Engineer	\$145.00/hour
Mechanical Engineer	\$185.00/hour
Senior Project Manager	\$230.00/hour
Project Manager	\$175.00/hour
Senior Project Engineer	\$170.00/hour
Project Engineer	\$150.00/hour
Senior Design Engineer	\$130.00/hour
Design Engineer	\$115.00/hour
Senior Project Architect	\$215.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
GIS Specialist	\$180.00/hour
Senior Engineering Technician	\$195.00/hour
Engineering Technician	\$105.00/hour
Senior Design Technician	\$125.00/hour
Design Technician	\$ 90.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
TCEQ Instructor	\$100.00/hour
Regulation Compliance Specialist	\$100.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/hour
Senior Project Representative	\$110.00/hour
Senior Project Representative - After Hours	\$130.00/hour
Project Representative	\$ 95.00/hour
Project Representative - After Hours	\$115.00/hour
Graphic Designer	\$ 75.00/hour
Administrative Assistant	\$ 75.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$195.00/hour
Two-Man Survey Crew	\$165.00/hour
Senior Registered Surveyor	\$175.00/hour
Registered Surveyor	\$140.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.56/mile
ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day

Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

**NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually as of January to reflect equitable changes in the compensation payable to Engineer.**

7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_.

OWNER: City of Terrell

ENGINEER: KSA Engineers, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Mike Sims

Name: Joncie H. Young, P. E.

Title: City Manager

Title: Director of Client Services

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Engineer License or Firm's  
Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

Name: Steve Rogers

Name: Michael Burns, P.E.

Title: City Engineer

Title: Municipal Practice Leader

Address: P.O. Box 310

Address: 140 E. Tyler Street

Terrell, TX 75160

Suite 600

Longview, TX 75601

E-Mail Address: srogers@cityofterrell.org

E-Mail Address: mburns@ksaeng.com

Phone: 972.551.6600

Phone: 903.236.770 x1120

Fax: 972.551.2743

Fax: 888.224.9418

**ATTACHMENT A**  
**Terrell Town Square Development Implementation Plan**

**"Next Steps" Proposal**

**Purpose and Goal**

The purpose of this "Next Steps" planning contract is to

- (1) prepare development schematics of the Central Park Alternative and the Terrell Town Square,
- (2) establish development standards and expectations for infrastructure and buildings to guide development associated with the Town Square Central Park, and
- (3) develop the initial programming/siting/schematic design of a future City Library and Senior Civic Center to "seed" the building development in the new Town Square area working in conjunction with 720 Design efforts to develop a marketing package for the new library/senior center/community center.

The important "Next Steps" for this project are being provided subsequent to the services the KSA team has provided to the City of Terrell Town Square Development Implementation Plan by agreement dated November 9, 2020. That planning effort resulted in an approved preferred development plan, which was the Central Park Alternative - Civic Use. A drawing of this preferred plan is included in this Attachment A-1 for reference.

KSA provided the following services as part of their initial project agreement with the City of Terrell.

- Task 1- Developed a New Town Square Master Plan

Planning services considered historical perspectives, city's comprehensive plan, area analysis, multi-use development, vibrant destination considerations, parking, open space, property ownerships, development options, resulting in an approved development plan.

- Task 2 - Layout Plans for Needed Infrastructure Improvements to support the New Town Square Area

KSA is pleased to present this proposed Scope of Work for this important Next Steps planning efforts.

**"Next Steps" - Scope of Work**

This "Next Steps" Planning effort consists of three interrelated and integrated efforts that are best developed simultaneously to ensure consistency and efficiency in the development of a solidly endorsed and codified game plan for the future development of the new Terrell Town Square Central Park. The primary intent of this "Next Steps" Planning effort is to provide standardized yet flexible guidance and templates for development of the new Terrell Town Square Central Park to facilitate achievement of

design, construction and operational standards and promote greater speed to market for this new Town Square Central Park development.

## STEP 1- SCHEMATIC DEVELOPMENT OF A NEW TOWN SQUARE CENTRAL PARK

**Purpose:** To further develop and refine the range of project types and activities desired for the Town Square Central Park. The development of three (3) variant conceptual plans will afford the City of Terrell to better understand the budgetary, timing, operational, and physical impacts of various components that might be envisioned for the New Town Square Central Park. The three concept alternatives will be planned to establish a range of alternative components that will serve to frame the development standards that will be needed to establish and adopt for future park development.

**Process:**

- 1.1 Initial project planning and scoping meeting (Meeting #1) with City staff and stakeholders to establish required expectations and metrics for project success. Define the City's goals in terms of priorities, activities, infrastructure (to include electric and wi-fi components), and timing for ultimate park development.
- 1.2 Coordination with other adjacent project consultants.
- 1.3 Propose possible program elements for the park and surrounding areas. Present program elements that should be considered for incorporation into City Park planning concepts to City staff and stakeholders (Meeting #2)
- 1.4 One half-day planning charrette with City staff, and other Terrell consultants, to frame the direction of three alternatives and ignite interest and generate more consensus on ideas for exploration and study (Meeting #3A). Charrette to be held in an offsite location conducive to creative exploration of possibilities.
- 1.5 **OPTION:** Prepare for and conduct a second half-day planning charrette with city staff and members of the Terrell community to socialize the potentials and possibilities for the new Town Square Central Park and solicit initial community input. (Meeting #3B)*{Not included in basic fee}*
- 1.6 Prepare three (3) conceptual plans for the purpose of exploring feasibilities, budgeting and overall approaches for the improvements. The three alternatives will be developed to understand the results of varying building heights, building uses, building separations and connections and the relative impacts and influences on park development. Conceptual alternatives may include a pedestrian underpass of the railroad at Catherine Street, historical elements, pedestrian areas, vehicular circulation, landscaping concepts, and unique features in addition to the planned development of public and private facilities that may be associated with ultimate park development. Conceptual Massing models in Sketch-up will be prepared to illustrate the "feel" of massing and spaces generated with each alternative.
- 1.7 Provide preliminary rough order of magnitude opinions of costs for each of the conceptual plans and some of the individual components

- 1.8 **OPTION:** Prepare a preliminary analysis of demolitions that may be required on a block-by-block basis within the Town Square area needed to facilitate planned development. (*Not included in basic fee*)
- 1.9 Provide an evaluation matrix to illustrate the relative advantages of the three alternatives.
- 1.10 City Council and Staff presentation to discuss conceptual plans( Meeting #4) and to focus on the various aspects of each of the three alternatives that best fit into an initial detailing of a refined vision of park development.
- 1.11 **OPTION:** Create a 3-D massing model of eventual Park development suitable for display at various locations in the city (*Not included in basic fee*)

**Products/Deliverables:**

- One or two planning/design charrettes with City representatives to explore and discuss the possibilities, probabilities, and desires of the Terrell Community for development of the Town Square Central Park.
- Three conceptual development plans with different mixes of components ("seeds") with an explanation of the pros and cons of each and preliminary opinions of probable costs.
- **Option:** 3D Massing model of Town Square Central Park

## **STEP 2-TOWN SQUARE DEVELOPMENT STANDARDS AND GUIDELINES**

**Purpose:** To codify the processes and products desired for the development of the new Terrell Town Square Central Park. This step will serve to create development standards and processes that will follow established and codified guidelines that will be developed in this step for architecture and landscape compatibility, for utility and other infrastructure requirements, and for development regulations and expectations. This step will also offer various templates for securing and promoting developer interests in the Town Square Central Park and its immediate surrounds (up to two city blocks around the edges of the eight-block area selected by the city for Park Development). These standards will serve to supplement an existing Overlay District for this area to establish specific land use standards and guidelines in a regulatory fashion to support the development of the City's vision for the new Terrell Town Square Central Park.

**Process:**

**2.1 Create and codify development standards aligned with Community expectations.**

Given the results of city feedback on the various concept development alternatives presented in Step 1, prioritize city desires and preferences for detailed park development in the development of templates and guidance that relay the city expectations and the associated development standards needed to realize city goals.

**2.2 Develop architectural styles and details and developer guidelines.**

This is envisioned to be a graphic presentation to communicate to all the community aesthetic and functional goals for park development over time. This guidance document would also

present preferred materials for design and construction to facilitate continued standardization of aesthetics.

Two meetings with City leadership are included: (1) to present draft recommendations and (2) to solicit approval.

#### **2.3 Develop Landscape Standards and Requirements**

This component will establish the standards for landscaping and park amenities to facilitate the long-term vision for park development, aesthetics, and maintenance. This section of the development guidelines would establish a palette of plant types suitable for use in this region and in the new Terrell Town Square Central Park.

Two meetings with City leadership are included: (1) to present draft recommendations and (2) to solicit approval.

#### **2.4 "Seeds" Checklist/Scorecard and Potential Funding Avenues**

As an aid to promoting desired development proposals for the new Town Square Central Park, KSA will develop a checklist scorecard that will offer developers options to enhance their development proposals associated with park development. This scorecard will serve to educate the community and the developers on the various city desired "seeds" for development in and around the new Town Square Central Park. It will also maintain a tally of development progress toward the fulfillment of the community vision for the new Town Square Central Park.

Prepare an outline of potential funding avenues that may be available for public or private investments toward the development of the new Terrell Town Square Central park.

Two meetings with City leadership are included: (1) to present draft recommendations and (2) to solicit approval.

#### **Products/Deliverables:**

- Architectural Compatibility Guidelines/Standards - graphically presented
- Landscape standards for Park development
- Desired "Seed's" Development checklist/scorecard
- Outline of potential funding avenues possibly available for public or private investments in the new Terrell Town Square Central Park

## **STEP 3-PROGRAM & SCHEMATIC DESIGN OF CITY LIBRARY/SENIOR /COMMUNITY CENTER**

**Purpose:** To develop the program and the conceptual design of a new City Library/Senior Center/Community Center to be sited within the new Terrell Town Square Central Park as the initial building to be developed for the Town Square. **KSA's efforts in this step will be executed in**

**conjunction with and in support of the companion effort being completed by 720 Design to prepare the new Library marketing package for the City of Terrell.**

**Process:**

**3.1 Reassessment of Community Needs/ Project Programming for a new Library, Senior Center, Community Center**

Provide a review of the previously provided Library Facility Plan for the Terrell Riter C. Hulsey Library (01/27/2019). Assist and Coordinate with 720 Design to identify the conceptual size of the new Joint Library/Community Center/Senior Center/Multi-Purpose Facility for both the present and the foreseeable future. Included in this task are the following sub tasks:

- Coordination Meetings with the Community in concert with 720 Design efforts
- Potential Site Visits to Representative projects as established by 720 Design
- Participation in the Terrell Community Visioning/ Execution Team for the Library

**3.2 Site Development and Conceptual Planning**

- Development of a Site Survey for the selected site to identify grading impacts, easements, set back requirements and height restrictions that would influence project development on the site
- Develop two alternative massing models for the new facility for the selected site
- Develop final site plan rendering and building concept rendering for the new facility in conjunction with 720 Design's program and planning efforts
- Participate in the Architectural Visioning session by 720 Design
- Develop a segmented Rough Order of Magnitude Opinion of Probable Cost for the new facility

**3.3 Presentation to City Leadership**

KSA will work with 720 Design to develop the concepts, scale and costs for the proposed facility. KSA and 720 Design will present the concepts, building images and rough costs in an in-person review meeting with city staff and stakeholders

- KSA to develop site plan rendering in coordination with 720 Design and City comments
- KSA to develop concept rendering of new facility in coordination with 720 Design

**Products/Deliverables:**

- One (1) hard copy of each conceptual scheme and electronic copies of visual imagery that can be used in the promotional material being developed by 720 Design.

**EXCLUSIONS**

OPCC's will be based on national construction cost guides and recent area bid projects but may not reflect the construction market conditions at the time this project is bid or priced at a future date.

Quantities provided for meetings and/or deliverables are included in proposed fee. Additional meetings or requests for more images or plans will be addressed as additional services.

## Project Schedule

Calendar days after the initial project kick-off meeting.

STEP 1	180 days
STEP 2	150 days
STEP 3	220 days

Steps should run concurrently or at least be executed with overlapping periods of performance. Project completion and all deliverables within 250 calendar days after initial kick-off meeting.

## Fees

### Lump Sums

<b>STEP 1</b> - Three Study Alternatives for Town Square Development/Phasing	<b>\$90,580</b>
1.5 Second half-day Charrette	\$4,000
1.8 Analysis of Demolitions	\$5,000
1.11 3-D Massing Model	\$7,000
 <b>STEP 2</b> - Development Standards (Architectural, Landscape, Seeds Checklist, Funding Avenues)	 <b>\$54,300</b>
 <b>STEP 3</b> - <u>Library/Community /Senior Center Concepts (w /720 Design)</u>	 <b><u>\$80,080</u></b>
TOTAL:	<b>\$224,960</b>
 <b>GRAND TOTAL (with ALL OPTIONS)</b>	 <b>\$240,960</b>

