

**AGENDA FOR MEETING OF THE BOARD OF DIRECTORS
OF
REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS
AND
MONTROSE REDEVELOPMENT AUTHORITY, CITY OF HOUSTON, TEXAS**

Notice is hereby given that the Board of Directors of Reinvestment Zone Number Twenty-Seven, City of Houston, Texas (the "Zone"), and along with the Board of Directors of the Montrose Redevelopment Authority, City of Houston, Texas (the "Authority"), will hold a regular meeting on **Monday, December 18, 2023, at 6:30 p.m., at St. Stephens Episcopal Church, 1800 Sul Ross Street, Pecore Hall, Houston, Texas**, to consider, discuss and adopt such orders, resolutions or motions, and take direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

1. Establish quorum and call to order.
2. Receive public comment.
(A statement of no more than 3 minutes may be made of items of general relevance. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engagement in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act. Comments should be directed to the entire board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign, or slander any individual shall be cause for termination of time privileges.)
3. Minutes.
4. Financial matters, including report from Finance Committee, report from bookkeeper, review financial information, and authorize payment of invoices.
5. Approve Annual Report and authorize filing of same in accordance with the Authority's Continuing Disclosure of Information Agreement and as required by SEC Rule 15c2-12.
6. Annual Review of Procedures for Continuing Disclosure Compliance.
7. Projects and Planning:
 - a. Projects and Planning Committee report;
 - b. report from Gauge Engineering, including:
 - i. update on sidewalk improvements along West Gray, including consider Pay Applications, time extension change order, and Supplemental Proposal for Construction Management and Inspection Services;
 - ii. update on Montrose Boulevard improvements, Phase One, including responses to public's comments;

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact the Zone's attorney at (713) 860-6400 at least three business days prior to the meeting so that appropriate arrangements can be made.

- iii. consider proposal for Montrose Boulevard for additional public engagement effort, 3D visualization, tree memo, and additional traffic analysis at W. Clay intersection;
 - iv. consider proposal for Westheimer Road-Design Concept Report from Shepherd Drive to Montrose Boulevard; and
 - v. consider proposal for additional engineering services related to the Montrose Boulevard bridge construction.
8. Infrastructure Reimbursement Agreement with the City of Houston for bicycle lane between West Dallas Street and Allen Parkway along Waugh Drive.
9. Receive update from The Goodman Corp., consider approval of task order for FTA Recipient Status, and consider approval of Resolution Authorizing the Chair to File Applications with FTA.
10. Public Engagement matters, including Public Engagement Committee Report and receive update from Hollaway.
11. Montrose Arts project.
12. Affordable Housing:
 - a. Affordable Housing Committee report; and
 - b. Scope of Work for January Advisors through June 30, 2024.
13. Report from Zone administrator.
14. Announcements regarding workshops, seminars, and presentations relating to Zone and Authority matters.
15. Discuss meeting schedule and proposed agenda items for upcoming Board meeting(s).
16. Receive public comment.

(A statement of no more than 3 minutes may be made of items of general relevance. There will be no yielding of time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engagement in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act. Comments should be directed to the entire board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign, or slander any individual shall be cause for termination of time privileges.)



Attorney for the Zone

MINUTES
REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS
AND
MONTROSE REDEVELOPMENT AUTHORITY, CITY OF HOUSTON, TEXAS

October 16, 2023

The Board of Directors (the "Board") of Reinvestment Zone Number Twenty-Seven, City of Houston, Texas (the "Zone") and Montrose Redevelopment Authority, City of Houston, Texas (the "Authority") met in regular session, on the 16th day of October, at The Montrose Center, 401 Branard Street, Houston, Texas, 77006, inside the boundaries of the Zone, and the roll was called of the members of the Board being present:

Lisa W. Hunt	Position 1
Abby Noebels	Position 2
Joe D. Webb	Position 3 Chair
Eureka Gilkey	Position 4
Amanda Flores	Position 5
Jeffrey Watters	Position 6
Ray Valdez	Position 7

and all of the above were present in person, except Directors Noebels and Gilkey, thus constituting a quorum.

Also attending the meeting were Patti Joiner and Walter Morris of Knudson LLP ("Knudson"); Muhammad Ali of Gauge Engineering ("Gauge"); Rosaura "Rosie" Martinez of Hollaway Environmental Communications ("Hollaway"); Geoff Carleton of Traffic Engineers, Inc.; Kristi Miller of The Goodman Corp. ("Goodman"); Jennifer Landreville of ETI, Inc. ("ETI"); James Vick and Mike Robinson of SWA Group; Craig Koehl of Urban Forestry, Inc.; Katy, Mehdi, and Lyla Rais, Kevin Strickland, Gloria Suarez, Steve Longmire, Cynthia Doerr, Jonna Hitchcock, Rocky Kneten, Sarah Frazier, Simon Newton, Jose Gorman, Michelle Bouchard, Laura Caille, Joe Cutrufo; James Schriver, Lucia and Les Leal, Matt Williams, Linda Koppenhaver, Sharon Lord, David Centanni, Marian Wright, Liame LaCore, Basil Colston, Jan Lepicovsky, Karen Bohn, Lloyd Matzner, Richard Glover, Gia Longsworth, Sara Tirschwell, Peter Eccles, Matt Young, Judith Young, William Johnson, Aintre and Robert Antonoff, Heather Lee, Kyle Shillibeer, Ethan Michelle Ganz, Ami Jon, Kay Warhol, Hugo Ovalle, Helen Bonnyman, Julie Thobae, Angela DeWree, Sandra Stettler, Vincent Flickinger, and additional members of the public; and Alia Vinson, Sanjay Bapat, and Carnell Emanuel of Allen Boone Humphries Robinson LLP ("ABHR").

ESTABLISH QUORUM AND CALL TO ORDER

Chair Webb called the meeting to order at 6:30 p.m.

PRESENTATION REGARDING MONTROSE BOULEVARD

A public open house was held for members of the public to provide feedback on the Montrose Boulevard Improvements Project.

Mr. Ali discussed project objectives, including mobility and safety, pedestrian, and drainage improvements related to the project, as well as the incorporation of community comments in the design of the project.

Mr. Kell discussed tree preservation and protection efforts related to the project.

Mr. Robinson discussed the proposed landscape and tree replacement plan in various segments of the project.

Mr. Vick discussed the peer review related to the project, including comments of support received from Trees for Houston.

RECEIVE PUBLIC COMMENT

Chair Webb offered any members of the public attending the meeting the opportunity to make public comment.

Ms. Katy Rais addressed the Board to present comments from a resident of the Zone in support of the Montrose Boulevard Improvements Project.

Mr. Mehdi Rais addressed the Board regarding his desire to promote pedestrian safety within the Zone.

Mr. Strickland, Ms. Suarez, Mr. Longmire, Ms. Doerr, Mr. Newton, Mr. Whitaker, Mr. Cutrufo, Mr. and Ms. Leal, Mr. Centanni, Mr. Matzner, Mr. Eccles, Ms. Young, Ms. Lee, Ms. Bonnyman, and Ms. Worhal addressed the Board to express support for the Montrose Boulevard Improvements Project.

Ms. Hitchcock, Mr. Kneten, Ms. Frazier addressed the Board to express opposition for the Montrose Boulevard Improvements Project.

Ms. Bouchard, Mr. Shillibeer, Ms. Stettler, and Mr. Flickinger addressed the Board to express concerns regarding the impact of the Montrose Boulevard Improvements Project on traffic in the Zone.

Ms. Caille and Mr. Velasquez addressed the Board to express her interest in learning more about the Montrose Boulevard Improvements Project.

Ms. Koppenhaver, Mr. Johnson, and Ms. Thobae addressed the Board to inquire about the maintenance of the trees and sidewalks.

Ms. Wright, Ms. Shillibeer, and Ms. Longworth addressed the Board to discuss public engagement efforts related to Montrose Boulevard Improvements Project.

Mr. Ovalle addressed the Board to express his desire for bike infrastructure improvements along Montrose Boulevard.

Ms. DeRee addressed the Board to express her desire to preserve existing, mature trees.

PROJECTS AND PLANNING

REPORT FROM GUAGE

Mr. Ali, Mr. Carlton, Mr. Keohl, Mr. Vicks, and Director Webb responded to resident concerns regarding the Montrose Boulevard improvements project presented during public comments.

MINUTES

The Board reviewed the minutes of the September 18, 2023, regular meeting. After review and discussion, Director Hunt moved to approve the minutes as presented. Director Watters seconded the motion, which carried unanimously.

FINANCIAL MATTERS

Ms. Landreville reviewed the monthly financial and bookkeeping report, a copy of which is attached. She reviewed the invoices submitted and included in the Board packet. After review and discussion, and based on the recommendation of the Finance Committee, Director Hunt moved to approve the bookkeeper's report and authorize payment of the invoices. Director Flores seconded the motion, which carried unanimously.

PROJECTS AND PLANNING (CONTINUED)

PROJECTS AND PLANNING COMMITTEE REPORT

The Board received an overview of the ongoing work of the Projects and Planning Committee, including the October 2, 2023, committee meeting report, a copy of which is attached.

REPORT FROM GAUGE

Mr. Ali reviewed the engineer's report, a copy of which is attached, and provided an update on the projects outlined on the report.

WEST GRAY SIDEWALK IMPROVEMENTS

Mr. Ali updated the Board on the status of construction of METRO 5310 Program West Gray Street Sidewalk Improvements project. Next, Mr. Ali reviewed and recommended approval of Pay Estimate No. 4, in the amount of \$83,644.65, payable to R. Miranda.

Following review and discussion, Director Valdez moved to approve Pay Estimate No. 4, in the amount of \$83,644.65, payable to R. Miranda. Director Hunt seconded the motion, which carried unanimously.

RECEIVE UPDATE FROM GOODMAN

Ms. Miller updated the Board on the ongoing work performed by Goodman.

PUBLIC ENGAGEMENT REPORT

Director Hunt provided an update on the ongoing work of the Public Engagement Committee, including the report from the September 21, 2023, committee meeting, a copy of which is attached.

MONTROSE ARTS PROJECT

Director Webb updated the Board on the Montrose Arts project.

AFFORDABLE HOUSING REPORT

Director Hunt provided an update on the ongoing work of the Affordable Housing Committee, including the report from the September 14, 2023, committee meeting, a copy of which is attached.

REPRESENTATION LETTER FROM BURTON ACCOUNTING, PLLC

Mr. Bapat presented the management representation letter from Burton Accounting, PLLC ("Burton") in connection with the audit review of financial statements for the fiscal year ended June 30, 2023. Following review and discussion, Director Hunt moved to approve and authorize execution of the representation letter from Burton. Director Watters seconded the motion, which passed unanimously.

REPORT FROM ZONE ADMINISTRATOR

Mr. Morris reviewed the report from the Zone Administrator.

ANNOUNCEMENTS REGARDING WORKSHOPS, SEMINARS, AND PRESENTATIONS RELATING TO ZONE AND AUTHORITY MATTERS

The Board noted that the next regular Authority meeting and public engagement meeting will be scheduled for December 11, 2023, at 6:30 p.m.

RECEIVE PUBLIC COMMENT

Chair Webb offered any members of the public attending the meeting by videoconference and teleconference the opportunity to make public comment.

Ms. Wright further addressed the Board to request that the Authority continue to provide notice to the community of Authority meetings.

Ms. Hitchcock addressed the Board to inquire about the acquisition of City of Houston variances for certain trees scheduled to be removed, plans for future components of the Montrose Boulevard Improvements Project, as well as to provide suggestions for signage in the Zone regarding proposed projects. Mr. Kell and Mr. Ali responded.

Mr. Longmire further addressed the Board to describe the proper method for receiving notifications of future Authority meetings.

Ms. Caille further addressed the Board to suggest that signage regarding proposed projects be placed at the site of the affected property.

Ms. Brochard further addressed the Board to express concerns regarding the impact of the Montrose Boulevard Improvements Project on traffic in the Zone.

Mr. Rais further addressed the Board to commend the Board for their service to the Montrose community.

Ms. Fraizer further addressed the Board to inquire about plans for future components of the Montrose Boulevard Improvements Project.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned.

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	<u>Page</u>
Monthly financial and bookkeeping report	3
Projects and Planning Committee Report	3
Gauge engineer's report.....	3
Public Engagement Committee report	4
Affordable Housing Committee report	4

Montrose Redevelopment Authority / TIRZ No. 27

Cash Management Report

November 30, 2023

ETI BOOKKEEPING SERVICES

17111 ROLLING CREEK DRIVE SUITE 108

HOUSTON TX 77090

TELEPHONE 281 444 3384 FAX 281 440 8304

Fiscal Year End: June 30, 2024

Summary

<u>Current Activity</u>	<u>General Operating Fund</u>	<u>Capital Project Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Beginning Balance	10,461,339.45	14,388,545.09	429,979.29	25,279,863.83
Revenue	363,676.38	63,535.07	0.00	427,211.45
Expenditures	393,283.24	0.00	0.00	393,283.24
Ending Balance	10,431,732.59	14,452,080.16	429,979.29	25,313,792.04

NOTES:

General Operating Fund

BEGINNING BALANCE: **10,461,339.45**

REVENUE:

Stellar Bank Interest	24.53	
TexPool Interest	45,579.80	
Downtown RA	25,755.05	
Grants	292,317.00	
Voided Check (s)	0.00	
Total Revenue:		363,676.38

DISBURSEMENTS:

Checks Presented At Last Meeting	393,283.24	
Checks Written at/after Last Meeting	0.00	
Total Expenditures		393,283.24

Ending Balance: **10,431,732.59**

Location of Assets:

Institution	Investment Number	Interest Rate	
Stellar Bank	*5200	0.1000	302,358.23
TexPool	*0001	5.3724	10,129,374.36
		Total	10,431,732.59

TIRZ 27 - Montrose RA
Checks Presented
December 11, 2023

Num	Name	Description	Amount
2241	Allen, Boone, Humphries, Robinson LLP	Legal Fees	-38,424.82
2242	Equi-Tax Inc.	Tax Roll Management	-636.10
2243	ETI Bookkeeping Services	Bookkeeping Fee	-1,646.95
2244	January Advisors	Consultant Fees	-11,500.00
2245	Knudson, LP	Professional Consultant	-6,074.76
2246	St. Stephen's Episcopal Church	Meeting Room Rental	-125.00
2247	Gauge Engineering, LLC	Engineering Fees	-99,910.98
2248	R. Miranda Trucking & Construction, LLC	Safe Streets / Safe Sidewalks	-94,291.68
Total			-252,612.29

Joint Project Fund

BEGINNING BALANCE		269,658.48
REVENUE		
Due from GOF - Downtown RA	0.00	
TexPool Interest	1,156.52	
Voided Check(s)	0.00	
Total Revenue		1,156.52
EXPENDITURES		
Checks Presented at Last Meeting	0.00	
Checks Written at/after Last Meeting	0.00	
Due to GOF	25,755.05	
Total Expenditures		25,755.05
ENDING BALANCE		245,059.95

Location of Assets:

Institution	Investment Number	Interest Rate	Current Balance
TexPool - Downtown RA	*0006	5.3724	245,059.95
Total			245,059.95

Capital Projects Fund

BEGINNING BALANCE		14,388,545.09
REVENUE		
TexPool Interest	63,535.07	
Voided Check(s)	0.00	
Total Revenue		63,535.07
EXPENDITURES		
Checks Presented at Last Meeting	0.00	
Checks Written at/after Last Meeting	0.00	
Due to GOF	0.00	
Total Expenditures		0.00
ENDING BALANCE		14,452,080.16

Location of Assets:

Institution	Investment Number	Interest Rate	Current Balance
TexPool	*0004	5.3724	14,452,080.16
		Total	14,452,080.16

Montrose Redevelopment Authority/ TIRZ 27
\$14,965,000 Tax Increment Contract Revenue Bonds Series 2023
Use and Distribution

	Amount Approved	Distribution	Variance
<u>Approved Bond Project</u>			
Montrose Blvd Phase 1	14,172,870	0	14,172,870
Total Bond Project Cost	14,172,870	0	14,172,870
<u>Non-construction costs</u>			
Interest Due to Debt Service	429,979	429,979	0
Bond Insurance	264,603	264,603	0
Surety Policy	36,320	36,320	0
Financial Advisor	107,395	107,395	0
Bond Counsel	274,688	274,688	0
Underwriter's Discount	85,306	85,306	0
Texas Attorney General	9,500	9,500	0
Rating Agency	23,250	23,250	0
Underwriter's Counsel	68,000	68,000	0
Printing Cost	2,299	2,299	0
Trustee Counsel/ Fee	13,500	13,500	0
Total Nonconstruction Costs:	1,314,840	1,314,840	0
Total Bond Issuance Requirement*	15,487,710	1,314,840	14,172,870
Interest Earned			279,211
Ending Bank Balance			<u><u>14,452,080</u></u>

*Balance of \$15,487,710 comprised of \$14,965,000 Issuance plus \$522,710 Net Premium

Debt Service Fund

BEGINNING BALANCE		429,979.29
REVENUE		
Bond Proceeds	0.00	
Regions Bank Interest	0.00	
Voided Check (s)	0.00	
Total Revenue		0.00
EXPENDITURES		
Debt Service Interest Payment	0.00	
Debt Service Principal Payment	0.00	
Trustee Fee	0.00	
Total Expenditures		0.00
ENDING BALANCE		429,979.29

Location of Assets:

Institution	Investment Number	Interest Rate	Current Balance
Regions Bank	*4347		429,979.29
		Total	429,979.29

Montrose Redevelopment Authority / TIRZ 27
Investment Report
November 30, 2023

SCHEDULE OF INVESTMENTS

Investment Pools

Fund	Location Of Assets	Interest Rate	Beginning Balance		Purchase Date	Interest Earned	Deposits or (Withdrawals)	Ending Balance	
			Market	N.A.V.				Market	N.A.V.
GOF	TexPool	5.3724	10,449,889.90	0.99989	10,451,039.51	45,579.80	(367,244.95)	10,129,678.24	1.00003
GOF	TexPool	5.3724	269,628.82	0.99989	269,658.48	1,156.52	(25,755.05)	245,067.30	1.00003
CPF	TexPool	5.3724	14,386,982.35	0.99989	14,388,545.09	63,535.07	0.00	14,452,513.72	1.00003

Debt Service Account held by Regions

Fund	Location Of Assets	Interest Rate	Purchase Date	Beginning Balance	Interest Earned	Deposits or (Withdrawals)	Ending Balance
DSF	Regions Bank	0.00	7/20/2023	429,979.29	0.00	0.00	429,979.29

Demand Accounts

Fund	Location Of Assets	Interest Rate	Purchase Date	Beginning Balance	Interest Earned	Deposits or (Withdrawals)	Ending Balance
GOF	Stellar Bank	0.10	8/1/2021	10,299.94	24.53	292,033.76	302,358.23

Collateral Pledged in Addition to FDIC

Depository Institution	Total Funds On Deposit	Custodial Institution	Securities Pledged	Collateral Description	Par Value	Market Value
Stellar Bank	302,358.23	FHLB-Dallas	1,000,000	LOC	1,000,000	1,000,000
Regions Bank	429,979.29	FDIC	250,000	FDIC	250,000	250,000

Certification:

The District's investments are in compliance with the investment strategy as expressed in the District's Investment Policy and the Public Funds Investment Act. I hereby certify that pursuant to the Senate Bill 253 and in connection with the preparation of this investment report, I have reviewed the divestment lists prepared and maintained by the Texas Comptroller of Public Accounts, and the District does not own direct or indirect holdings in any companies identified on such lists.

Bookkeeper _____

Investment Officer _____

Investment Officer Kenneth Byrd	Date Assumed Office 1/13/2020	Training Completed 10/15/2022
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TIRZ 27 - Montrose RA
Profit & Loss Budget vs. Actual
November 2023

	November			Year to Date (5 Months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
6-4320 · Increment Collections	0	0	0	5,556,863	6,279,270	-722,407	6,279,270
6-4330 · Interest	110,296	4,167	106,129	517,555	20,833	496,722	50,000
6-4336 · Grants	292,317	1,314,167	-1,021,850	292,317	6,570,833	-6,278,516	15,770,000
6-4340 · Bond Proceeds	0	0	0	14,602,849	0	14,602,849	0
6-4452 · Joint Project Reimbursement	0	0	0	267,500	0	267,500	0
Total Income	402,613	1,318,334	-915,721	21,237,084	12,870,936	8,366,148	22,099,270
Expense							
6-6300 · Salaries and Benefits	6,075	6,000	75	24,114	30,000	-5,886	72,000
6-6320 · Legal Fees	38,425	10,000	28,425	107,801	50,000	57,801	120,000
6-6321 · Auditing Fees	0	0	0	13,000	0	13,000	10,000
6-6322 · Engineering Fees	2,185	4,167	-1,982	2,945	20,833	-17,888	50,000
6-6323 · Planning Consultants	0	4,167	-4,167	57,965	20,833	37,132	50,000
6-6324 · Affordable Housing Consultant	11,500	5,833	5,667	43,500	29,167	14,333	70,000
6-6333 · Accounting	580	1,583	-1,003	9,930	7,917	2,013	19,000
6-6334 · Tax Roll Management	638	667	-29	3,191	3,333	-142	8,000
6-6353 · Insurance / Bonds	0	0	0	0	0	0	5,000
6-6370 · Board Meeting Expense	125	0	125	500	0	500	0
6-6410 · Montrose Collective Reimburse	0	0	0	158,598	0	158,598	0
6-6420 · City of Houston Admin Fee	0	0	0	273,846	313,964	-40,118	313,964
6-6430 · COH Municipal Services	0	0	0	183,610	196,546	-12,936	196,546
6-6450 · Public Engagement Expenses	0	5,000	-5,000	83,147	25,000	58,147	60,000
6-6460 · Board Development	0	417	-417	0	2,083	-2,083	5,000
6-7000 · Capital Expenditure							
6-7206 · Workforce/Affordable Housing	0	62,500	-62,500	0	312,500	-312,500	750,000
6-7212 · Hawthorne Safe Street	0	0	0	125,748	0	125,748	0
6-7213 · Woodhead Safe Street	0	0	0	125,748	0	125,748	0
6-7214 · Dallas Bikeway	6,900	36,167	-29,267	6,900	180,833	-173,933	434,000
6-7217 · Sidewalk Program/ Safe	0	29,167	-29,167	0	145,833	-145,833	350,000
6-7218 · Montrose Blvd - Reconstruction	36,397	617,500	-581,103	436,169	3,087,500	-2,651,331	7,410,000
6-7219 · Welch Safe Street	0	10,417	-10,417	0	52,083	-52,083	125,000
6-7220 · Stanford Safe Street	0	10,417	-10,417	0	52,083	-52,083	125,000
6-7221 · Mandell Bikeway	6,900	36,167	-29,267	6,900	180,833	-173,933	434,000
6-7222 · Safe Route to School Sidewalk	94,292	0	94,292	517,162	0	517,162	0
6-7223 · W Alabama Street	0	62,500	-62,500	0	312,500	-312,500	750,000
6-7224 · West Gray - Dallas to Allen Pky	35,399	0	35,399	162,393	0	162,393	0
6-7225 · W. Gray Street Sidewalk Improve	4,209	0	0	20,410	0	20,410	0
6-7226 · W Gray from Woodhead to Montros	0	110,833	-110,833	0	554,167	-554,167	1,330,000
6-7227 · Westheimer Corridor Study	0	20,833	-20,833	0	104,167	-104,167	250,000
6-7000 · Capital Expenditure - Other	7,921	0	7,921	108,575	0	108,575	0
Total 6-7000 · Capital Expenditure	192,018	996,501	-804,483	1,510,005	4,982,499	-3,472,494	11,958,000
Total Expense	251,546	1,034,335	-782,789	2,472,152	5,682,175	-3,210,023	12,937,510
Net Income	151,067	283,999	-132,932	18,764,932	7,188,761	11,576,171	9,161,760

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose
Committee Report Form

Committee Name: Projects and Planning Committee **Date of Meeting:** 12/4/2023

Chairperson: Joe Webb

Attendees:

<u>Joe Webb</u>	<u>Abby Noebels</u>
<u>Ray Valdez</u>	<u>Muhammad Ali</u>
<u>Sanjay Bapat</u>	<u>Jim Webb</u>
<u>Kristi Miller</u>	<u>Patti Joiner</u>
<u>Walter Morris</u>	<u> </u>
<u> </u>	<u> </u>

Meeting Report

Agenda

- Project Status Presentation from Gauge Engineering
- Bond and Grant update from the Goodman Corporation
 - Discussion regarding FTA application
- Discussion regarding Montrose Blvd Engagement (if needed)

Notes

- Muhammad with Gauge Engineering presented the Project Status report
- The Committee discussed future funding and the FTA application
- The Committee discussed recent comments and stakeholder engagement regarding Montrose Blvd

PROGRESS REPORT
DECEMBER 2023
MONTROSE/TIRZ 27



MONTROSE BOULEVARD IMPROVEMENTS

- Addressing City comments.
- Additional meetings with members of the public.
- Ongoing coordination with Ismaili Center.
- Allen Parkway Bridge – ongoing
- Additional traffic analysis are currently being conducted to the W Clay Intersection.
- A 3D model of the Montrose Blvd corridor is ongoing.
- Public comments/responses to be posted on the website.

DALLAS AND MANDELL IMPROVEMENTS

- Submitted 100% finals

PROGRESS REPORT—NOVEMBER 2023

METRO 5310 PROGRAM WEST GRAY STREET SIDEWALK IMPROVEMENTS

WBS No. N-T27000-0004-7



MONTROSE
TAX INCREMENT REINVESTMENT ZONE 27

PROJECT LOCATION

The project is located in west central Houston, Texas, just north of the US 59 highway.

The project limits are from Woodhead St to Montrose Blvd

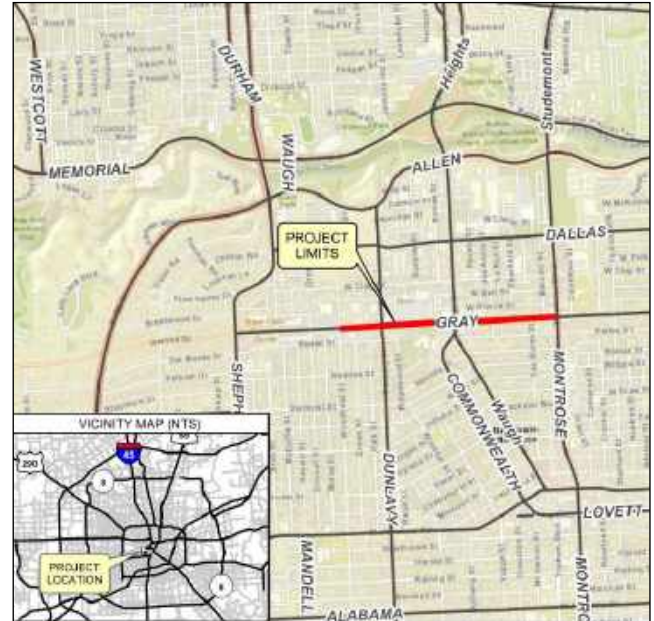
FUNDING

- *Design and Construction Oversight Costs*
 - ◇ Montrose Redevelopment Authority/TIRZ 27
- *Construction Costs*
 - ◇ Montrose Redevelopment Authority/TIRZ 27
 - ◇ METRO 5310 Program

PROJECT DESCRIPTION

• **Improve Pedestrian Facilities:**

Promote a pedestrian-friendly environment by incorporating 6-FT wide, continuous, uninterrupted and safe sidewalks accompanied by City compliant curb ramps along the project corridors, within public right-of-way. The sidewalks are only reduced at specific spots to accommodate mature trees. The corridor were physically walked with an Urban Forester to assist with the sidewalk design around any mature trees.



PROJECT STATUS

- Completed demolition of existing sidewalk and driveways, forming for the following:
 - ◇ North side of W Gray Street from Marconi St to Hazel St.
 - ◇ North side of W Gray Street from Waugh St heading west up to Well Fargo Bank.
- Replacement of driveways between Marconi St to Eberhard St
- Replacement of sidewalks and driveway from Waugh St heading west up to Well Fargo Bank.
- Installation of Traffic Control and Tree Protection along north side of W Gray Street.

NEXT STEPS

- Continue construction on the north side of W Gray Street, heading west.

PROGRESS REPORT— NOVEMBER 2023

METRO 5310 PROGRAM WEST GRAY STREET SIDEWALK IMPROVEMENTS

WBS No. N-T27000-0004-7



CONSTRUCTION TIME

- Original Contract Time: 6 Months
- Notice to Proceed Date: June 19, 2023

CONTACT INFORMATION

Construction Manager:

Gauge Engineering
11750 Katy Freeway, Suite 400
Houston, TX 77079



Contractor:

R. Miranda Trucking & Construction
6326 Perch Creek Dr.
Houston, TX 77049

PROGRESS PHOTOS

PAYMENT ESTIMATES

Original Contract Amount	\$813,243.50
Change Order Amount to Date	-
Current Contract Amount	\$813,243.50
Previous Payments	\$375,961.55
Current Payment (s) Due	\$80,490.98
Contract Completion Date	12/16/2023
Balance Remaining	\$332,767.15



Removal of Existing Concrete



Driveway Replacement



Formwork Installation for Sidewalk



Traffic Control/Tree Protection

PROGRESS REPORT—DECEMBER 2023

METRO 5310 PROGRAM WEST GRAY STREET SIDEWALK IMPROVEMENTS

WBS No. N-T27000-0004-7



MONTROSE
TAX INCREMENT REINVESTMENT ZONE 27

PROJECT LOCATION

The project is located in west central Houston, Texas, just north of the US 59 highway.

The project limits are from Woodhead St to Montrose Blvd

FUNDING

- *Design and Construction Oversight Costs*
 - ◇ *Montrose Redevelopment Authority/TIRZ 27*
- *Construction Costs*
 - ◇ *Montrose Redevelopment Authority/TIRZ 27*
 - ◇ *METRO 5310 Program*

PROJECT DESCRIPTION

• Improve Pedestrian Facilities:

Promote a pedestrian-friendly environment by incorporating 6-FT wide, continuous, uninterrupted and safe sidewalks accompanied by City compliant curb ramps along the project corridors, within public right-of-way. The sidewalks are only reduced at specific spots to accommodate mature trees. The corridor were physically walked with an Urban Forester to assist with the sidewalk design around any mature trees.



PROJECT STATUS

- Completed demolition of existing sidewalk and driveways, forming for the following:
 - ◇ North side of W Gray Street from Wells Fargo Bank heading west up to Dunlavy Street
- Replacement of driveways from Marconi Street to Hazel Street
- Installation of formworks for sidewalks and driveways from Wells Fargo Bank up to Dunlavy Street
- Installation of Traffic Control and Tree Protection along north side of W Gray Street.
- Placement of coarse sand strips and sods along the south side of Woodhead Street to Montrose Boulevard.

NEXT STEPS

- Continue construction on the north side of W Gray Street, heading west.
- Install coarse sand strips, checker plates, ADA truncated domes, sods, and planting tree replacements.

PROGRESS REPORT— DECEMBER 2023

METRO 5310 PROGRAM WEST GRAY STREET SIDEWALK IMPROVEMENTS

WBS No. N-T27000-0004-7



MONTROSE
TAX INCREMENT REINVESTMENT ZONE 27

CONSTRUCTION TIME

- Original Contract Time: 6 Months
- Notice to Proceed Date: June 19, 2023

CONTACT INFORMATION

Construction Manager:

Gauge Engineering
11750 Katy Freeway, Suite 400
Houston, TX 77079



Contractor:

R. Miranda Trucking & Construction
6326 Perch Creek Dr.
Houston, TX 77049

PAYMENT ESTIMATES

Original Contract Amount	\$813,243.50
Change Order Amount to Date	-
Current Contract Amount	\$813,243.50
Previous Payments	\$456,452.53
Current Payment (s) Due	\$94,291.68
Contract Completion Date	12/16/2023
Balance Remaining	\$262,499.29

PROGRESS PHOTOS



Pouring Concrete for Sidewalk



Driveway Replacement



Formwork Installation for Sidewalk



Traffic Control/Tree Protection

EXHIBIT A

WEST GRAY BETWEEN WOODHEAD ST & MONTROSE BLVD

CONSTRUCTION MANAGEMENT & INSPECTION SERVICES - LEVEL OF EFFORT

DESCRIPTION OF WORK TASKS		Rates x Hours	LABOR COSTS
A. Construction Management and Inspection Services (1-month duration)			
1	Construction Manager	\$170 x 24 Hours	\$4,080.00
2	Construction Inspector	\$115 x 174 Hours	\$20,010.00
3	Site visits for Engineers to address/resolve issues	\$120 x 32 Hours	\$3,840.00
		Total	\$27,930.00

EXPENSES		TOTAL
1	Expenses	\$400.00
	TOTAL REIMBURSABLE EXPENSES	\$400.00

\$28,330

MONTROSE BLVD IMPROVEMENTS



November 3, 2023

Joe Webb, Chairman
Montrose Tax Increment Reinvestment Zone No. 27
c/o ABHR
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

**Re: Proposal for Additional Services for Montrose Blvd – Segment 1 from Allen Parkway to W Clay Street
Public Engagement, Tree Memorandum, and Median Modifications**

Dear Mr. Webb,

Gauge Engineering, LLC (Gauge) has supported TIRZ 27 in public engagement in response to public concerns about tree preservation and removal and the W Clay Street median closure. These were above and beyond the original scope and fee. We are pleased to submit this proposal for additional services for the Montrose Boulevard – Segment 1 project. This includes the following tasks related to work already completed:

- Public Engagement at October TIRZ Board Meeting
- Tree Memorandum Development

There are other tasks that Gauge is ready to perform to continue to support TIRZ 27 with public engagement. This includes the following tasks:

- 3D Model / Visualization of Montrose Blvd
- Median Modification Options Analysis at W Clay Street.

This proposed excludes any services for the redesign of the W Clay Street intersection.

We propose to perform this work for a lump sum amount of **\$66,999.00**. A detailed breakdown of the scope items and fee can be found under Exhibits A through E. We are prepared to begin this work immediately. Please feel free to contact me at (713) 318-8802 if you have any questions.

Sincerely,

Muhammad Ali, P.E.
Principal

Accepted for
Montrose Tax Increment Reinvestment Zone No. 27

Signature Date

Attachments:

- Exhibit A – Scope
- Exhibit B – Level-of-Effort
- Exhibit C – W. Clay Street Access and
Median Modifications (TEI)
- Exhibit D – Landscape Architect Public Engagement
Add Services
- Exhibit E – Urban Forestry Community Engagement

Print

Accepted for
City of Houston:

Signature Date

Print

**EXHIBIT A
SCOPE OF SERVICES
MONTROSE BLVD IMPROVEMENTS
FROM CLAY STREET TO ALLEN PARKWAY**

PUBLIC ENGAGEMENT, TREE MEMORANDUM, AND MEDIAN MODIFICATIONS

There are various additional services that Gauge Engineering (Gauge), TEI Planning+Design (TEI), SWA Group (SWA), and CN Koehl have performed that require additional funds. These four companies will collectively be called the Design Team. This includes various tasks related to public engagement, a tree memorandum, 3D visualization of the street, and a median modification options analysis at W Clay Street.

I. PUBLIC ENGAGEMENT SUPPORT, TREE MEMORANDUM, W CLAY ST. MEDIAN MODIFICATION OPTIONS ANALYSIS

A. Public Engagement Support and Tree Memorandum

At the September 18, 2023 Open House there were many comments concerning the removal of trees. Gauge, TEI, SWA, and CN Koehl performed the following additional tasks that were beyond the scope of work.

1. October TIRZ Board Meeting

The Design Team attended an additional TIRZ Board Meeting on October 16, 2023 for public engagement to respond to the public concerns regarding tree removal. The Design Team also created a PowerPoint presentation that was shown at the October 16, 2023 Board Meeting.

2. Tree Memorandum Development

The Design Team wrote a Tree Memorandum in response to the public concerns regarding tree removal.

3. Tree Site Visits (Photographs, Exploratory Dig, Tree Walks)

The Design Team performed several site visits to take pictures for the tree memorandum and the PowerPoint presentation. They also walked the project with various stakeholders. There was one site visit for an Exploratory Dig with Gauge, CN Koehl, and Houston Urban Forestry to verify no impact to a tree.

4. Coordination Meetings

There were various coordination meetings to prepare the Tree Memorandum and to prepare for the Board Meeting.

B. 3D Model / Visualization

The Design Team will develop a fully rendered 3D model that will be an accurate Digital Twin of the proposed Montrose Boulevard improvements. The model will include landscaping, preserved and added trees, all street furniture, and an animation of pedestrians, bicyclists and vehicular traffic. A drive-thru video of the project will be created for presentation to the public and a 3D Design Cube will be provided to allow an immersive street-eye view of areas of special concern. This may be broken down into the following tasks:

- 1. Prepare Existing Conditions including Terrain/Aerial Imagery and Structures**
- 2. Create Rendered Model of Proposed Elements (Roadway)**
- 3. Add Animation of Traffic and Pedestrians**
- 4. Produce a Video**

C. W Clay St Median Modification Options Analysis

Several people have expressed concern over potential increases in traffic on side streets due to the median closure for W Clay Street through traffic that crosses Montrose Boulevard. Gauge will work with TEI in determining appropriate alternatives and analyze them to make the most appropriate decision on what type of intersection to construct.

1. Median Modification Options Analysis

Up to seven alternatives will be explored. These will be presented to TIRZ 27 for feedback regarding which one would be preferable with a recommendation from the Design Team.

II. SUBCONTRACTED ENGINEERING SERVICES

See Exhibit B and individual exhibits for each sub-consultant. This includes the following items:

1. **W. Clay St. Access and Median Modifications Tasks 1 – 4 – TEI (Exhibit C)**
2. **Landscape Architect Public Engagement Add Services – SWA (Exhibit D)**
3. **Urban Forestry Community Engagement – CN Koehl (Exhibit E)**

EXHIBIT B
MONTROSE BLVD IMPROVEMENTS
FROM WEST CLAY STREET TO ALLEN PARKWAY
PUBLIC ENGAGEMENT, TREE MEMORANDUM, AND MEDIAN MODIFICATIONS - LEVEL OF EFFORT



I. PUBLIC ENGAGEMENT SUPPORT, TREE MEMORANDUM, AND W. CLAY ST. MEDIAN MODIFICATION OPTIONS ANALYSIS

DESCRIPTION OF WORK TASKS	PRINCIPAL	PROJECT MANAGER	PROF ENGINEER	GRAD ENGINEER	SR. DESIGN TECH	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. PUBLIC ENGAGEMENT SUPPORT AND TREE MEMORANDUM								
1 a October TIRZ Board Meeting	3	3					6	\$1,290.00
b Board Meeting PowerPoint Presentation Development	2	8		16			26	\$4,100.00
2 Tree Memorandum Development	4	16	4				24	\$4,520.00
3 Tree Site Visits (Photographs, Exploratory Dig, Tree Walks)	4	4	2			3	13	\$2,325.00
4 Coordination Meetings	6	6					12	\$2,580.00
Total	19	37	6	16	0	3	81	\$14,815.00
B. 3D MODEL / VISUALIZATION								
1 Prepare Existing Conditions including Terrain/Aerial Imagery and Structures.					40		40	\$5,400.00
2 Create Rendered Model of Proposed Elements (Roadway)					32		32	\$4,320.00
3 Add Animation of Traffic and Pedestrians					16		16	\$2,160.00
4 Produce a Video					16		16	\$2,160.00
Total	0	0	0	0	104	0	104	\$14,040.00
C. W CLAY ST MEDIAN MODIFICATION OPTIONS ANALYSIS								
1 Median Modification Options Analysis	2	6					8	\$1,580.00
Total	2	6	0	0	0	0	8	\$1,580.00
TOTAL HOURS	21	43	6	16	104	3	193	
Contract Labor Rate	\$250.00	\$180.00	\$160.00	\$135.00	\$135.00	\$95.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$5,250.00	\$7,740.00	\$960.00	\$2,160.00	\$14,040.00	\$285.00		\$30,435.00

II. SUBCONTRACTED ENGINEERING SERVICES

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 W. Clay St. Access and Median Modifications Tasks 1 - 4 - TEI (Exhibit C)	\$25,000.00	10%	\$27,500.00
2 Landscape Architect Public Engagement Add Services - SWA (Exhibit D)	\$4,730.00	10%	\$5,203.00
3 Urban Forestry Community Engagement - CN Koehl (Exhibit E)	\$3,510.00	10%	\$3,861.00
TOTAL SUBCONTRACTED ENGINEERING SERVICES			\$36,564.00

GRAND TOTAL	
I. PUBLIC ENGAGEMENT SUPPORT, TREE MEMORANDUM, AND W. CLAY ST. MEDIAN MODIFICATION OPTIONS ANALYSIS	\$30,435.00
II. SUBCONTRACTED ENGINEERING SERVICES	\$36,564.00
PROJECT TOTAL	\$66,999.00



712 Main Street, Suite 950
Houston, TX 77002
(713) 270-8145
www.teiconnects.com
TX Registration F-003158

October 31, 2023

Muhammad Ali
Gauge Engineering
11750 Katy Freeway, Suite 400
Houston, TX 77079

Re: Montrose Boulevard Design – W. Clay Street Access and Median Modification Analysis

Dear Mr. Ali:

TEI Planning + Design (TEI) is pleased to submit this proposal for a more detailed analysis related to Montrose Boulevard at W. Clay Street access changes proposed as part of the Montrose DCR and Segment 1 Design projects. Through the public engagement process, members of the public have expressed concern over the proposed W. Clay Street median closure which results in access modification into and out of the neighborhood. This proposal covers further analysis of the access modifications resulting for the proposed design. Additionally, in anticipation of questions related to the proposed median modifications in Montrose Boulevard Segment 2, this proposal will help create a toolbox of potential treatments to support recommendations and additional analysis.

TEI will conduct the following data collection and analyses to support a detailed review of the proposed median closure and access modifications for the W Clay. The ultimate deliverables will be a report and presentation slides documenting the study and findings.

Task 1: Data Collection

TEI will collect traffic counts along the W. Clay Street corridor to support the analysis of the median closure and access modification discussed in Task 3. This will also document traffic along W. Clay Street as residents have noted issues with traffic speeds. Below are the proposed locations for data collection:

48-hour ADTs (volume and speed)

- W. Clay St. between Van Buren St. and Marconi St.
- W. Clay St. between Columbus St. and Crocker St.
- Marconi St. between W. Clay St. and W. Dallas St.
- Columbus St. between W. Clay St. and W. Dallas St.

TMCs (6:30-9:30 AM, 2:30-7:30 PM)

- W. Clay St. at Eberhard St.
- W. Clay St.at Marconi St.
- W. Clay St.at Montrose Blvd.
- W. Clay St.at Columbus St.
- W. Clay St.at Crocker St.

TMC Tracking (same times as TMCs)

- All movements along W. Clay St.: Marconi St. to Montrose Blvd.
- All movements along W. Clay St.: Columbus St. to Montrose Blvd.

Task 2: Median Modification Options Analysis

TEI will thoroughly review a variety of median design options and develop benefits and impacts for each concept including, but not limited to:

- Standard Median Opening (similar to existing)
- Median Closure – Toucan (current proposed design treatment)
- Full Signal
- Rectangular Rapid Flashing Beacon (RRFB)/Hybrid Beach/Ped Signal on one side of intersection
- Hooded Left-turn
- Street Closure – W Clay Street
- Street Closure – Marconi Street at W Clay

Each option will also be assessed to determine the need for left turn storage bays per the City of Houston Design Manual. These options will become a toolbox to be used for W. Clay Street as well as the other proposed median installation or modifications identified in the DCR.

Task 3: W. Clay Street Access Modification Analysis and Recommendation

TEI will review the collected data to understand existing traffic patterns around the W. Clay Street at Montrose Boulevard intersection. Based on existing traffic patterns and the median modification options analysis from Task 2, TEI, along with Gauge and TIRZ board, will propose a recommendation for the W. Clay Street median design. TEI will analyze the anticipated traffic impacts based on the recommended option, including redistributing traffic to estimate future traffic conditions in the area.

Task 4: Report, Presentation Slides, and Public Meeting

The data collection and analyses conducted in Tasks 1-3 will be documented in a report and represented in presentation slides for the purposes of providing the public with a detailed

understanding of anticipated impacts. TEI will attend and speak at a TIRZ 27 board meeting discussing the analysis and findings.

Compensation

Based on the data collection program in Task 1 and our estimated hours required to complete the items documented above, we request authorization of **\$25,000** (fixed fee). Broken down as shown below.

Task	Fee
Task 1: Data Collection	\$8,950
Task 2: Median Modification Options Analysis	\$4,350
Task 3: W. Clay Analysis and Recommendation	\$5,200
Task 4: Report, Presentation Slides, Public Meeting	\$6,500
Total	\$25,000

If you should have any questions regarding this proposal, you may contact me at (713) 884-9055 or geoff.carleton@teiconnects.com.

Sincerely,



Geoff Carleton, AICP

Senior Principal

SWA Houston

October 31, 2023

The Jones on Main
712 Main Street, 6th Floor
Houston, Texas
77002
+1.713.868.1676
www.swagroup.com

Gauge Engineering
11750 Katy Freeway, Suite 400
Houston, Texas 77079
Tel. 832.318.8800

Attention: David Greaney, PE, CFM, Project Manager

Re: Montrose Boulevard Segment I – Clay Street to Allen Parkway
Public Engagement Add Services
(SWA Project GGEt202.A)

Gentlemen:

We are pleased to submit the following proposal for Professional Services in connection with the project referenced above. This Agreement is by and between SWA Group ("SWA"), a California corporation and its Houston Office, and Gauge Engineering ("Client"), Houston, Texas.

SWA shall provide professional services for and in coordination with the Client, Owner and other Project Team Members on the project referenced above, and as enumerated below.

I. SCOPE OF SERVICES

SWA shall prepare for, attend and make presentations as required for the following, and in accordance with the associated hourly charges:

- a. October 16, 2023 Community Meeting – 11 hours / \$2,685.
- b. Tree Memo – 2.5 hours / \$390.
- c. Project Tours – 4.5 hours / \$1,170.
- d. Miscellaneous Coordination (In-person / virtual) – 2 hours / \$485.

II. FEES AND TERMS

Services described above shall be provided for the fixed sum of \$4,730. in accordance with the terms and conditions of the existing agreement dated January 5, 2023. Expenses are included in the fee.

Sincerely yours,

SWA GROUP



James Vick, AIA

Principal

Architect, TX License #10477

Architects are licensed by the State of Texas.

swa

Montrose Blvd.

Segment I – Community Engagement Add Services

October 31, 2023

GGEt202.A

Page 2 of 2

Accepted: Gauge Engineers

By: _____

Title: _____

Date: _____

Accepted: City of Houston

By: _____

Title: _____

Date: _____

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October 23, 2023

Mr. David G. Greaney, P.E., CFM
 Project Manager
 Gauge Engineering
 11750 Katy Freeway, Suite 400
 Houston, Texas 77079

Re: Proposal for Urban Forestry Consulting Services on the City of Houston, Montrose Blvd, US 59 to W Clay, Project.
Additional Scope for Community Engagement.

Dear Mr. Greaney,

As per your request, C.N. Koehl Urban Forestry, Inc. proposes to provide supplemental scope for Community Engagement to the previously approved project scope/fees:

Phase II – Services for Project Design
Community Engagement

January 2023 Public Meeting/Open House 6.0 hours @ \$130.00/hour.....	\$780.00
September 2023 Tree Memo Review and Comments 5.0 hours @ \$130.00/hour.....	\$650.00
October 2023 TIRZ Board Meeting & Presentation 16.0 hours @ \$130.00/hour.....	\$2,080.00

Proposed Supplemental Fees
Community Engagement..... \$3,510.00

We greatly appreciate the opportunity to present this proposal and look forward to working with you on this project. If you have any questions or would like to make any changes, please do not hesitate to call me at 281-391-0022.

Respectfully submitted,



Craig N. Koehl
 Urban Forestry Consultant

TASK ORDER



December 4, 2023

Joe Webb, Chairman
Montrose Tax Increment Reinvestment Zone No. 27
c/o ABHR
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Re: Proposal for Westheimer Road (Shepherd Drive to Montrose Boulevard) – Design Concept Report

Dear Mr. Webb,

Gauge Engineering, LLC (Gauge) is pleased to submit this proposal for the Design Concept Report (DCR) for the mobility and drainage improvements, and public utility upgrades and relocations for Westheimer Road from Shepherd Drive to Montrose Boulevard (1.2 miles).

The work will build on all previous analysis and design efforts and focus on design alternatives that maximize pedestrian and bicycle safety, especially the Walk Bike Montrose study. Gauge will utilize ATLAS 14 analysis with the objective to reduce overland flows to neighboring areas and reduce area flooding in conjunction with the TIRZ 27 Regional Drainage Study

The DCR is Phase I of the overall project process and will identify the impacts associated with the implementation of the DCR recommendations. We propose to perform this work for a Lump Sum amount of **\$309,900.00**. A detailed breakdown of the scope items and fee can be found under attached Exhibits. We are prepared to begin this work immediately. Please feel free to contact me at (713) 318-8802 if you have any questions.

Sincerely,

Muhammad Ali, P.E.
Principal

Attachments:

- Exhibit A – Scope
- Exhibit B – Level-of-Effort
- Exhibit C - Traffic Engineering Analysis

Accepted for
Montrose Tax Increment Reinvestment Zone No. 27

Signature Date

Print

Accepted for
City of Houston:

Signature Date

Print

EXHIBIT A
SCOPE OF SERVICES
MONTROSE REDEVELOPMENT AUTHORITY – TIRZ 27
WESTHEIMER ROAD MOBILITY AND DRAINAGE IMPROVEMENTS
DESIGN CONCEPT REPORT

This proposal is for providing professional engineering services for the mobility and drainage improvements, and public utility upgrades and relocations for Westheimer Road from Shepherd Drive to Montrose Boulevard (approx. 1.2 miles).



Figure 1: Project Location Map

The Design Concept Report (DCR) is Phase I of the overall project process and will identify the impacts associated with the implementation of the DCR recommendations. The following scope describes the procedures that will be followed to provide Preliminary Engineering services and produce the Design Concept Report. The details of the scope are as follows:

The project objectives are as follow:

- Develop a Design Concept Report (preliminary engineering design) for the project limits.
- Build on all previous analysis and design efforts and focus on design alternatives that maximize pedestrian and bicycle safety, especially the Walk Bike Montrose study in June of 2020.
- Develop a recommended roadway typical section and roadway schematic.
- Intersection best practices will be evaluated in alignment with Houston Vision Zero Action Plan.
- Utilize ATLAS 14 analysis with the objective to reduce overland flows to neighboring areas and reduce area flooding.
- Develop drainage recommendations for sizing and placement of a storm sewer system.
- Replace/Upgrade dilapidated public utilities that have exceed their useful service life.
- Streetlighting will be installed as needed.
- Utility engineering investigation
- Develop a detailed cost estimate

I. DESIGN CONCEPT REPORT / PRELIMINARY ENGINEERING

A. BASIC SERVICES

1. Site Visits and Data Collection

- a. Photographs and field verification of existing features will be completed during the field visit. Field visit will also be performed to assist in drainage area boundary determination and to verify the available data collected for the existing storm sewer system. The area will be reviewed to confirm features shown in the

2018 LiDAR information and identify areas where hydraulic reinforcements may be necessary to correctly show overland sheet flow paths.

- b. Previously completed reports and studies will be obtained and reviewed for relevant information regarding the proposed roadway improvements.

2. Review Record Drawings, PER, Design plans and CCTV videos

- a. All available record drawings and information on the project area will be collected, reviewed and used to the maximum degree possible.
- b. CCTV videos will be obtained from the City and fully reviewed to better understand the condition of the sanitary sewer pipes.

3. Conceptual Construction Sequencing, Detours & Impacts to Area

The construction sequence and a traffic control concept that will minimize impacts to the region's traffic movement pattern will be explored. Detours, phasing, sequencing, construction zones, and temporary pavement requirements will be identified. A detailed narrative will also be developed

B. ROADWAY DESIGN

1. Alternative Analysis

- a. TEI Planning+Design will conduct a multi-modal transportation analysis. It will incorporate pedestrian and bicycle facilities that promote safety throughout the corridor and make it more pedestrian/bicycle friendly. See the attached proposal in Exhibit C. This task is included in Section II.1 of the Level of Effort.
- b. Gauge will coordinate with TEI Planning+Design to determine the most appropriate typical sections for Westheimer Road that will accommodate multiple roadway users and promote safety throughout the corridor.

2. Existing/Proposed Typical Sections

Typical Sections for proposed and existing roadways will be developed. Typical sections shall include width of travel lanes, sidewalks, outer separations, border widths, curb offsets, and right-of-way (ROW).

3. Preliminary Roadway Schematic

The preferred preliminary roadway option for the 1.2-mile corridor will be laid out on current aerial photography. The exhibits will depict proposed roadway alignment, sidewalks, and driveways. This will include the following tasks:

- a. A standard roadway schematic
- b. A public meeting-friendly schematic.
- c. Access management

C. DRAINAGE DESIGN/ANALYSIS

Drainage is a key component of the Westheimer Road reconstruction project. The project limits are within the TIRZ 27 regional drainage study, which identified a problem area at the Westheimer Road and Montrose Boulevard intersection, which is susceptible to both nuisance and structural flooding. Drainage improvements to the Westheimer Road area will be planned to function as a stand-alone project in the event they are constructed ahead of Montrose Boulevard and also to work in concert with the planned improvements to Montrose Boulevard – Segment 2 per the recommendations in the Montrose Boulevard DCR. Figure 2 below documents the existing 100-yr inundation on Westheimer Road from the Montrose Drainage Study. The Montrose Drainage Study models will be used as a starting point for the 100-yr analysis. Traditional City of Houston steady state analysis are anticipated to be developed for the 2-yr design and inlet spacing and ponding analysis unless dynamic modeling proves to be necessary.



Figure 2: Existing 100-yr ponding on Westheimer Road within proposed project limits

1. Prepare and Evaluate Existing Drainage Area Maps

Existing conditions drainage area maps will be developed for the project area. Inlet level drainage areas will be developed for any storm sewers within the project limits and at key driveway culverts. Trunkline analysis point drainage areas will be delineated for storm sewer systems outside the project limits. The existing conditions drainage area boundaries will be based on the best available data. Means for determining drainage area boundaries include but are not limited to as-built information, LiDAR, field visits, City of Houston Geolink Hub data, and the City's Comprehensive Drainage Plan (CDP). Extreme event and offsite drainage areas will be developed and included as part of the existing drainage area map.

2. Existing Conditions Analysis

The existing conditions model from the TIRZ 27 Drainage Study will be used as the starting point for the existing conditions analysis. The Westheimer Road project limits within the regional model will be redefined to add appropriate detail for the existing drainage network. The limits of the model will be truncated to match the area of additional detail. Results from the truncated model will be verified to match the non-truncated model.

3. Storm Sewer Design and Proposed System Analysis

The proposed drainage system will be designed to function independently as a stand-alone project and in concert with the storm sewer improvements within Montrose Boulevard – Segment 2 project as shown in the Montrose Boulevard DCR. A steady state or dynamic 1D model of the proposed storm sewer system(s) will be constructed and analyzed for the 2-year and 100-year frequencies. Necessary sizing, location, elevation, and cover requirements of the trunkline will be determined. The trunkline will be sized to maintain a hydraulic grade line (HGL) below or at the gutter elevation of the roadway for the length of the project for the 2-year event. The proposed storm sewer system will be evaluated and improved in order to meet overland flow and Maximum Ponding Elevation criteria for the 100-year event. Cost estimates will be prepared for the proposed storm sewer system elements.

4. Evaluate Overland Sheet Flow Changes Due to Lowered Roadway Profile

The proposed project area receives offsite overland sheet flow from adjacent drainage systems. Modifications to the roadway within the project limits have the potential to change the overland flow patterns. Modifications to the roadway profile will be quantified and captured in the detailed model. Impacts to overland sheet flow will be determined and recommendations to eliminate overland flow impacts will be developed.

5. **Proposed Conditions Drainage Schematic**

A schematic of the proposed drainage improvements will be laid out on current aerial photography. It will be developed to accurately communicate the planned improvements and will include approximate inlet locations.

6. **Drainage Impact Assessment and Mitigation**

Drainage impacts associated with the proposed roadway improvement will be evaluated and mitigation measures necessary to ensure no adverse impacts will be proposed. Potential drainage impacts associated with the proposed improvements include effects of additional increased impervious cover, a reduction in storm water storage, and modifications to overland sheet flow patterns. Zero increase in water surface elevation outside of the right-of-way will be allowed.

- a. **Increased Impervious Cover** – An evaluation of the existing and proposed impervious cover will be performed to identify the changes associated with the proposed roadway improvements.
- b. **Changes in Storage** – The proposed roadway, anticipated to be a curb and gutter cross section, will be evaluated to account for any changes in storage.
- c. **Mitigation Options** – Mitigation options will be evaluated to determine the most effective means (both cost and function) of eliminating potential impacts. Mitigation options will likely include storage beneath the roadway in the form of oversized or additional storm sewer. The mitigation options will be modeled with the proposed roadway and drainage improvements, and the results will be compared with the existing conditions analysis to ensure no adverse impacts.

7. **Drainage Impact Analysis – DCR writeup**

A drainage impact analysis writeup will be prepared as part of the DCR report. It will be provided to the City for their review and approval as the owner of the facility receiving discharge from the project limits. It will document the existing conditions and proposed improvements and will address the potential for adverse impacts including necessary mitigation measures.

D. UTILITY ENGINEERING INVESTIGATION

1. **Review As-Built Information**

Existing private utilities such as existing underground electrical, communication service lines and distribution gas lines; and locations of existing overhead power and communication lines and poles will all be compiled and investigated.

2. **Preliminary Water/Sanitary Sewer Schematics**

Public utility information collected will be evaluated and depicted in exhibits per City's requirements. Water/sanitary sewer schematics will be prepared per DCR requirements and will assist with identifying potential utility impacts. Schematics will be laid out on current aerial photography.

3. **Preliminary Private Utility Schematic**

A Preliminary Private Utilities Schematic will be prepared as per DCR requirements and will assist with identifying the key utility relocation impacts, as the design is developed. A schematic showing existing conditions of private utilities, based on records received from utility owners, will be laid out on current aerial photography.

4. **Private Utility Coordination**

A table exhibit cataloging impacts to existing private utilities based on proposed design recommendation or new requirement considerations.

5. Public Utility Coordination

A table exhibit cataloging impacts to existing private utilities based on proposed design recommendation or new requirement considerations.

E. PROJECT MANAGEMENT/AGENCIES & TEAM COORDINATION//QUANTITIES/OPCC

1. Project Management and Coordination:

Project management activities are ongoing throughout the period of the contract and include items such as internal project management, kickoff meeting, monthly progress reports, invoices, and coordination with client and all relevant agencies.

2. Quantities

Preliminary engineering level quantities will be computed.

3. Opinion of Probable Construction Cost

Opinion of Probable Construction Cost (OPCC) will be developed for each alternative that will include the necessary level of detail to enable the evaluation of each alternative, but it will not be comprehensive.

4. Stakeholders Coordination

Alternatives will be presented to the key stakeholders in the area to obtain feedback. Documentation of the meetings will be prepared to summarize the meeting discussion topics and action items.

5. DCR Report Preparation/Presentation

The DCR Report will be prepared in accordance with the City of Houston's DCR form requirements. A draft electronic report will be compiled to include text, model output, exhibits, and appendices for the City's review. A signed and sealed electronic report will be submitted after the comments have been addressed and incorporated as necessary.

6. DCR Presentation and Meeting

Gauge will present the proposed improvements to the different City of Houston Departments for comment and approval. A presentation will be prepared and will include alternatives, recommendations, and estimated OPCC.

7. Community (Public) Meeting

Gauge will prepare for and hold one Public Meeting as part of the DCR process, which will include a presentation, board materials, and roadway schematic.

8. Documentation of comments and Incorporating DRC Comments

Upon completion of the DCR meeting, Gauge will develop a letter report to document all the decisions, comments, and action items to be included in the DCR report.

9. Quality Assurance / Quality Control

A thorough Quality Assurance/Quality Control (QA/QC) Plan will be implemented to ensure overall project constructability, cost estimate accuracy, and design conformance with industry standards and client-specific requirements and preferences are met.

II. SUBCONTRACTED SERVICES

1. Traffic Engineering Analysis – TEI Planning + Design (Exhibit C)

TEI will perform the Traffic Engineering Analysis referenced in Task B.1.a. See Exhibit C for additional information.

III. EXPENSES

1. Printing, Deliveries and Reproduction, Mileage

Expenses include printing for the public meeting, any deliveries and reproduction, and mileage at the current rate. Expenses are included in Section III.1 of the level of effort.

**EXHIBIT B
WESTHEIMER ROAD MOBILITY & DRAINAGE IMPROVEMENTS
DESIGN CONCEPT REPORT- LEVEL OF EFFORT**



I. DESIGN CONCEPT REPORT/PRELIMINARY ENGINEERING

DESCRIPTION OF WORK TASKS	PRINCIPAL	PROJ MGR	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. BASIC SERVICES								
1 Site Visits and Data Collection		1	4	8	4		17	\$2,465.00
2 Review Record Drawings, Studies and CCTV videos		2	6	8	6		22	\$3,250.00
3 Conceptual Construction Sequencing, Detours & Impacts to Area		2	8	12	8		30	\$4,390.00
Total	0	5	18	28	18	0	69	\$10,105.00
B. ROADWAY DESIGN								
1 Alternative Analysis	1	6	8	12			27	\$4,280.00
2 Existing/Proposed Typical Sections	1	2	4	12	12		31	\$4,500.00
3 a Preliminary Roadway Schematic (Scale 1"=40')	2	4	10	20	16		52	\$7,710.00
b Public Meeting-Friendly Schematic (Scale 1"=40')	2	4	10	20	16		52	\$7,710.00
c Access Management		2	2	4			8	\$1,240.00
Total	6	18	34	68	44	0	170	\$25,440.00
C. DRAINAGE ANALYSIS								
1 Existing Drainage Area Maps	1	1	2	8	20		32	\$4,525.00
2 Existing Conditions Analysis	1	2	16	36			55	\$8,100.00
3 Storm Sewer Design and Analysis	2	16	12	32			62	\$9,720.00
4 Evaluate Overland Sheet Flow Changes	1	2	12	8			23	\$3,660.00
5 Proposed Conditions Drainage Schematic	1	2	4	8	12		27	\$3,960.00
6 Drainage Impact Assessment and Mitigation	2	16	18	26			62	\$9,900.00
7 Drainage Impact Analysis DCR Writeup	4	8	12	32	8	2	66	\$9,940.00
Total	12	47	76	150	40	2	327	\$49,805.00
D. UTILITY ENGINEERING INVESTIGATION								
1 Review As-built information provided by the utility owners			4	8			12	\$1,740.00
2 Preliminary Water/Sanitary Schematic (Scale 1"=40')	1	2	8	16	8		35	\$5,160.00
3 Preliminary Private Utility Schematic (Scale 1"=40')	1	2	8	12	8		31	\$4,620.00
4 Private Utility Coordination - Tables for DCR		2	6	12			20	\$2,980.00
5 Public Utility Coordination - Tables for DCR		2	6	12			20	\$2,980.00
Total	2	8	32	60	16	0	118	\$17,480.00
E. Project Management/Agencies & Team Coordination/Quantities/OPCC								
1 Project Management								
a. Overall Project Mgmt/Team Coordination/ Project Controls	4	10	10			6	30	\$4,900.00
b. Project Coordination/Agency Coordination Meetings	4	10	10	6			30	\$5,230.00
2 Quantities		2	6	18			26	\$3,790.00
3 Opinion of Probable Construction Cost	1	2	10	4			17	\$2,790.00
4 Stakeholders Coordination	1	4	4	4			13	\$2,170.00
5 DCR Report Preparation/Intake Form								
a. DCR Report Preparation/Intake Form	2	8	16	40			66	\$9,980.00
b. DCR Exhibits and Figures		4	6	12	24		46	\$6,590.00
6 DCR Presentation and Meeting		4	8	16	6		34	\$5,030.00
7 Community (Public) Meeting	2	8	16	18	12		56	\$8,630.00
8 Documentation of comments and Incorporating DCR Comments		2	4	6	4		16	\$2,380.00
9 Quality Assurance / Quality Control	2	6	6	16	16		30	\$4,720.00
Total	16	60	96	124	62	6	364	\$56,210.00
TOTAL HOURS	36	138	256	430	180	8	1048	
Contract Labor Rate	\$230.00	\$185.00	\$165.00	\$135.00	\$135.00	\$80.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$8,280.00	\$25,530.00	\$42,240.00	\$58,050.00	\$24,300.00	\$640.00		\$159,040.00

II. SUBCONTRACTED SERVICES

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 Exhibit C - Traffic Engineering Analysis - TEI Planning+Design	\$135,280.00	10%	\$148,808.00
TOTAL SUBCONTRACTED SERVICES			\$148,808.00

III. EXPENSES

EXPENSES	QUANTITY	UNIT	COST	TOTAL
1 Printing (includes Boards-Public Meeting), Deliveries, Reproduction & Mileage	1	LS	\$2,052.00	\$2,052.00
TOTAL REIMBURSABLE EXPENSES				\$2,052.00

TOTAL \$309,900.00



712 Main Street, Suite 950
Houston, TX 77002
(713) 270-8145
www.teiconnects.com
TX Registration F-003158

December 1, 2023

Muhammad Ali
Gauge Engineering
11750 Katy Freeway, Suite 400
Houston, TX 77079

Re: Proposal for TIRZ 27 Lower Westheimer Road Design Concept Review (DCR) – Shepherd to Montrose

Dear Mr. Ali:

TEI Planning + Design (TEI) is pleased to provide this proposal for transportation planning and engineering services to support Gauge Engineering in developing a Design Concept Report (DCR) for TIRZ 27. The DCR would cover the recommended conditions for Lower Westheimer Road from Shepherd Drive to Montrose Boulevard. TEI will assist Gauge Engineering with the multimodal design concepts, safety improvements, and traffic engineering elements of this project. Specific items and tasks included in the TEI Scope of Services for each segment are described below.

Scope of Services

This proposal includes services needed to complete the DCR for Lower Westheimer Road improvement project between the Shepherd Drive and Montrose Boulevard, approximately 1.2 centerline miles.

Task A: Corridor Traffic Analysis and Concept Development

Subtask 1: Data Collection

TEI will collect the following data to develop a fact based analysis of the future operations on Westheimer Road for the extents of the project:

A. Collect Existing Roadway User Data

TEI will conduct weekday 14-hour (6:00 AM – 8:00 PM) intersection turning movement counts including persons biking and persons walking on Westheimer Road at the following intersections:

- Shepherd Drive
- Hazard Street
- Woodhead Street
- Dunlavy Street
- Mandell Street
- Windsor St
- Yupon Street
- Commonwealth Street
- Waughcrest Drive
- Waugh Drive

TEI will conduct bi-directional 24-hour motor vehicle volume and speed data at the following locations along Westheimer Road:

- Between Shepherd Drive and Hazard Street
- Between Hazard Street and Woodhead Street
- Between Dunlavy Street and Mandell Street
- Between Yupon Street and Commonwealth Street
- Between Commonwealth Street and Waugh Drive
- Between Waugh Drive and Montrose Boulevard

The counts will complement existing counts collected by the City of Houston in February 2023 at the following locations:

- Between Woodhead Street and Dunlavy Street
- Between Mandell Street and Yupon Street

TEI will also conduct travel time runs and document observed driving conditions for morning and evening peak hours.

B. Collect and Review Transit Data and Plans

TEI will collect and review METRO boarding and alighting data for the 82 Westheimer for stops along the corridor as well as stop along intersection routes within ¼ mile of the corridor including the 56 Airline Montrose and the 27 Shepherd. TEI will also review METRO plans for the 82 Westheimer BOOST project which proposes to improve and relocate many of the bus stops along the corridor.

C. Collect & Review Crash Data

TEI will collect crash data for the previous five years available from the TxDOT CRIS database. TEI will use the crash data to identify hot spots along the corridor for an enhanced review to help identify countermeasures to include with corridor design to mitigate crash frequency in these locations. TEI will also look for common crash types in the data. This information will also inform elements and treatments to be used in the proposed design. TEI will also identify if any segments of the corridor or cross-streets are part of the City of Houston's Vision Zero High Injury Network.

D. Review Plans & Studies

TEI will review plans and studies pertaining to the corridor, including but not limited to:

- Walk Bike Montrose (TIRZ 27)
- Montrose Livable Centers (H-GAC, TIRZ 27)
- City of Houston Lower Montrose Design Plans including the initial pre-engineering study and the updated 30% Design for segments east of Montrose Drive
- Houston Bike Plan (City of Houston)
- METRO 82 Westheimer BOOST project plans and METRONext Plans
- Site plans, construction plans and/or Traffic Impact Analyses (TIAs) for upcoming major developments

E. Collect & Review Traffic Signal Timing

TEI will coordinate with the City of Houston and conduct field work as needed to obtain the existing traffic signal timings for the signalized intersections listed in Subtask 1A.

F. DCR Intake Form

TEI will prepare necessary mobility related information and figures to support the development of a DCR intake form for the City of Houston, to be submitted by Gauge.

Subtask 2 – Intersection Operations & Recommendations

TEI will conduct capacity analyses along Westheimer Road during both the AM and PM peak hours, for the intersections listed in Subtask 1A. This analysis will be conducted in accordance with the procedures in the *Highway Capacity Manual* (HCM) and COH Infrastructure Design Manual (IDM) and model development will be conducted in Synchro or Vistro modeling programs. Existing condition models will be developed using data collected from Subtask 1 as well as field observations and roadway characteristics. Using design year volume assumptions provided by the City of Houston, proposed condition peak hour traffic models will also be developed. Traffic signal warrants for all existing signals for the corridor will be assessed to determine if existing signals meet criteria.

Based on the results of the capacity analysis, TEI will provide recommendations for roadway geometry, lane configuration, and traffic control at each analyzed intersection. These recommendations will be influenced by the multimodal considerations described in Subtask 3, as well as intersection safety best practices in alignment with the Houston Vision Zero Action Plan.

Subtask 3 - Multimodal Facility Recommendations

A. Pedestrian and Bicyclist Facilities

Westheimer Road is not shown on the Houston Bike Plan as an existing or proposed bikeway. Based on the review of the plans and studies listed in Subtask 1C, TEI will consider the feasibility of high-comfort bikeways on intersecting corridors and will provide recommendations for corridor bikeway treatment to include in the design concept. Recommendations will seek to align with All Ages and Abilities bikeway design criteria and the FHWA Bikeway Selection Guide.

TEI will also review the spacing between existing pedestrian crossings and key destinations along the corridor. Pedestrian level of service analysis will be developed for potential crossing location aligned with the City of Houston crossing spacing analysis guidelines in the IDM. TEI will provide recommendations for improved multimodal crossings to include in design concepts.

TEI will support Gauge and TIRZ 27 in discussions related to the process of dedicating this segment of Westheimer as a walkable places or TOD street.

B. Transit Facilities

TEI will review METRO ridership data for the 82 Westheimer route within the project limits as well as METRO's Westheimer BOOST project. TEI will provide recommendations for integrating transit stop recommendations into the proposed corridor design.

Subtask 4 - Cross-section Development Support

Utilizing the data and findings of Subtasks 1, 2, and 3 above, TEI will assist Gauge with development of proposed right-of-way cross-sections along the corridor for up to two corridor design alternatives for the following segments:

- Shepherd Drive to Hazard Street
- Hazard Street to Woodhead Street
- Woodhead Street to Mandell Street
- Mandell Street to Commonwealth Street
- Commonwealth Street to Montrose Boulevard

The cross-section and intersection recommendations will be used to produce corridor schematic design concepts for the project. Recommendations to address existing inset or head-in parking along the corridor will be developed based on City of Houston IDM. Additionally, driveway closure or consolidation will be reviewed and recommendations will be provided based on COH IDM. TEI will provide concept designs for specific intersections as needed and will review schematic designs developed by Gauge.

Task A Deliverables:

TEI will prepare the following deliverables as part of Task A:

- Mobility related elements of a DCR Intake Form
- Mobility related components of a DCR Report including:
 - Existing mobility conditions on the corridor
 - Technical recommendations and support graphics covering:
 - Recommendations for traffic control and lane assignments at intersections including warrant analysis of existing traffic signals.
 - Recommendations for high-comfort sidewalks and bikeways along the corridor, including intersection design treatments at intersections.
 - Recommendations for improved multimodal crossings between signalized intersections.
 - Recommendations of transit improvements including integration of METRO's 82 Westheimer BOOST project
 - Up to two cross-sections for the corridor segments listed in Subtask 4.
 - Summary of the benefits impacts and trade-offs of the alternative cross-sections and crossing strategies.
 - Traffic Analysis Memo covering:
 - Roadway user volume and speed data as defined in Subtask 1A.
 - Results of crash analysis as defined in Subtask 1B.
 - Intersection capacity analysis and signal warrant information
 - Pedestrian Crossing Analysis

These deliverables are intended to support the development of DCR materials to submit to the City of Houston. Gauge Engineering will be responsible for assembling and submitting final DCR materials.

Task B: Project Management and Coordination

TEI will assist Gauge in developing corridor design concepts for Lower Westheimer Road. These items include:

- Attending regular progress meetings with Gauge Engineering and the project team.
- Supporting Gauge with up to two (2) Public Meetings and community outreach, materials will be limited to previously produced graphics and analysis provided in the DCR report.
- Supporting Gauge with project cost estimates related to bikeway, safe crossing improvements and traffic control devices.
- Reviewing and providing comments on interim design drawings (prepared by Gauge).
- Attending coordination meetings with TIRZ 27, the City of Houston, METRO and others, when requested by Gauge Engineering.

Schedule and Fee

Schedule

TEI will meet the submittal schedule as determined in coordination with Gauge Engineering.

Compensation

Based on our estimated hours (see Attachment A) required to complete the items documented above, we request authorization in the following amounts to be billed as fixed fee on a percent complete basis.

Task A	Fee
Subtask 1: Data Collection and Analysis	\$29,535
Subtask 2: Intersection Operations & Recommendations	\$35,820
Subtask 3: Multimodal Facility Recommendations	\$24,600
Subtask 4: Cross-section Development Support	\$16,140
Subtotal Task A	\$106,095
Task B: Coordination & Engagement	\$19,785
Direct Expenses (Traffic Data Collection)	\$9,400
Total	\$135,280

This proposal is valid for 45 days from the date of this letter. If you have any questions, or need additional information, please e-mail me at sarah.wetmore@teiconnects.com or call me at (832) 543-1851.

Sincerely,



Sarah Wetmore, PE

Principal

Attachments

- A – Fee Worksheet



ATTACHMENT A
COST SPREADSHEET
 HOURS BY CLASSIFICATION
 AND MAJOR TASK ANALYSIS

GAUGE ENGINEERING
TIRZ 27 Lower Westheimer DCR - Shepherd to Montrose

DESCRIPTION OF WORK TASK**	SENIOR PRINCIPAL	PRINCIPAL	PRINCIPAL ASSOCIATE II	PRINCIPAL ASSOCIATE I	ASSOCIATE III	ASSOCIATE II	ASSOCIATE I	ADMIN	TOTAL HOURS	COST PER TASK
	COST/HR	COST/HR	COST/HR	COST/HR	COST/HR	COST/HR	COST/HR	COST/HR	PER TASK	TASK
Billing Rate	\$255.00	\$210.00	\$180.00	\$165.00	\$150.00	\$135.00	\$120.00	\$120.00		
Task A: Corridor Cross-Section Recommendations and Traffic Analysis										
Subtask 1 - Data Collection & Analysis										
A. Roadway User Data										
Coordinate collection of traffic data		1.0		2.0		8.0			11.0	\$1,620.00
Travel time runs and field observations			2.0	4.0		8.0			14.0	\$2,160.00
Prepare existing roadway user summary	1.0	4.0		8.0		12.0			25.0	\$4,035.00
B. Transit Data										
Collect and review Transit Boarding and Route Data		2.0		8.0		8.0			18.0	\$2,820.00
Review Existing METRO's 82 Westheimer BOOST Plans		2.0		8.0		12.0			22.0	\$3,360.00
C. Crash Data										
Collect and review crash data	1.0	2.0		4.0		8.0			15.0	\$2,415.00
Conduct crash hot spot analysis		2.0		4.0		12.0			18.0	\$2,700.00
D. Previous Plans & Studies										
Review past recommendations related to walking and biking	2.0	2.0		4.0		4.0			12.0	\$2,130.00
Review past recommendations related to roadway improvements	2.0	2.0		4.0		4.0			12.0	\$2,130.00
Collect and review plans and/or TIAs for upcoming developments		2.0		4.0		4.0			10.0	\$1,620.00
E. Traffic Signal Timing Data										
Collect and review traffic signal timing data	1.0	1.0		1.0		8.0			11.0	\$1,710.00
F. DCR Intake Form										
Develop material for DCR Intake Form and support COH coordination.	1.0	4.0		4.0		8.0			17.0	\$2,835.00
Subtask 2 - Intersection Operations & Recommendations										
Develop base HCM roadway capacity model		8.0		16.0		24.0			48.0	\$7,560.00
Test alternative lane assignments at intersections	1.0	8.0		8.0		16.0			33.0	\$5,415.00
Traffic Signal Warrant Analyses	1.0	8.0		12.0		20.0			41.0	\$6,615.00
Determine appropriate lane configurations at analyzed intersections	2.0	8.0		12.0		12.0			34.0	\$5,790.00
Prepare capacity analysis report, findings and recommendations	4.0	8.0		24.0		28.0			64.0	\$10,440.00
Subtask 3 - Multimodal Facility Recommendations										
A. Pedestrian and Bicyclist Facilities										
Prepare recommendations for bicycle facilities (sections only)	2.0	8.0		12.0		16.0			38.0	\$6,330.00
Prepare recommendations for multimodal crossings	2.0	8.0		16.0		16.0			42.0	\$6,990.00
Prepare transit recommendations	2.0	8.0		16.0		16.0			42.0	\$6,990.00
Coordinate bikeway and crossing recommendations with City of Houston	2.0	4.0		8.0		12.0			26.0	\$4,290.00
Subtask 4 - Cross-section Development Support										
Develop recommended cross-sections for each segment		8.0		16.0		24.0			48.0	\$7,560.00
Develop memo summarizing multimodal benefits and impacts of alternatives	4.0	8.0		16.0		24.0			52.0	\$8,580.00
Task B: Coordination & Engagement										
Team progress meetings with Team	4.0	4.0		4.0		8.0			20.0	\$3,600.00
Support Gauge on any Public Meeting or Outreach	6.0	8.0		8.0		8.0			30.0	\$5,610.00
Support Gauge on Project Cost Estimates	1.0	2.0		4.0		4.0			11.0	\$1,875.00
Attend progress and coordination meetings with City of Houston	4.0	4.0		4.0		8.0			20.0	\$3,600.00
Review and provide comment on design concept plans	4.0	8.0		8.0		8.0			28.0	\$5,100.00
PROJECT TOTALS	47.0	136.0	0.0	239.0	0.0	340.0	0.0	0.0	762.0	
PERCENT OF TOTAL HOURS	6.17%	17.85%	0.00%	31.36%	0.00%	44.62%	0.00%	0.00%	100.00%	
DIRECT COSTS			COST				Subtotal Task A		\$106,095.00	
							Subtotal Task B		\$19,785.00	
14-Hour Weekday Turning Movement Counts (10 locations @ \$700 each)			\$7,000.00				TOTAL LABOR COST		\$125,880.00	
Bi-directional 24-Hour Speed and Volume Counts (6 Locations @ \$400 each)			\$2,400.00				DIRECT EXPENSES		\$9,400.00	
DIRECT EXPENSES TOTAL			\$9,400.00				REQUESTED CONTRACT AMOUNT		\$135,280.00	

MONTROSE BLVD IMPROVEMENTS



December 1, 2023

Joe Webb, Chairman
Montrose Tax Increment Reinvestment Zone No. 27
c/o ABHR
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Re: Proposal for Additional Services for Montrose Blvd – Segment 1 from Allen Parkway to W Clay Street Bridge Structural Analysis, Bridge Layouts, and Underpass / Cladding System Lighting

Dear Mr. Webb,

Gauge Engineering, LLC (Gauge) has identified various tasks that are needed for the reconstruction of Montrose Blvd – Segment 1 that were not included in the original scope and fee. These were either identified by Gauge Engineering or requested by the City of Houston. The entirety of this work is within TIRZ 3, who is in support of the scope and fee of these tasks. This includes the following tasks:

- Structural Analysis and Design for Existing Bridges Modifications
- Underpass / Cladding System Lighting

There are also Optional Engineering Services that may be performed if the existing bridges can hold the additional dead load:

- Existing U-Turn Bridge Modifications
- Rail Retrofit Details

We propose to perform this work for a lump sum amount of **\$63,411.10**. A detailed breakdown of the scope items and fee can be found under Exhibits A through D. We are prepared to begin this work immediately. Please feel free to contact me at (713) 318-8802 if you have any questions.

Sincerely,

Muhammad Ali, P.E.
Principal

Accepted for
Montrose Tax Increment Reinvestment Zone No. 27

Signature Date

Attachments:

- Exhibit A – Scope
- Exhibit B – Level-of-Effort
- Exhibit C – Bridge Superstructure Analysis
and Bridge Design – Aguirre & Fields
- Exhibit D – Underpass Lighting - Mbroh

Print

Accepted for
City of Houston:

Signature Date

Print

EXHIBIT A
SCOPE OF SERVICES
MONTROSE BLVD IMPROVEMENTS
FROM CLAY STREET TO ALLEN PARKWAY

BRIDGE STRUCTURAL ANALYSIS, BRIDGE LAYOUTS, AND UNDERPASS / CLADDING SYSTEM LIGHTING

There are improvements on the existing Montrose Boulevard bridge over the Allen Parkway underpass that involve modifications to the existing bridge that include concrete median removal, new concrete medians, sidewalk widenings, and potential vehicular guardrail modifications. On the existing U-Turn Bridge, the vehicular guardrails may be swapped out.

The desire to replace the vehicular guardrails is driven by the goal to create an easily maintained, resilient, long-lasting and aesthetically cohesive design. Vehicular strikes are the greatest long-term risk to the metal cladding system that will embellish the new Shared Use Path bridge. To manage this risk, a design update is proposed that changes the vehicular guardrails to a solid concrete guardrail. However, this additional weight may be too much dead load for the existing bridge to support. Therefore, a structural analysis of the bridge superstructure will be performed to determine whether the bridge superstructure can hold the additional dead load of the desired modifications.

The underpass between the existing bridges will have a new bridge above it with the metal cladding system. These together will prevent sunlight from entering the underpass. The City of Houston has expressed the desire to install new surface-mounted lighting on the existing retaining walls of the underpass. The City of Houston has also requested that we remove the existing light under the two adjacent existing bridges and replace it with a single system. Part of this system would also include lighting to shine through the metal cladding system at night.



Figure 1: Metal Cladding System Conceptual Rendering

I. DESIGN PHASE

A. Structural Analysis and Design

1. Structural Analysis of Bridge Superstructure

A structural analysis will be performed on both existing bridges to determine whether the bridge superstructure can hold the additional dead load from the concrete medians, sidewalk widening, and vehicular guardrail modifications. Aguirre & Fields will perform this analysis. See Exhibit C for additional information.

2. Bridge Layout and Bridge Typical Sections

The main Montrose Boulevard bridge over Allen Parkway will have certain elements that require modification of the existing bridge. A new bridge layout sheet with a typical section would be needed to demonstrate this design. Aguirre & Fields will perform this design. See Exhibit C for additional information.

3. Sidewalk and Median Detail

The sidewalk detail and median detail will facilitate the narrowing and shifting of the lanes on the existing bridge. Aguirre & Fields will perform this design. See Exhibit C for additional information.

B. Underpass and Cladding System Lighting

1. Project Management & Coordination

During each phase of the project, the Project Manager (PM) will oversee all underpass lighting and will be responsible for directing and coordinating activities and assigned personnel. This would involve several meetings, a site visit, and other miscellaneous activities.

Mbroh will perform the majority of these tasks. See Exhibit D for additional information.

2. Design and Development

An electrical design will be developed for the surface-mounted underpass lighting and electrical system. Mbroh will perform this design. See Exhibit D for additional information.

3. Specifications

Specifications for the electrical components of this design will be collected and written as needed. These will be included in the Project Mlightingannual. Mbroh will perform this task. See Exhibit D for additional information.

4. Bid Phase and Other

Mbroh will support Gauge in the bid phase as needed for the electrical components. See Exhibit D for additional information.

II. OPTIONAL SUBCONTRACTED ENGINEERING SERVICES (IF NEEDED)

There are certain bridge-related design components that would provide additional dead load to the existing bridges. These optional items are predominantly vehicular guardrails and sidewalk widening. If it is determined that the bridge superstructure can hold this extra dead load, Gauge would request to perform these optional services. If, however, the bridge superstructure cannot hold the extra dead load, then these would not be performed. This work would be performed by Aguirre & Fields. See Exhibit C for additional information.

A. U-Turn Bridge

1. Prepare Bridge Layout and Bridge Typical Sections

If the u-turn bridge can hold the extra dead load of the heavier, solid concrete barrier, a bridge a new bridge layout sheet with a typical section would be needed to demonstrate this design. Aguirre & Fields will perform this design. See Exhibit C for additional information.

B. Rail Retrofit Details

Details for removing and replacing the guardrails or adding a new rail would be performed if either bridge can hold the extra dead load. Aguirre & Fields will perform this design. See Exhibit C for additional information.

III. SUBCONTRACTED ENGINEERING SERVICES

See Exhibit B and individual exhibits for each sub-consultant. This includes the following items:

- 1. Bridge Superstructure Analysis and Bridge Design – Aguirre & Fields (Exhibit C)**
- 2. Underpass and Cladding System Lighting – Mbroh (Exhibit D)**

EXHIBIT B
MONTROSE BLVD IMPROVEMENTS
FROM CLAY STREET TO ALLEN PARKWAY
BRIDGE STRUCTURAL ANALYSIS, BRIDGE LAYOUTS, AND UNDERPASS LIGHTING



I. DESIGN PHASE

DESCRIPTION OF WORK TASKS	PRINCIPAL	PROJECT MANAGER	PROF ENGINEER	GRAD ENGINEER	SR. DESIGN TECH	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. STRUCTURAL ANALYSIS AND DESIGN								
1 Structural Analysis Review and Coordination		4		2			6	\$990.00
2 Bridge Layout and Bridge Typical Sections		2					2	\$360.00
3 Sidewalk and Median Detail Review and Coordination		1					1	\$180.00
<i>Total</i>	0	7	0	2	0	0	9	\$1,530.00
B. UNDERPASS / CLADDING SYSTEM LIGHTING								
1 Project Management & Coordination		4					4	\$720.00
<i>Total</i>	0	4	0	0	0	0	4	\$720.00
TOTAL HOURS	0	11	0	2	0	0	13	
Contract Labor Rate	\$250.00	\$180.00	\$160.00	\$135.00	\$135.00	\$95.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$0.00	\$1,980.00	\$0.00	\$270.00	\$0.00	\$0.00		\$2,250.00

II. OPTIONAL SUBCONTRACTED ENGINEERING SERVICES

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 U-Turn Bridge - Aguirre & Fields (Exhibit C)	\$6,588.00	10%	\$7,246.80
2 Bridge Rail Retrofit Detail - Aguirre & Fields (Exhibit C)	\$8,203.00	10%	\$9,023.30
TOTAL OPTIONAL ADDITIONAL SUBCONTRACTED ENGINEERING SERVICES			\$16,270.10

III. SUBCONTRACTED ENGINEERING SERVICES

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 Bridge Structural Analysis and Design - Aguirre & Fields (Exhibit C)	\$17,010.00	10%	\$18,711.00
2 Underpass Electrical Lighting - Mbroh (Exhibit D)	\$23,800.00	10%	\$26,180.00
TOTAL SUBCONTRACTED ENGINEERING SERVICES			\$44,891.00

GRAND TOTAL	
I. DESIGN PHASE	\$2,250.00
II. OPTIONAL SUBCONTRACTED ENGINEERING SERVICES	\$16,270.10
III. SUBCONTRACTED ENGINEERING SERVICES	\$44,891.00
PROJECT TOTAL	\$63,411.10



October 20, 2023

Muhammad Ali
Gauge Engineering
11750 Katy Fwy
Houston, TX 77079

Re: Letter of Proposal for Gauge Engineering

We appreciate the opportunity to submit this letter of supplemental proposal to Gauge Engineering for the Montrose Blvd Improvement project. The scope of work is to evaluate the structural capacity of Montrose bridge over Allen Parkway and adjacent U-turn bridge to accommodate additional load due to wider sidewalk and heavier rail.

I. Scope of Work

Aguirre & Fields, LP will be responsible for the following services:

A. Final Design Phase Services:

- Structural Analysis of Bridge Superstructure on both bridges
- Prepare Bridge Layout and Bridge Typical Sections for existing Montrose bridge over Allen Parkway to include wider sidewalk and change in lane configuration.
- Prepare sidewalk and median detail sheet for existing Montrose bridge over Allen Parkway

B. Optional Additional Services:

If superstructure analysis confirms additional loading is acceptable, A&F prepares the following plans :

- Prepare Bridge Layout and Bridge Typical Sections for U-Turn bridge.
- Prepare Rail Retrofit Details for both bridges.

Aguirre & Fields will inform Gauge Engineering if changes in the Scope of Work are required due to significant project changes or should the design become unusually complex.

II. Proposed Fee

All services to be provided on a lump sum basis with hours and rates shown on attached fee estimate. The total proposed fee for the above defined Service is as follows:

Final Design Phase Services:	<u>\$ 17,010.00</u>
Optional Additional Services:	<u>\$ 14,791.00</u>

EXHIBIT C

October 20, 2023

Page 2 of 2

Thank you for the opportunity to submit this supplemental proposal and we look forward to assisting Gauge on this important project.

Mahsa Arastoo

Mahsa Arastoo, P.E.
Aguirre & Fields, LP

EXHIBIT C

Task	Units	Quantity	MH/Unit	Project Manager	Sr. Bridge Engineer	Bridge Engineer	EIT	Tech	Admin	Total	Total
A. Design Phase Services											\$17,010.00
Structural Analysis of bridge superstructure on both bridges	Sheet	2	20	4	4	12	12	8		40	\$7,128.00
Bridge Layout and Typical Section (Montrose Bridge over Allen Parkway Only)	Sheet	1	40	2	2	14	14	8		40	\$6,588.00
Sidewalk and Median Detail Sheet (Montrose Bridge over Allen Parkway Only)	Sheet	1	20	1	1	7	7	4		20	\$3,294.00
B. Optional Additional Services											\$14,791.00
Bridge Layout and Typical Section for U-Turn Bridge Only	Sheet	1	40	2	2	14	14	8		40	\$6,588.00
Rail Retrofit Detail	Sheet	2	25	3	3	14	22	8		50	\$8,203.00
Total				12	12	61	69	36	0	190	
Contract Rate				\$309.00	\$290.00	\$202.00	\$127.00	\$98.00	\$98.00		
Total				\$3,708.00	\$3,480.00	\$12,322.00	\$8,763.00	\$3,528.00	\$0.00		\$31,801.00

Summary	Man-hours	Direct Labor	Direct Expenses	Total
Design Phase Services	100	\$17,010.00	\$0.00	\$17,010.00
Optional Additional Services	90	\$14,791.00	\$0.00	\$14,791.00
Total				\$31,801.00

Lighting for Allen Parkway Underpass at Montrose Blvd

Mbroh Engineering, Inc. Design Services

GENERAL

Mbroh Engineering Inc. (Mbroh) appreciates the opportunity to offer professional services for the design of the Lighting for Allen Parkway Underpass at Montrose Blvd. Based on our understanding, Mbroh has developed a proposal for the scope of work relating to the Lighting Design.

- Mbroh will plot, sign and seal the Lighting related plans and specifications.
- Mbroh will use the design guidelines by Houston Public Works and Texas Department of Transportation for designing the underpass and cladding system lighting.

ASSUMPTIONS

Gauge Engineering will provide Mbroh with the following:

- All AutoCAD background files of the Allen Parkway Underpass at Montrose Blvd.
- Applicable details and detail guidelines from Houston Public Works and Texas Department of Transportation.
- Record drawings of the Allen Parkway Underpass at Montrose Blvd.

DELIVERABLES

Mbroh will provide Guage Engineering a set of 100% submittals. Set will include the following:

- Electronic files of Construction Drawings (Lighting Plans)
- Electronic files of Construction Specifications

This set will be reviewed with the Client and any comments will be incorporated before final printing and advertising.

TASKS

Mbroh will perform the following tasks for preparing detailed design drawings and specifications for the Allen Parkway Underpass lighting:

Task	Description
1.0	Project Management & Coordination
2.0	Design and Development
3.0	Specifications
4.0	Bid Phase and Other

Task 1.0 Project Management and Coordination

Description: Mbroh will manage the Electrical scope of work for efficient completion of the design phase of the project.

- Mbroh will attend and facilitate coordination meetings with Client, Prime Engineers and vendors as required.
- Mbroh will visit the site to obtain existing data.
- Mbroh will coordinate with the provider of the electric utility service for necessary requirements.
- Mbroh will develop an engineering opinion of probable construction cost (OPCC).

Task 2.0 Design and Development

Description: Mbroh will provide necessary items to complete, construction ready, Technical Drawings required to construct this project.

- Mbroh will develop sheet(s) for electrical general notes, symbol legend and abbreviations.
- Mbroh will develop sheet(s) for demolition and new lighting site plans.
- Mbroh will develop sheet(s) for lighting schematics, lighting installation details and circuit schedule.

Task 3.0 Specifications

Description: Mbroh will provide necessary items to complete, bid ready, Technical Specifications required to construct this project.

- Mbroh will develop a specification section for basic electrical requirements.
- Mbroh will develop a specification section for the lighting system.
- Mbroh will develop specification sections for conduit and low voltage wiring.
- Mbroh will develop specification sections for grounding, bonding and surge protection.
- Mbroh will develop specification sections for pull boxes, junction boxes and associated supports.

FEE

MEI's lump sum cost as described above is \$23,800.00. Cost breakdown is provided in Attachment. Additional services can be provided based upon the rate schedule in the attachment.

EXHIBIT D

City of Houston		Labor Classifications					
Allen Parkway Underpass Lighting		Hours					
Level Of Effort Spreadsheet		\$200	\$185	\$120	\$75		
		PM	Sr	Sr	Sr		
		Principal	EE/I&C	CAD	Admin	Total	Labor
Task Description						Hours	Fee
1.0	Project Management & Coordination						
1.1	Kick-off Meeting	1	1			2	385
1.2	Site Visit		4			4	740
1.3	Monthly Invoices	1			2	3	350
1.4	Coordination with Centrepoint energy including site visit		8		2	10	1,630
1.5	Client Review Meeting (100%)		2			2	370
1.6	Vendor Meetings		4			4	740
1.7	OPCC (100% and Final)	4	4			8	1,540
	<i>Subtotal</i>	6	23	0	4	33	5,755
2.0	Design and Development						
2.1	Develop electrical general notes, symbol legend and abbreviations		1	2		3	425
2.2	Develop demolition Drawings to show demolition of lighting fixtures, lighting Contactor Panel and Utility Meter and their conduits		6	24		30	3,990
2.4	Develop lighting contactor schematics		2	4		6	850
2.5	Develop Installation Detail Drawings		6	24		30	3,990
2.6	Develop Conduit/Cable/Conductor Schedule (Including Calculation)		4	12		16	2,180
2.7	QA/QC	4				4	800
	<i>Subtotal</i>	4	19	66	0	89	12,235
3.0	Specifications						
3.1	Electrical Related Specifications (16010 BASIC ELECTRICAL REQUIREMENTS, 16111 CONDUIT FITTINGS AND BODIES, 16120 Low-Voltage Wires and Cables, 16131 DEVICES, PULL AND JUNCTION BOXES, WIRING DEVICES, 16170 GROUNDING AND BONDING, 16290 SURGE PROTECTION DEVICES,Lighting Spec and Etc.)		10		16	26	3,050
3.2	QA/QC	4				4	800
	<i>Subtotal</i>	4	10	0	16	30	3,850
4.0	Bid Phase and Other						
4.1	Pre-bid Meeting/Site Walkthrough		2			2	370
4.2	Bidding RFI and Addenda		4			4	740
4.3	Conformed Set		2	4		6	850
	<i>Subtotal</i>	0	8	4	0	12	1,960
Sub Total		14	60	70	20	164	23,800

INFRASTRUCTURE REIMBURSEMENT AGREEMENT

THIS INFRASTRUCTURE REIMBURSEMENT AGREEMENT (“Agreement”) is entered into as of the date of the City’s countersignature below (“Effective Date”), between the **CITY OF HOUSTON, TEXAS** (“City”), a Texas home-rule city principally situated in Harris County, and the **MONTROSE REDEVELOPMENT AUTHORITY** (“Authority”), a local government corporation created pursuant to Chapter 431, Subchapter C, Texas Transportation Code; and **REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS** (“Zone”) a tax increment reinvestment zone created by the City pursuant to Chapter 311, Texas Tax Code.

1. This Agreement is being executed in connection with City’s contribution of funds for a project to construct a bicycle lane connector between West Dallas Street and Allen Parkway along Waugh Drive (“Project”), undertaken pursuant to and in accordance with the Project Plan and Reinvestment Zone Financing Plan for the Zone approved by the City Council of the City by Ordinance No. 2020-1071, passed and adopted on December 9, 2020. The Authority shall be responsible for hiring a contractor to undertake the Project in accordance with the following Scope of Work:
 - Construct a bicycle lane connector between West Dallas Street and Allen Parkway along Waugh Drive; and
2. Upon completion of the Project, the City shall reimburse the Authority for a portion of the total Project cost in an amount not to exceed **\$50,000.00** on the basis of Project invoices submitted by the Authority and approved by the Houston Public Works Director or their designee (“Director”), showing the work performed on the Project and corresponding itemized actual costs or expenses of that work. The City shall submit reimbursement to the Authority at its address for notices within 30 days of receipt of an approved invoice.
3. The total amount paid by the City to the Authority for the City’s portion of the total Project cost under this Agreement shall not exceed the total cumulative amount of **\$50,000.00**, and City shall have no obligation to pay more than such amount. The Authority recognizes that, under Sections 19 and 19a of the City’s Charter and Article XI, Section 5 of the Texas Constitution, the City may not obligate itself by contract to pay more money than the amount the City Council appropriates; and the Authority further recognizes that the City Council has appropriated and allocated only **\$50,000.00** to the Authority for a portion of the total Project cost under this Agreement. The City’s obligation to the Authority under this Agreement shall not exceed **\$50,000.00**, unless both of the following events occur: (a) the City Council makes further appropriations for this Agreement, and (b) the City issues a duly authorized amendment to this Agreement prior to its termination.

4. Addresses for notice shall be as follows:

City:

Houston Public Works Director
City of Houston, Texas
P.O. Box 1562
Houston, Texas 77002

Authority:

Montrose Redevelopment Authority
c/o Allen Boone Humphries Robinson LLP
Attention: Alia Vinson
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

5. **THE AUTHORITY SHALL (AND SHALL CAUSE ITS CONTRACTOR TO) AGREE TO AND RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE “CITY”) FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY’S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY’S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY. THE AUTHORITY HEREBY COVENANTS AND AGREES NOT TO SUE THE CITY FOR ANY CLAIMS, DEMANDS, OR CAUSES OF ACTION DIRECTLY OR INDIRECTLY RELATED TO ITS RELEASE UNDER THIS SECTION. FOR THE AVOIDANCE OF DOUBT, THIS COVENANT NOT TO SUE DOES NOT APPLY TO CLAIMS FOR BREACH OF THIS AGREEMENT.**
6. The requirements and terms of the City of Houston’s Zero Tolerance Policy for Human Trafficking and Related Activities, as set forth in Executive Order 1-56, as revised from time to time, are incorporated into this Agreement for all purposes. The Authority has reviewed Executive Order 1-56, as revised, and shall comply with its terms and conditions as they are set out at the time of this Agreement’s effective date. The Authority shall notify the City’s Chief Procurement Officer, City Attorney, and the CDO of any information regarding possible violation by the Authority or its contractors or subcontractors providing services or goods under this Agreement within 7 days of the Authority becoming aware of or having a reasonable belief that such violations may have occurred, have occurred, or are reasonably likely to occur.
7. The CDO may terminate this Agreement at any time upon thirty (30) days’ notice in writing to Authority.

8. This Agreement shall expire on December 31, 2026, or when terminated by the CDO, whichever comes first.
9. This Agreement, as well as any written specifications, statement of work, work write-up, other project plan, or any mutually agreed written amendments hereto contain all the agreements between the Parties relating to the subject matter hereof and are the full and final expression of the agreement between the parties.
10. This Agreement may be executed in multiple copies, each of which shall be an original.

[The rest of this page left blank intentionally.]

APPROVED:

**BOARD OF DIRECTORS OF
REINVESTMENT ZONE NUMBER
TWENTY-SEVEN, CITY OF HOUSTON,
TEXAS**

**BOARD OF DIRECTORS OF
MONTROSE REDEVELOPMENT
AUTHORITY**

Chair
Reinvestment Zone Number Twenty-Seven, City
of Houston
Date: _____, 2021

Chair
Montrose Redevelopment Authority
Date: _____, 2021

ATTEST:

ATTEST:

Secretary
Reinvestment Zone Number Twenty-Seven, City
of Houston
Date: _____, 2021

Secretary
Montrose Redevelopment Authority
Date: _____, 2021

APPROVED:

CITY OF HOUSTON

Sylvester Turner
Mayor of the City of Houston

APPROVED AS TO FORM:

Mark Swaim
Senior Assistant City Attorney

L.D. No: 0000002055

ATTEST:

Pat Jefferson Daniel
City Secretary

APPROVED AND RECOMMENDED:

Carol Ellinger Haddock, P.E.
Director, Houston Public Works

COUNTERSIGNED

Chris Brown
City Controller

MONTROSE REDEVELOPMENT AUTHORITY

Resolution No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTROSE REDEVELOPMENT AUTHORITY, AUTHORIZING THE CHAIR TO FILE APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53; TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTROSE REDEVELOPMENT AUTHORITY AS FOLLOWS:

1. That the Chair is authorized to execute and file an application for federal assistance on behalf of the Montrose Redevelopment Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration.
2. That the Chair is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That the Chair is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Montrose Redevelopment Authority.

CERTIFICATION

The undersigned duly qualified, Chair, acting on behalf of the Montrose Redevelopment Authority, certifies that the foregoing is a true and correct copy of a resolution passed and adopted at a legally convened meeting of the Board of Directors for the Montrose Redevelopment Authority held on the 11th day of December, 2023.

[ATTEST/SEAL]

Joe Webb

Board Chair

Date _____

Montrose Redevelopment Authority FTA Recipient Status

Background

November 2023 - The Goodman Corporation (TGC) has developed this scope of services to assist the Montrose Redevelopment Authority in obtaining Federal Transit Administration (FTA) recipient status. A recipient is an entity awarded financial assistance directly from FTA to carry out an activity under a federal program. This status will enable the Authority to utilize FTA as an administration mechanism for eligible USDOT/FHWA funded projects (obviating TxDOT process) and the flexibility to pursue certain grant programs available only to FTA recipients. This is specifically relevant now with the Authority potentially set to receive funding from H-GAC for the West Alabama and Waugh Drive projects; both eligible projects for FTA transfer and administration.

Task 1 – New Recipient Documentation and Facilitation

Description: TGC will coordinate with the Authority and FTA to complete the new recipient process in compliance with the FTA Region 6 New Recipient Handbook. To achieve the new status for Authority, TGC will complete the following tasks:

- Draft initial new recipient request letter providing the following:
 - A description of projects that FTA funding could support.
 - Identification of the type of FTA funds that the Authority will seek.
 - Explanation of the Authority planning, project delivery, and development process.
 - Point of contact and demonstration of capacity to meet regulatory requirements.
- Provide, facilitate, and submit documentation for the following capacity regulatory requirements:
 - Demonstrate Legal Capacity
 - Opinion of Counsel (TGC will coordinate with Authority legal counsel to provide)
 - Authorizing Resolution of the Board
 - An overview of FTA Master Agreement and Annual Certifications and Assurances
 - Demonstrate Financial Management and Capacity
 - Complete Financial Capacity Questionnaire
 - Current Year Operating and Capital Budgets
 - Three Years of Single Audit (A-133) Reports
 - Develop/document, and otherwise address the following policies and procedures, largely using existing documentation and providing a version agreeable to FTA, related to FTA funded projects:
 - Grants Financial Management
 - Procurement (See information below)
 - Cash Management
 - Budget
 - Accounts Payable
 - Payroll Processing

- Period-End Procedures
- Preventive Maintenance
- Project Management
- Maintaining an Infrastructure for the Development of Cost Allocation Plans (CAPS) or Indirect Cost Rate Proposals (ICRPs)
- Accounting for Fuel Utilizations
- Accounting Operations and Finance Operations
- Fixed Assets
- 3-5 Year Financial Plan
- Demonstrate Technical Capacity
 - Technical Capacity Questionnaire
 - Technical Capacity Questionnaire Supporting Documentation
 - Organizational Chart
- Demonstrate Procurement Capacity
 - Procurement policy/procedures in federal and FTA compliance (Currently, TGC created a small procurement policy, which will need to be expanded to meet FTA requirements.)
 - Procurement File Checklist
- Prepare the required Civil Rights Compliance documentation including:
 - Title VI Plan and Required Elements including a Limited English Proficiency analysis (Currently, Montrose's Title VI Plan meets FTA requirements and is valid until April 2025.)
 - EEO Plan (Based on Employee Thresholds and Funding or Exemption justification letter)
 - DBE Program and Goal (or Exemption justification letter) (TGC has developed a DBE Program, but a separate goal setting will need to be drafted.)
- Prepare System Access Documentation required submittals including:
 - User Management Access Form for the Transportation Award Management System (TrAMS)
 - Designation of Signature Authority Letter
 - Electronic Clearing House Operation (ECHO) authorization and certification
- Complete SAM registration or verification.
- Coordinate and respond to FTA comments, as necessary.
- Coordinate with METRO, H-GAC, TxDOT, and other partners as necessary.

Deliverable: Documentation as part of the application for New Recipient status as listed above.

Project Schedule

The New Recipient Process typically takes six months to achieve new grantee status. The documentation compilation and drafting as listed in Task 1 will take two to three months to complete, and the FTA review process will take the remaining schedule.

Project Budget

Task 1 progress payments will be provided monthly per the table below. Invoices, including progress reports, will be provided each month. The costs within this scope are inclusive of all direct and indirect costs (e.g., travel, overhead, printing).

Task	Description	Cost
1	New Recipient Documentation and Facilitation	\$50,000
	Total Authorized	\$50,000

Accepted for the Montrose Redevelopment Authority

Signature

Date

Print

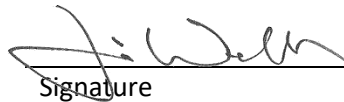
Accepted for the City of Houston, TX

Signature

Date

Print

Accepted for The Goodman Corporation


Signature

November 14, 2023
Date

Jim Webb

Print

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose

Committee Report Form**Committee Name:** Public Engagement Committee
Meeting**Date of Meeting:** 10/19/2023**Chairperson:** Lisa Hunt**Attendees:**

Lisa Hunt

Eureka Gilkey

Amanda Flores

Connor Stokes

Rosaura Martinez

Patti Joiner

Walter Morris

Meeting Report**Agenda**

- Discussion regarding Hollaway's Activities
 - Debrief from October Meeting
 - Discussion on status of Public Communications Document
 - Discussion regarding December and January Board Meetings
- Discussion with January Advisors (If Needed)

Notes

- The Committee discussed the October Board meeting
- The Committee discussed updated communications plan and scheduled meeting in November to review
- The Committee discussed meeting in December and into 2024
- Jeff Reichman with January Advisors discussed potential Letter of Intent form

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose

Committee Report Form**Committee Name:** Public Engagement Committee
Meeting**Date of Meeting:** 11/15/2023**Chairperson:** Lisa Hunt**Attendees:**

Lisa Hunt

Amanda Flores

Connor Stokes

Rosaura Martinez

Patti Joiner

Walter Morris

Walter Morris

Meeting Report**Agenda**

- Discussion with Patrick Grant
- Discussion regarding Hollaway's Activities
 - Discussion on status of Public Communications Document
 - Discussion regarding December and January Board Meetings
- Discussion with January Advisors on updated scope of work
- Discussion to reschedule November 30th Meeting

Notes

- The Committee discussed the recent affordable housing initiatives of Precinct 1
- The Committee discussed the possibility of partnership with Precinct 1 in Affordable Housing
- The Committee shared information on past and present studies and compared information presented by Precinct 1
- The Committee discussed a date to meet in November to discuss Public Engagement Items



Progress Report: Montrose TIRZ Regular Meeting – Dec. 11, 2023
Hollaway Environmental + Communications Services

Activities completed or in progress this period:

- Participated in scheduled Projects and Planning Committee, Affordable Housing Committee, and Public Engagement Committee meetings.
- Development of draft standard messaging for the Montrose TIRZ.
- Review of Montrose TIRZ 27 Communications and Outreach Plan.
- Provided the Ammerman Crisis and Media Communications Training for board members and the project team.

Activities expected to be complete next period:

- Participation in scheduled Projects and Planning Committee and Public Engagement Committee meetings.
- Review of the Communications and Outreach Plan for the Montrose TIRZ for consideration by the Montrose TIRZ board.
- Submittal of proposed updates to the Montrose TIRZ website and subsequent implementation of website updates pending approval by the Public Engagement Committee.
- Coordination with media outlets and drafting of public statements on behalf of the Montrose TIRZ..

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose
Committee Report Form

Committee Name: Affordable Housing Committee **Date of Meeting:** 11/9/2023

Chairperson: Lisa Hunt

Attendees:

<u>Lisa Hunt</u>	<u>Amanda Flores</u>
<u>Patti Joiner</u>	<u>Walter Morris</u>
<u>Rosaura Martinez</u>	<u>Connor Stokes</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Meeting Report

Agenda

- Discussion with Hollaway
 - Discussion Regarding Montrose Business Owners December and January Meetings
 - Update (if any) on Montrose Blvd
 - Update on Public Communications Document
- Discussion with Jeff Reichman regarding January Advisor Updated Proposal

Notes

- Connor Stokes with Hollaway discussed timeline of potential Montrose Property Owner meetings
- The Committee discussed the future meeting to review the updated communications plan
- Jeff Reichman with January Advisors discussed extension of scope and proposal

Montrose TIRZ 27 Board Meeting December 11th, 2023: Knudson Report

Knudson Activity with the Montrose TIRZ:

General Board:

- Checked the City of Houston Plat Report for new plats within the TIRZ boundaries
- Took meeting minutes and created agendas for all Committee meetings;
- Helped with information sharing between the Montrose TIRZ and the City of Houston;
- Assisted in technical help to the Directors;
- Efforts to make updates to the Montrose TIRZ website with the help of the Webmaster;
- Updated and populated the Montrose TIRZ #27 Shared Folder use for simplified information sharing;
- Managed the Montrose info email;
- Provided Knudson reports for the TIRZ Board Book.

Affordable Housing Committee:

- Attended 1 Committee Meeting;
- Worked with January Advisors on future form for Housing agreements

Projects and Planning Committee:

- Attended 2 Committee meetings;

Finance Committee:

- No Board Action needed

Public Engagement Committee:

- Attended 2 Committee meetings;
- Managed the Montrose info email;