

**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, January 29, 2024, at 6:30 p.m., at St. Stephens Episcopal Church, 1827 W. Alabama Street, Havens Center, Houston, Texas***, with supplementary access via Zoom videoconference; **REGISTRATION FOR THE VIDEOCONFERENCE IS REQUIRED and can be done at <http://tinyurl.com/5n9y8bh5>**, 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. Accept annual disclosure statements for Investment Officer and bookkeeper.
6. Conduct annual review of Investment Policy and adopt Resolution Regarding Annual Review of Investment Policy.
7. Adopt Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the Authority May Engage in Investment Transactions.
8. 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 change orders, as appropriate;
 - ii. update on Montrose Boulevard improvements, Phase One, including presentation on additional traffic analysis related to W. Clay Street Intersection and 3D model animation of the entire corridor;

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.

Texas Water Code Section 49.062(c) provides a process for qualified voters residing in the District to request the designation of a meeting place within the District. Please see Section 49.062(c) for specific information.

- iii. proposal for preliminary engineer and final design for the Waugh Drive extension project from W. Dallas Street to Allen Parkway; and
 - iv. proposal for final design for the Cherryhurst Sidewalk improvement project.
 9. Receive update from The Goodman Corp., including:
 - a. Project Scope/Task Orders/Amendments for the following projects: Waugh Drive Bike Lanes Project, Montrose Safe Routes to School Connections Project, Cherryhurst Area Project, additional funding for the ongoing METRO funded construction of W. Gray St, and additional funding for 2023 and 2024 Pursuit of Funding; and
 - b. Resolution of Funding Support and Commitment for the FY24 RAISE Grant for Montrose Boulevard, Phase 2.
 10. Public Engagement matters, including Public Engagement Committee Report and receive update from Hollaway.
 11. Montrose Arts project, including authorize appropriate action.
 12. Affordable Housing Affordable Housing Committee report.
 13. Approve collateral assignment of Development Agreement with Montrose Collective Owner LP.
 14. Report from Zone administrator.
 15. Announcements regarding workshops, seminars, and presentations relating to Zone and Authority matters.
 16. Discuss meeting schedule and proposed agenda items for upcoming Board meeting(s).
 17. Receive public comment.

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Attorney for the Zone

***The Board will conduct an in-person meeting at its physical meeting location. As an accommodation during the current levels of transmission during this COVID-19 virus epidemic emergency, the Board is making available a video and/or telephone option for members of the public to listen to the meeting and to address the Board during the public comment item. Members of the Board may participate via videoconference in accordance with the requirements of the Texas Open Meetings Act, provided a quorum of the Board meets in-person, REGISTRATION FOR THE VIDEOCONFERENCE IS REQUIRED and can be done at <http://tinyurl.com/5n9y8bh5>, and upon registration, a telephone number to join via teleconference, a link to join via videoconference, and a password to access the conference will be provided.**

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.

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

December 18, 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 18th day of December, at Pecore Hall, at St. Stephen’s Episcopal Church, 1827 W. Alabama Street, Houston, Texas, 77098, 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 Director Noebels, thus constituting a quorum.

Also attending the meeting were Patti Joiner and Walter Morris of Knudson LLP (“Knudson”); Muhammad Ali and David Greaney of Gauge Engineering (“Gauge”); Rosaura “Rosie” Martinez and Connor Stokes of Hollaway Environmental Communications (“Hollaway”); Kristi Miller of The Goodman Corp. (“Goodman”); James Vick of SWA Group; Katy and Mehdi Rais, Kevin Strickland, Gloria Suarez, Steve Longmire, Jonna Hitchcock, Rocky Kneten, Sarah Frazier, Simon Newton, James Schriver, Lloyd Matzner, Richard Glover, Gia Longsworth, William Johnson, Heather Lee, Hugo Ovalle, and additional members of the public; and Sanjay Bapat and Alyssa Peruchini of Allen Boone Humphries Robinson LLP (“ABHR”).

ESTABLISH QUORUM AND CALL TO ORDER

Chair Webb called the meeting to order at 6:38 p.m.

RECEIVE PUBLIC COMMENT

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

Steven Longmire, Medhi Rais, Alex Spike, Simon Newton, Ricky Cardenas, Katy Rais, Gloria Suarez, Greg LeGrande, Gia Longsworth, Dougie Steinbach, Susan Chadwick, Radu Tutos, Kevin Strickland, Heather Lee, and Hugo Ovalle, provided public comments in favor of proceeding with the Montrose Boulevard Improvements, Phase One project.

Rebecca Jasso, Clifford Pugh, Olive Hershey, Rocky Kneten, Sarah Frazier, Robert Zorka, Helen Zorka, Geroge Hitchcock, Treylene Vesolopolis, Julie Young, Tom Oliver, Mary Ellen Whitworth, Carol Price, Jonna Hitchcock, Steve Stazney, Danny Harries, Clara Goodwin, Erin Colaco, Matt Latham, Julie Toby, Anne Thobie, Mike McCann, Robert Gardner, Leslie Shilsky, and Page Powell provided public comments against proceeding with the Montrose Boulevard Improvements, Phase One project.

Delia Quar commented on safety concerns related to certain street closings in connection with the Montrose Boulevard Improvements, Phase One project.

James Shriver commented on being an advocate for bicycle friendly streets in the Zone.

Chair Webb read a statement regarding the Montrose Boulevard Improvements, Phase One project.

The Authority consultants responded to questions and inquiries from members of the public regarding the Montrose Boulevard Improvements project.

MINUTES

The Board reviewed the minutes of the October 16, 2023, regular meeting. After review and discussion, Director Watters moved to approve the minutes as presented. Director Gilkey seconded the motion, which carried unanimously.

FINANCIAL MATTERS

The Board reviewed the monthly financial and bookkeeping report, a copy of which is attached, prepared by ETI Bookkeeping. 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 Gilkey seconded the motion, which carried unanimously.

APPROVE ANNUAL REPORT IN ACCORDANCE WITH CONTINUING DISCLOSURE OF INFORMATION AGREEMENT

Mr. Bapat reviewed an Annual Report containing updated financial and operating data to be filed in accordance with the continuing disclosure provisions contained in the bond resolutions. He stated that the Authority is required to file certain

financial and operating data with the Municipal Securities Rulemaking Board through the Electronic Municipal Market Access (“EMMA”) system in compliance with SEC Rule 15c12-12. Following review and discussion, Director Watters moved to approve the Annual Report, authorize the attorney to submit the Authority’s updated financial and operating data to EMMA in compliance with the continuing disclosure provisions contained in the bond resolutions and direct that the Report be filed appropriately and retained in the Authority’s official records. Director Hunt seconded the motion, which carried unanimously.

ANNUAL REVIEW OF PROCEDURES FOR CONTINUING DISCLOSURE COMPLIANCE

The Board reviewed the Authority’s procedures for continuing disclosure compliance. Mr. Bapat stated that no changes are required at this time.

PROJECTS AND PLANNING

PROJECTS AND PLANNING COMMITTEE REPORT

The Board received an overview of the ongoing work of the Projects and Planning Committee, including the November 6, 2023, and December 4, 2023, committee meeting reports, copies of which are 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 Nos. 5 and 6, in the amounts of \$80,490.98 and \$94,291.68, respectively, payable to R. Miranda. Mr. Ali next reviewed and recommended approval of Change Order No. 1 to the contract for the addition of 30 days to the contract time for no additional cost. The Board determined that Change Order No. 1 is beneficial to the Authority.

Following review and discussion, Director Flores moved to (1) approve Pay Estimate Nos. 5 and 6, in the amounts of \$80,490.98 and \$94,291.68, respectively, payable to R. Miranda; and (2) approve Change Order No. 1 to the contract with R. Miranda for 30 additional days to the contract, based upon the Board’s finding that the Change Order is beneficial to the Authority and the engineer’s recommendation. Director Hunt seconded the motion, which carried unanimously.

MONTROSE BOULEVARD IMPROVEMENTS, SEGMENT 1

Mr. Ali reviewed a proposal for additional services for Montrose Boulevard, Segment 1 from Allen Parkway to W. Clay Street for public engagement, a memorandum regarding certain tree removals, and median modifications, in the amount of \$66,999.00. Following review and discussion, Director Flores moved to approve the proposal in the amount of \$66,999.00. Director Hunt seconded the motion, which carried unanimously.

Mr. Ali next reviewed a proposal for additional services for Montrose Boulevard, Segment 1 from Allen Parkway to W. Clay Street for bridge structural analysis, bridge layouts, and underpass/cladding system lighting, in the amount of \$63,411.10. Messrs. Bapat and Ali reminded the Board that this project is entirely located within the boundaries of the Downtown Redevelopment Authority (“DRA”), and therefore the DRA will be paying for this proposal. Following review and discussion, Director Flores moved to approve the proposal in the amount of \$63,411.10. Director Hunt seconded the motion, which carried unanimously.

Mr. Ali reviewed a task order for Gauge to prepare a Design Concept Report (DCR) for Westheimer Road (Shepherd Drive to Montrose Boulevard), in the amount of \$309,900.00. Following review and discussion, Director Flores moved to approve the task order for the DCR in the amount of \$309,900.00. Director Hunt seconded the motion, which carried unanimously.

INFRASTRUCTURE REIMBURSEMENT AGREEMENT WITH CITY OF HOUSTON FOR BICYCLE LANE BETWEEN WEST DALLAS STREET AND ALLEN PARKWAY ALONG WAUGH DRIVE

Mr. Bapat reviewed an Infrastructure Reimbursement Agreement with the City for the bicycle Lane between West Dallas Street and Allen Parkway along Waugh Drive. Following review and discussion, Director Gilkey moved to approve the Infrastructure Reimbursement Agreement. Director Watters seconded the motion, which carried unanimously.

RECEIVE UPDATE FROM GOODMAN

Ms. Miller updated the Board on the ongoing work performed by Goodman, included the status of grant money awarded to Authority projects. She reviewed and recommended approval of (i) a task order for Federal Transit Administration (“FTA”) Recipient Status, in the amount of \$50,000.00, and (ii) a Resolution Authorizing the Chair to File Applications with the FTA. Following review and discussion, Director Flores moved to approve the task order for FTA Recipient Status and the Resolution Authorizing the Chair to File Applications with the FTA. Director Hunt seconded the motion, which carried unanimously.

PUBLIC ENGAGEMENT REPORT

Director Hunt provided an update on the ongoing work of the Public Engagement Committee, including the reports from the October 19, 2023, and November 15, 2023, copies of which are attached.

Ms. Martinez reviewed a status report from Holloway with the Board.

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 November 9, 2023, committee meeting, a copy of which is attached.

The Board reviewed a Scope of Work submitted by January Advisors for ongoing housing and public engagement projects, in the amount of \$40,000.00. Following review and discussion, Director Flores moved to approve the Infrastructure Reimbursement Agreement. Director Valdez seconded the motion, which carried 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 will be scheduled for January 22, 2024, at 6:30 p.m.

RECEIVE PUBLIC COMMENT

There was no additional public comment period.

ADJOURN

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

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

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Montrose Redevelopment Authority / TIRZ No. 27
Cash Management Report

December 31, 2023

ETI BOOKKEEPING SERVICES
17111 ROLLING CREEK DRIVE SUITE 108
HOUSTON TX 77080
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	10,431,732.59	14,452,080.16	429,979.29	25,313,792.04
Revenue	46,232.81	65,906.59	0.00	112,139.40
Expenditures	255,612.29	0.00	0.00	255,612.29
Ending Balance	10,222,353.11	14,517,986.75	429,979.29	25,170,319.15

NOTES:

General Operating Fund

BEGINNING BALANCE: **10,431,732.59**

REVENUE:

Stellar Bank Interest	39.30	
TexPool Interest	46,193.51	
Voided Check (s)	0.00	
Total Revenue:		46,232.81

DISBURSEMENTS:

Checks Presented At Last Meeting	252,612.29	
Checks Written at/after Last Meeting	3,000.00	

Num	Name	Amount
2249	Burton Accounting, PLLC	-3,000.00
Total		-3,000.00

Total Expenditures **255,612.29**

Ending Balance: **10,222,353.11**

Location of Assets:

Institution	Investment Number	Interest Rate	
Stellar Bank	*5200	0.1000	46,785.24
TexPool	*0001	5.3694	10,175,567.87
		Total	10,222,353.11

TIRZ 27 - Montrose RA
Checks Presented
January 22, 2024

Num	Name	Description	Amount
2250	Equi-Tax Inc.	Tax Roll Management	-638.10
2251	ETI Bookkeeping Services	Bookkeeping Fee	-1,981.00
2252	Gauge Engineering, LLC	Engineering Fees	-126,827.99
2253	Hollaway Environmental & Communications	Public Engagement Expenses	-17,388.65
2254	R. Miranda Trucking & Construction, LLC	Safe Streets / Safe Sidewalks	-271,111.24
2255	St. Stephen's Episcopal Church	Meeting Room Rental	-125.00
2256	The Goodman Corporation	Planning Consultant	-52,008.25
Total			-470,080.23

Joint Project Fund

BEGINNING BALANCE		245,059.95
REVENUE		
TexPool Interest	1,117.57	
Voided Check(s)	0.00	
Total Revenue		1,117.57
EXPENDITURES		
Checks Presented at Last Meeting	0.00	
Checks Written at/after Last Meeting	0.00	
Total Expenditures		0.00
ENDING BALANCE		246,177.52

Location of Assets:

Institution	Investment Number	Interest Rate	Current Balance
TexPool - Downtown RA	*0006	5.3694	246,177.52
		Total	246,177.52

Capital Projects Fund

BEGINNING BALANCE		14,452,080.16
REVENUE		
TexPool Interest	65,906.59	
Voided Check(s)	0.00	
Total Revenue		65,906.59
EXPENDITURES		
Checks Presented at Last Meeting	0.00	
Checks Written at/after Last Meeting	0.00	
Total Expenditures		0.00
ENDING BALANCE		14,517,986.75

Location of Assets:

Institution	Investment Number	Interest Rate	Current Balance
TexPool	*0004	5.3694	14,517,986.75
		Total	14,517,986.75

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

	<u>Amount Approved</u>	<u>Distribution</u>	<u>Variance</u>
<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			345,117
Ending Bank Balance			<u><u>14,517,987</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
December 31, 2023

SCHEDULE OF INVESTMENTS

Investment Pools

Fund	Location Of Assets	Interest Rate	Beginning Balance		Market	Deposits or (Withdrawals)	Ending Balance	
			N.A.V.	Book			Market	N.A.V.
GOF	TexPool	5.3694	10,129,678.24	10,129,374.36	10,175,567.87	(0.00)	10,000	10,175,567.87
GOF	TexPool	5.3694	245,067.30	245,059.95	246,177.52	(0.00)	1,000	246,177.52
CPF	TexPool	5.3694	14,452,513.72	14,452,080.16	14,517,986.75	(0.00)	1,000	14,517,986.75

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	302,358.23	39.30	(255,612.29)	46,785.24

Collateral Pledged in Addition to FDIC

Depository Institution	Total Funds On Deposit	Custodial Institution	Securities Pledged	Collateral Description	Par Value	Market Value
Stellar Bank	46,785.24	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	Date Assumed Office	Training Completed
Kenneth Byrd	1/13/2020	10/15/2022

TIRZ 27 - Montrose RA
Profit & Loss Budget vs. Actual
December 2023

	December			Year to Date (6 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	113,257	4,167	109,090	630,812	25,000	605,812	50,000
6-4336 · Grants	0	1,314,167	-1,314,167	292,317	7,885,000	-7,592,683	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	113,257	1,318,334	-1,205,077	21,350,341	14,189,270	7,161,071	22,099,270
Expense							
6-6300 · Salaries and Benefits	0	6,000	-6,000	24,114	36,000	-11,886	72,000
6-6320 · Legal Fees	14,187	10,000	4,187	121,988	60,000	61,988	120,000
6-6321 · Auditing Fees	0	0	0	16,000	10,000	6,000	10,000
6-6322 · Engineering Fees	0	4,167	-4,167	2,945	25,000	-22,055	50,000
6-6323 · Planning Consultants	78,458	4,167	74,291	136,423	25,000	111,423	50,000
6-6324 · Affordable Housing Consultant	0	5,833	-5,833	43,500	35,000	8,500	70,000
6-6333 · Accounting	1,647	1,583	64	11,577	9,500	2,077	19,000
6-6334 · Tax Roll Management	638	667	-29	3,829	4,000	-171	8,000
6-6353 · Insurance / Bonds	0	0	0	0	0	0	5,000
6-6370 · Board Meeting Expense	125	0	125	625	0	625	0
6-6410 · Montrose Collective Reimburse	0	0	0	158,598	0	0	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	23,081	5,000	18,081	106,228	30,000	76,228	60,000
6-6460 · Board Development	0	417	-417	0	2,500	-2,500	5,000
6-7000 · Capital Expenditure							
6-7206 · Workforce/Affordable Housing	0	62,500	-62,500	0	375,000	-375,000	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	4,172	36,167	-31,995	11,072	217,000	-205,928	434,000
6-7217 · Sidewalk Program/ Safe	0	29,167	-29,167	0	175,000	-175,000	350,000
6-7218 · Montrose Blvd - Reconstruction	56,898	617,500	-560,602	493,067	3,705,000	-3,211,933	7,410,000
6-7219 · Welch Safe Street	0	10,417	-10,417	0	62,500	-62,500	125,000
6-7220 · Stanford Safe Street	0	10,417	-10,417	0	62,500	-62,500	125,000
6-7221 · Mandell Bikeway	4,172	36,167	-31,995	11,072	217,000	-205,928	434,000
6-7222 · Safe Route to School Sidewalk	106,976	0	106,976	624,138	0	624,138	0
6-7223 · W Alabama Street	0	62,500	-62,500	0	375,000	-375,000	750,000
6-7224 · West Gray - Dallas to Allen Pky	24,867	0	24,867	187,260	0	187,260	0
6-7225 · W. Gray Street Sidewalk Improve	18,834	0	18,834	39,244	0	39,244	0
6-7226 · W Gray from Woodhead to Montros	0	110,833	-110,833	0	665,000	-665,000	1,330,000
6-7227 · Westheimer Corridor Study	0	20,833	-20,833	0	125,000	-125,000	250,000
6-7000 · Capital Expenditure - Other	17,885	0	17,885	126,460	0	126,460	0
Total 6-7000 · Capital Expenditure	233,804	996,501	-762,697	1,743,809	5,979,000	-4,235,191	11,958,000
Total Expense	351,940	1,034,335	-682,395	2,827,092	6,726,510	-3,899,418	12,937,510
Net Income	-238,683	283,999	-522,682	18,523,249	7,462,760	11,060,489	9,161,760

MEMORANDUM

Date: January 22, 2024

To: Board of Directors
Montrose Redevelopment Authority (the "Authority")

Copy: Board of Directors
Attorney for the Authority
Bookkeeper for the Authority
Texas Ethics Commission

From: Jennifer Leadreville

Subject: DISCLOSURE UNDER THE PUBLIC FUNDS INVESTMENT ACT

As Bookkeeper and/or Investment Officer for the Authority, I submit this disclosure of my relationships with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the Authority as of the date of this memorandum, in compliance with the Public Funds Investment Act and with the Authority's Investment Policy.

1. I have the following "personal business relationships" with individuals or entities who are offering to engage, have offered to engage or may offer to engage in an investment transaction with the Authority.

(a) I own (i) ten per cent (10%) or more of the voting stock or shares or (b) \$5,000 or more of the fair market value of the following business organizations: _____

N/A

(b) I have received from the following business organizations funds that exceed ten percent (10%) of my gross income for the previous year: _____

N/A

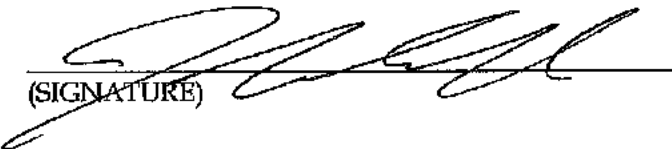
(c) I acquired from the following business organizations during the previous year investments with a book value of \$2,500 or more for my personal account: _____

N/A

2. I am related within the second degree of affinity (marriage) or consanguinity (blood) as determined by Chapter 573, Government Code, to the following individuals who are seeking, have sought or may seek to sell an investment to the Authority _____

N/A

3. I acknowledge that this disclosure will be filed with the Board of Directors of the Authority and the Texas Ethics Commission by the Authority.


(SIGNATURE)

RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

WHEREAS, the MONTROSE REDEVELOPMENT AUTHORITY (hereinafter referred to as the "Authority"), a local government corporation created pursuant to Chapter 431, Subchapter C, Texas Transportation Code; REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS, a tax increment reinvestment zone created by the City pursuant to Chapter 311, Texas Tax Code (the "Zone"); and

WHEREAS, the Board of Directors has convened on this date at a meeting open to the public and wishes to conduct its annual review of the Investment Policy for the Authority, pursuant to Chapter 49, Texas Water Code, and Chapter 2256, Texas Government Code as amended from time to time; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE REDEVELOPMENT AUTHORITY THAT:

Section 1: The Board of Directors of the Authority has conducted an annual review of the Authority's Investment Policy and confirms that the current Investment Policy dated December 16, 2019, shall remain in effect until modified by action of the Board of Directors.

PASSED AND APPROVED on January 29, 2024.

Chair, Board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Montrose Redevelopment Authority, hereby certify as follows:

1. The Board of Directors of Montrose Redevelopment Authority convened in regular session on January 29, 2024, inside the boundaries of the Zone, and the roll was called of the members of the Board:

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
Vacant	Position 7

and all of said persons were present except Director(s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

was introduced for the consideration of the Board. It was then duly moved and seconded that the resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the resolution, prevailed and carried unanimously.

2. A true, full, and correct copy of the aforesaid resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; the action approving the resolution has been duly recorded in the Board’s minutes of the meeting; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the aforesaid meeting, and that the resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; the meeting was open to the public as required by law; and public notice of the time, place, and subject of the meeting was

given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED on January 29, 2024.

Secretary, Board of Directors

(SEAL)

RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS
AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE
AUTHORITY MAY ENGAGE IN INVESTMENT TRANSACTIONS

WHEREAS, the MONTROSE REDEVELOPMENT AUTHORITY (hereinafter referred to as the "Authority"), a local government corporation created pursuant to Chapter 431, Subchapter C, Texas Transportation Code; REINVESTMENT ZONE NUMBER TWENTY-SEVEN, CITY OF HOUSTON, TEXAS, a tax increment reinvestment zone created by the City pursuant to Chapter 311, Texas Tax Code (the "Zone"); and

WHEREAS, Section 49.156, Texas Water Code, as amended from time to time, requires the Board of Directors of the Authority to designate one or more banks or savings associations within the state to serve as depository for the funds of the Authority; and

WHEREAS, a depository of the Authority means any depository institution with which the Authority maintains demand or time deposits, including certificates of deposit; and

WHEREAS, the Public Funds Investment Act, Chapter 2256, Government Code, as amended from time to time, requires the Board of Directors of the Authority to, at least annually, review, revise, and adopt a list of qualified broker/dealers with whom the Authority may engage in investment transactions; and

WHEREAS, the Authority's Investment Policy provides that the list of qualified broker/dealers shall be adopted by written resolution of the Board of Directors; and

WHEREAS, the Board of Directors has convened on this date at a meeting open to the public and wishes to (i) establish the authorized depository institutions of the Authority, and (ii) adopt the list of qualified broker/dealers with whom the Authority may engage in investment transactions; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MONTROSE REDEVELOPMENT AUTHORITY THAT:

Section 1: The authorized depository institutions for the Authority are included in the attached **Exhibit A**, including the successor entities of any depository institutions listed therein, and are thereby established as the Authority's depositories.

Section 2: The funds of the Authority may be disbursed from such authorized depository institutions in accordance with Section 49.151, Texas Water Code, as amended from time to time.

Section 3: The attached **Exhibit A** contains a list of the qualified broker/dealers with whom the Authority may engage in investment transactions, which list shall be deemed to include the successor entities of any broker/dealers therein.

PASSED AND APPROVED on January 29, 2024.

Chair, Board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)

given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED on January 29, 2024.

Secretary, Board of Directors

(SEAL)

EXHIBIT A

EXHIBIT A
LIST OF AUTHORIZED BROKERS

ABC Bank	Moody National Bank
Amegy Bank of Texas, N.A.	New First National Bank
Austin Capital Bank	North Star Bank of Texas
b1Bank (Business First Bancshares)	Pioneer Bank
Bank of America N.A.	Plains Capital Bank
Bank of New York - Mellon	Plains State Bank
Bank of Texas N.A.	PNC Bank/The PNC Financial Services Group, Inc.
Bank Ozk	Prosperity Bank
BOK Financial Capital Markets	R Bank
BOK Financial Securities, Inc	Regions Bank
Cadence Bank	SouthStar Bank
Capital Bank of Texas	Southwest Securities
Capital Markets Group	State Bank of Texas
Capital One	State Street Bank & Trust Co.
Central Bank	Stellar Bank
Chasewood Bank	Stifel Nicholas
Citibank N.A.	Tex Star Investment Pool
Comerica Bank	Texan Bank
Comerica Securities	Texas Capital Bank N.A.
Commercial State Bank	Texas Citizens Bank
Community Trust Bank	Texas Class
East West Bank	Texas Exchange Bank
First Bank of Texas	Texas First Bank
First Citizens Bank	Texas Gulf Bank
First Financial Bank, N.A.	Texas Regional Bank
First National Bank of Texas	Texas Savings Bank
First Texas Bank	Texpool/Texpool Prime
Frontier Bank of Texas	The Independent Bankers Bank
Frost National Bank	The Mint National Bank
Guaranty Bank & Trust	The Right Bank for Texas
Hancock Whitney Bank	Third Coast Bank
Herring Bank	Trustmark National Bank
Hometown Bank, N.A.	U.S. Bank
ICS	United Bank of El Paso Del Norte
Independent Finance	United Texas Bank
Inter National Bank	Unity National Bank
International Bank of Commerce	Veritex Bank
IntraFi Network Deposits	Wallis Bank
JP Morgan Chase	Wells Fargo Bank, N.A.
Landing Rock Group LLC	Wells Fargo Brokerage Services, LLC
Lone Star Bank	Wells Fargo Trust
Lone Star Capital Bank	West Star Bank
Lone Star Investment Pool	Woodforest National Bank

The above list shall include any successor bank

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

Committee Name: Projects and Planning Committee **Date of Meeting:** 1/8/2024

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

- Discussion with Waugh extension with David Fields
- Project Status Presentation from Gauge Engineering
 - Westheimer design extension
- Discussion regarding Pat Walsh Mandell Park Bench
- Bond and Grant update from the Goodman Corporation
 - Discussion regarding the resolution of funding support and commitment
 - Discussion regarding updated work authorizations for the Goodman Corporation
- Discussion regarding the digital kiosks article

Notes

- The Committee discussed the Waugh Extension project with David Fields
- Muhammad with Gauge Engineering presented the Gauge Project Status Report
- Jim Webb presented the Goodman Corporation status presentation
- The Committee discussed addressing the public to state the the Montrose TIRZ has no control over where the digital kiosks are located

PROGRESS REPORT— JANUARY 2024

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

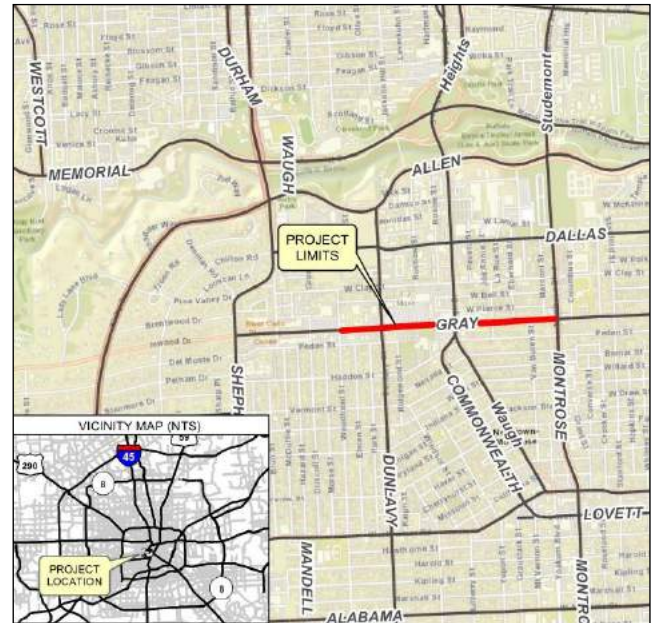
FUNDING

- *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 concrete work throughout project.
- Placement of coarse sand strips and sods along north side from Woodhead Street to Montrose Boulevard.

NEXT STEPS

- Complete placement of coarse sand strips and sods throughout project.
- Planting tree replacements as indicated in the tree protection plans.
- Complete installation of checker plates and ADA truncated domes on curb ramps.
- Correcting punch list items.
- Substantial completion walkthrough
- Demobilize and closeout the project

PROGRESS REPORT— JANUARY 2024

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	\$550,744.21
Current Payment (s) Due	\$106,975.61
Contract Completion Date	1/12/2024
Balance Remaining	\$120,906.85

PROGRESS PHOTOS



Pouring Concrete for Sidewalk



Driveway Replacement



Placement of Coarse Sand/Sod



Installation of formwork for bus pad replacement

EXHIBIT A
SCOPE OF SERVICES
MONTROSE REDEVELOPMENT AUTHORITY – TIRZ 27
CHERRYHURST SIDEWALK IMPROVEMENT PROJECT

This proposal is providing professional engineering services for sidewalk improvements in the Cherryhurst neighborhood, focusing on the area bound by Dunlavy Street, Fairview Street, Westheimer Road, and Yupon Street. The proposed project area includes a ¼ mile radius around the project limits. The goal of the project is to enhance pedestrian and bicycle facilities by closing gaps in first-and-last mile connectivity to transit. The project will upgrade ADA compliant sidewalks and ramps and enhance pedestrian and biking visibility at intersections with crosswalk and bike intersection treatments. Pavement markings at intersections will be re-stripped due to the worn-out existing pavement markings. The PS&E package will be prepared in conformance with the City of Houston (City) Infrastructure design manual requirements. The plans and deliverables will be reviewed by the City throughout the design process (90%, 100%, and Final). The following scope details the procedures that will be followed to provide City compliant bid-ready construction plans:



Figure 1: Project Location Map

I. PLANS, SPECIFICATIONS, AND ESTIMATES (90%, 100%, AND FINAL)

A. BASIC SERVICES

1. Site Visits and Data Collection

- a. Team will collect all the available data, reports and record drawings (if needed) from the City and conduct the necessary site visits to walk the project alignment, take measurements and clearly call out the presence of any conflicts or obstructions in the plans.
- b. Previously completed reports and studies will be obtained and reviewed for relevant information regarding the proposed roadway improvements.

2. Review Record Drawings and Studies

- a. All available record drawings and information on the project area will be collected, reviewed and used to the maximum degree possible.

B. DRAINAGE ANALYSIS/MITIGATION

To comply with recent changes to the City's Infrastructure Design Manual, the following drainage related tasks are necessary to demonstrate no adverse impact as a result of the proposed sidewalk project.

1. Data collection

COH ponding and history of flooding, record drawings

2. Original Design Evaluation

Determine if the original design accounted for a total impervious cover for the entire ROW that accommodates the sidewalk expansion. Establish flow rates and impervious cover / C-Value data for each drainage area.

3. Existing Conditions Analysis

Quantify the current C value. Develop flow rates for the current site conditions using current City Atlas 14 criteria.

4. Proposed Conditions Analysis

Quantify the proposed C value. Develop flow rates for the proposed site conditions using current City Atlas 14 criteria.

5. Evaluate Mitigation Measures

Permeable sidewalk, LID design techniques, upgrading inlets, coarse sand, etc.

6. Design mitigation measures

Incorporate necessary mitigation design elements into the plan set.

7. Existing Drainage Area Maps

Develop the existing drainage area map at 1'=100' with runoff calculation table.

8. Proposed Drainage Area Maps

Develop the proposed drainage area map at 1'=100' with runoff calculation table.

9. Mitigation Summary Sheet

Develop a mitigation summary sheet that clearly documents the approach taken to demonstrate no adverse impact.

10. Coordinate with City

Facilitate and coordinate two coordination meetings with the City of Houston stormwater team to review the proposed mitigation approach.

C. PLAN SHEETS (90%, 100%, and FINAL)

1. Title Sheet (1 Sheet)
2. Index of Sheets (1 Sheet)
3. General Construction Notes (2 Sheets)
4. Private Utility Notes (1 Sheet)
5. Symbols
6. Project Layout Sheet (1 Sheet)
7. Existing Typical Sections
8. Proposed Typical Sections
9. Traffic Control Typical Layout, Narrative, and Standard Details
10. Demolition Plans
11. Roadway Plans
12. Standard Details
13. Pavement Markings
14. Storm Water Pollution Prevention Plan
15. Construction Sign

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

1. Overall Project Management/Team Coordination/Project Controls:

During each phase of the project, the Project Manager (PM) will oversee all work and will be responsible for directing and coordinating activities and assigned personnel. The PM will manage the project scope, schedule, budget, and quality to ensure that the project progresses as agreed. The PM will submit monthly invoices, status reports, and schedules. The PM will conduct monthly coordination meetings with the City.

2. Project Coordination/Approvals with City

Throughout the project, coordination meetings will be organized as necessary with the different agencies to obtain the necessary approvals and signatures.

3. DCR Intake Form

Gauge will prepare and submit the DCR Intake Form for review to the City of Houston.

4. 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.

5. Project Manual/Specifications:

Project Manual and Specifications will be prepared in accordance with City Standard Details and Standard Specifications. Any special specifications will be prepared.

6. Quantities (90%, 100%, and Final):

The design team will develop and report quantities in Standard City format at 90%, 100%, and Final submittals.

7. Opinion of Probable Construction Cost (90%, 100%, and Final)

The design team will submit Opinion of Probable Construction Cost at the 90%, 100%, and Final stages.

8. Quality Assurance / Quality Control:

Our 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.

II. PERMITTING AND BID PHASE

1. Prepare Advertisement For Bid Document

Team will prepare the legal notice advertising the project bidding and have an advertisement placed in the Houston Business Journal and CivCast.

2. Conduct Pre-bid Conference Meeting

Team will schedule and conduct a pre-bid conference meeting to provide bidders with project overview and answer questions regarding the project.

3. Prepare Necessary Addenda To Address Issues or Clarifications

Team will prepare any necessary addenda to the bidding documents to address issues or make clarifications.

4. Conduct Bid Opening Meeting & Tabulation of Bids

Team will conduct the bid opening and prepare bid tabulation sheets comparing all bids received.

5. Evaluate the Bid Proposals & Make Award Recommendation

Team will evaluate the bids received for accuracy and any bid irregularities. An award recommendation will be made to TIRZ 27 based on the evaluation of bids. Engineer's Recommendation of Award Letter will include the following:

- a. Check for math errors and reconcile any mathematical discrepancies
- b. Review for unbalanced bid items
- c. Certified Bid Tabulation including adding Engineer's estimate to Bid Tab
- d. Review of contractor's financial standing and references provided and past performance on projects
- e. Explanation of discrepancies between the Engineer's estimate and bids
- f. Recommendation to award

6. Assist in the preparation of the Contract between TIRZ 27 & Successful Bidder

Team will work with ABHR in final contract preparation including obtaining necessary forms and signatures from the successful low bidder, printing and compiling the final contract documents, and delivery of signed contracts to ABHR and the contractor. Team will also prepare a Notice to Proceed for the contractor to begin the Construction Phase of the project.

III. SUBCONTRACTED SERVICES

1. Exhibit C – Tree Protection Plans

C.N. Koehl will support Gauge by giving sidewalk design guidance in order to preserve trees. A tree protection plan will be developed. See Exhibit C for additional information.

IV. EXPENSES

1. Printing (includes Boards – Public Meeting), Deliveries, Reproduction, & Mileage
2. TDLR Plan Review, Inspection, etc.
3. Civicast & Houston Business Journal Advertisement (2 weeks)

**EXHIBIT B
CHERRYHURST SIDEWALK IMPROVEMENTS PROJECT
LEVEL OF EFFORT**



I. PLANS, SPECIFICATIONS, AND ESTIMATES (90%, 100%, AND FINAL)

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			8	16			24	\$3,480.00
2 Review Record Drawings and Studies		2	4	6	4		16	\$2,380.00
Total	0	2	12	22	4	0	40	\$5,860.00
B. DRAINAGE ANALYSIS/MITIGATION								
1 Data collection – COH ponding and history of flooding, records			1	4			5	\$705.00
2 Original Design Evaluation			1	4			5	\$705.00
3 Existing Conditions Analysis		1	2	10	4		17	\$2,405.00
4 Proposed Conditions Analysis		1	2	8	2		13	\$1,865.00
5 Evaluate Mitigation Measures		2	4	10			16	\$2,380.00
6 Design mitigation measures		1	4	4			9	\$1,385.00
7 Existing Drainage Area Maps		1	4	8	6		19	\$2,735.00
8 Proposed Drainage Area Maps		1	4	8	6		19	\$2,735.00
9 Mitigation Summary Sheet		2	4	8	4		18	\$2,650.00
10 Coordinate with City		2	4	4			10	\$1,570.00
Total	0	11	30	68	22	0	131	\$19,135.00
C. PLAN SHEETS								
1 Title Sheet (1 Sheet)		0.5	1	2	2		5.5	\$797.50
2 Index of Sheets (1 Sheet)		0.5	1	2	6		9.5	\$1,337.50
3 General Construction Notes (2 Sheets)		0.5	1	8	2		11.5	\$1,607.50
4 Private Utility Notes (1 Sheet)		0.5	1	2	4		7.5	\$1,067.50
5 Symbols		0.5	1	2	2		5.5	\$797.50
6 Project Layout Sheet (1 Sheet)		0.5	2	8	4		14.5	\$2,042.50
7 Existing Typical Sections		1	6	12	8		27	\$3,875.00
8 Proposed Typical Sections		1	6	12	8		27	\$3,875.00
9 Traffic Control Sequence of Construction, Narrative, and Standard Details		1	4	8	4		17	\$2,465.00
10 Demolition Plans		2	10	24	16		52	\$7,420.00
11 Sidewalk Plans		8	12	28	16		64	\$9,400.00
12 Standard Details		0.5	2	4	6		12.5	\$1,772.50
13 Pavement Markings		2	4	16	4		26	\$3,730.00
14 Storm Water Pollution Prevention Plan		2	8	12	6		28	\$4,120.00
15 Construction Sign		1	1	2	4		8	\$1,160.00
Total	0	21.5	60	142	92	0	315.5	\$45,467.50
D. PROJECT MANAGEMENT/AGENCIES & TEAM COORDINATION/QUANTITIES/OPCC								
1 Overall Project Management/Team Coordination/ Project Controls		4	4			3	11	\$1,640.00
2 Project Coordination/Approvals with City		4	4				8	\$1,400.00
3 DCR Intake Form		1	2	8			11	\$1,595.00
4 Community (Public) Meeting	2	6	8	16	8		40	\$6,130.00
5 Project Manual/Specifications		4	12	20			36	\$5,420.00
6 Quantities (90%, 100%, & Final)		2	6	12			20	\$2,980.00
7 Opinion of Probable Construction Cost (90%, 100%, & Final)		2	6	8			16	\$2,440.00
8 Quality Assurance/Quality Control		4	8	8	10		30	\$4,490.00
Total	2	27	50	72	18	3	172	\$26,095.00
TOTAL HOURS	2	48.5	110	214	110	3	487.5	
Contract Labor Rate	\$230.00	\$185.00	\$165.00	\$135.00	\$135.00	\$80.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$460.00	\$8,972.50	\$18,150.00	\$28,890.00	\$14,850.00	\$240.00		\$71,562.50

II. PERMITTING AND BID PHASE

DESCRIPTION OF WORK TASKS	PRINCIPAL	PROJ MGR	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
1 Prepare Advertisement For Bid Document		0.5	1	2			3.5	\$527.50
2 Conduct Pre-bid Conference Meeting		1	2	4			7	\$1,055.00
3 Prepare Necessary Addenda To Address Issues or Clarifications		1	2	4			7	\$1,055.00
4 Conduct Bid Opening Meeting & Tabulation of Bids		1	2	6			9	\$1,325.00
5 Evaluate the Bid Proposals & Make Award Recommendation		1	1	2			4	\$620.00
6 Assist in the preparation of Contract between TIRZ 27 & Successful Bidder		1	2	4			7	\$1,055.00
Total	0	5.5	10	22	0	0	37.5	\$5,637.50
TOTAL HOURS	0	5.5	10	22	0	0	37.5	
Contract Labor Rate	\$230.00	\$185.00	\$165.00	\$135.00	\$135.00	\$80.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$0.00	\$1,017.50	\$1,650.00	\$2,970.00	\$0.00	\$0.00		\$5,637.50

III. SUBCONTRACTED SERVICES

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 Exhibit C - Tree Protection Plans - CN Koehl	\$7,525.00	10%	\$8,277.50
TOTAL SUBCONTRACTED SERVICES			\$8,277.50

IV. EXPENSES

EXPENSES	QUANTITY	UNIT	COST	TOTAL
1 Printing (includes Boards-Public Meeting), Deliveries, Reproduction & Mileage	1	LS	\$1,000.00	\$1,000.00
2 TDLR Plan Review, Inspection, etc.	1	LS	\$1,000.00	\$1,000.00
3 Civcast & Houston Business Journal Advertisement (2 weeks)	1	LS	\$2,000.00	\$2,000.00
TOTAL REIMBURSABLE EXPENSES				\$4,000.00

TOTAL \$89,477.50



January 13, 2024

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 Montrose TIRZ
Cherryhurst Sidewalk Improvements Project (Approximately 4,000 l.f.).

Dear Mr. Greaney,

As per your request, C.N. Koehl Urban Forestry, Inc. proposes to provide Urban Forestry Consulting services for design phase of the Cherryhurst Sidewalk Improvements Project. Approximately 4,000 l.f. of project right of way will be evaluated for proposed sidewalk construction. Based on your request for proposal, and our most recent experience on past projects working with consulting civil engineers and the City of Houston’s Street Tree Ordinance and Urban Forestry department, we propose to provide the following Urban Forestry services:

Phase II – Services for Project Design
Field Evaluation/Site Visit

We will walk each side of every street on which sidewalk construction is proposed and evaluate the species, size, condition, and preservation feasibility of each tree. We will confirm the location of each individual tree on the aerial images included in plan drawings. Proposed construction activity adjacent to each tree will be evaluated to determine impacts on long-term tree survival and compliance with City of Houston Street Tree Ordinance. The field evaluation will be scheduled in conjunction with the 90% submittal Tree Protection Plan development. The data collected will be used in development of the 90%, 100%, and final Tree Protection Plans.

Fee for Field Evaluation/Site Visit
Urban Forester-

9.0 hours @ \$140.00/hour..... \$1,260.00

Field Tech accompany for safety

9.0 hours @ \$95.00/hour..... \$855.00

Tree Protection Plan for 90% Submittal

The plan drawings, provided by the engineer, will be reviewed prior to the 90 percent submittal, to determine treatment for each tree. Each tree will be numbered on the drawings. A tree treatment schedule will list each tree by number, species, diameter, condition, anticipated treatment, and mitigation required by ordinance for trees to be

EXHIBIT C

removed. Each tree (public and private) adjacent to construction activity will be evaluated to ensure that construction activity will not destroy too much of the structural root system. Destroying too much of the structural root system leaves the tree unstable. Should we find any conflicts with proposed construction we will make recommendations for minor design changes or for removal of the tree. Recommendations for minor design changes, such as shifting sidewalk, a wheelchair ramp, landing, or adding checkerplate, will be redlined on plan drawings copied to our Tree Submittal Form with a brief description of recommended changes and emailed to your office. Design change recommendations can then be reviewed by engineer and client to determine feasibility.

Minor design changes may reduce the number of trees needing to be removed and reduce the cost of replacement plantings required by ordinance. The design review and comment process is typically the most value added aspect of our services, because the changes will preserve trees rather than requiring removal and replacement to comply with Street Tree Ordinance. If our recommendations preserve one 24" diameter ordinance tree the cost savings to the project, in removal and replacement costs, is approximately \$13,000.00.

After we receive your comments on our design change recommendations we will develop an Autocad drawn tree protection plan which will identify the mitigative and protective treatments needed to ensure long term tree survival and compliance with the City's Street Tree Ordinance. Plan drawings, provided by the engineer, will be used to indicate each tree by number, and exact location of preservation treatments (protection fencing, root pruning trench, checkerplate locations, etc.). The plan will also include the location, species, and size of replacement tree plantings required to comply with the Street Tree Ordinance. Details for tree treatments will be included in the tree protection plan. Quantity totals and cost estimates for each tree treatment will be provided. The tree protection plan and quantity totals and cost estimates will be emailed to you so that your staff may use the quantity estimates as needed and plot the tree protection plan as it is needed. The tree protection plan will include our logo with a signature line, which we provide a signed PDF file at the mylar stage. The tree protection plan and quantity/cost estimate can be included in your 90% submittal so that the City's Urban Forestry staff can review our plan and provide comments prior to the final submittal. We will need 10-12 business days to schedule and complete the field evaluation and preliminary tree protection plan.

Fee for 90% Tree Protection Plan
16.0 hours @ \$140.00/hour..... \$2,240.00

Arboriculturally Significant Trees

Per City of Houston Urban Forestry requirement, Arboriculturally Significant Trees will be identified in the Tree Protection Plan. A separate table will be included on Tree Protection Plan Detail sheet that list each Arboriculturally Significant Tree by Tree Number, Location, and Tree Description.

Fee for Arboriculturally Significant Tree List
1.0 hours @ \$140.00/hour..... \$140.00

EXHIBIT C

Construction Feasibility Site Walkthrough

Per requirements of past several sidewalk and bike trail projects, we will attend a site construction feasibility walkthrough with City of Houston Forestry, Gauge, and City of Houston PWE design & construction to review proposed design construction impacts on adjacent trees and review all Ordinance trees scheduled to be removed. Arboriculturally Significant trees identified in Tree Protection Plans will also need to be confirmed by City of Houston Forestry in Walkthrough.

Fee for Construction Feasibility Site Walkthrough
4.0 hours @ \$140.00/hour..... \$560.00

Tree Protection Plan for 100% submittal

We will review the construction design between the 90% and 100% submittal, following comments from the City on recommendations made in the 90% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates will be updated and forwarded to engineer. We will email a signed PDF file of the Tree Protection Plans prior to final submittal. We will need 5-7 business days to schedule and complete the final Tree Protection Plan.

Fee for 100% Tree Protection Plan
8.0 hours @ \$140.00/hour.....\$1,120.00

Tree Protection Plan for Final submittal

We will review the construction design between the 100% and final submittal, following comments from the City on recommendations made in the 100% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates will be updated and forwarded to engineer. We will email a signed PDF file of the Tree Protection Plans prior to final submittal. We will need 5-7 business days to schedule and complete the final Tree Protection Plan.

Fee for Final Tree Protection Plan
5.0 hours @ \$140.00/hour.....\$700.00

Drafting AutoCAD (DWG) files of Tree Preservation Plan

We do have AutoCAD capabilities and will provide a CAD drawn document. We will need the electronic files of proposed construction in DWG format (saved down from Civil 3D). We will use the project title block and insert plan drawings at a 1:40 scale, double banked on each sheet, similar to most traffic control plans. Tree treatment schedule will be included on each sheet which will call out treatments for each specific tree. This format typically allows us to fit approximately 1,200-1,500 l.f. per plan sheet,

EXHIBIT C

Mr. David Greaney, P.E.
Cherryhurst Sidewalk Urban Forestry Proposal
Page 4 of 4

which would give us 3-4 sheets on this project. One sheet with project details will also be included, which would give us a total of 3 to 4 sheets. The drawings will be emailed to you, so that you may plot the files as you need them. CAD drafting will be completed in conjunction with the Preliminary and Final Plans. No additional time required.

Drafting Services Fee for DWG files of the Tree Preservation Plan
10.0 hours @ \$65.00/hour..... \$650.00

Total Phase II Fees..... \$7,525.00

We have utilized the services contained in this proposal on similar projects for The City of West University Place Infrastructure Replacement Program, City of Houston Neighborhood Street Reconstruction Program, City of Houston Surface Water Transmission Program, Houston Storm Water Management Program, City of Missouri City Street Reconstruction, City of Friendswood Street Reconstruction, City of Piney Point Street Reconstruction, City of Sugarland Street Reconstruction, City of Texas City Street Reconstruction, and numerous City of Houston waterline, sewer and sidewalk/bikeway projects in the past. It is our goal to provide you the most effective, efficient, and value added services we can provide. We are willing to provide services in whatever capacity you deem appropriate.

If this proposal meets with your approval and you would like to retain our services, please forward your standard agreement or a notice to proceed, and we will schedule the work as soon as we receive the plan sheets. 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



MONTROSE
TAX INCREMENT REINVESTMENT ZONE 27

MONTROSE BOULEVARD SEGMENT 1

W. Clay Analysis & Recommendations

January 2024

tei Planning + Design



MONTROSE BLVD IMPROVEMENTS PROJECT

Transportation Goals of the Project:



Reconstruct and upgrade major north/south roadway connector



Implement BOOST transit service of the 56 Airline/Montrose



Support walkability to create a vibrant and safe commercial area



Support bike connectivity



Support civic art, urban design, and historic trees

SAFE CROSSING DESIGN CONSIDERATIONS – W. CLAY

- COH IDM “a safe, convenient crossings for Vulnerable Road Users spaced approximately every 500-720 feet”
- Safe Access to neighborhood schools including Wharton Elementary
- Align safe crossings with neighborhood bike network and optimized METRO bus stops
- Reduce conflict points to increase safety for all road users
- Improve traffic operations on Montrose Blvd.
- Additional analysis based on community feedback

ACCESS MANAGEMENT RECOMMENDATIONS



LEGEND

Access Control:  Z

-  Segment 1
-  Median
-  Median Opening
-  Left Turn Lane
-  Existing Signal
-  W. Clay Street Intersection

- 1,500' from W Dallas to W Clay
- Existing median openings proposed to remain
 - 340' north
 - 400' south

MONTROSE BLVD AND W CLAY INTERSECTION



MONTROSE BLVD AND W CLAY INTERSECTION

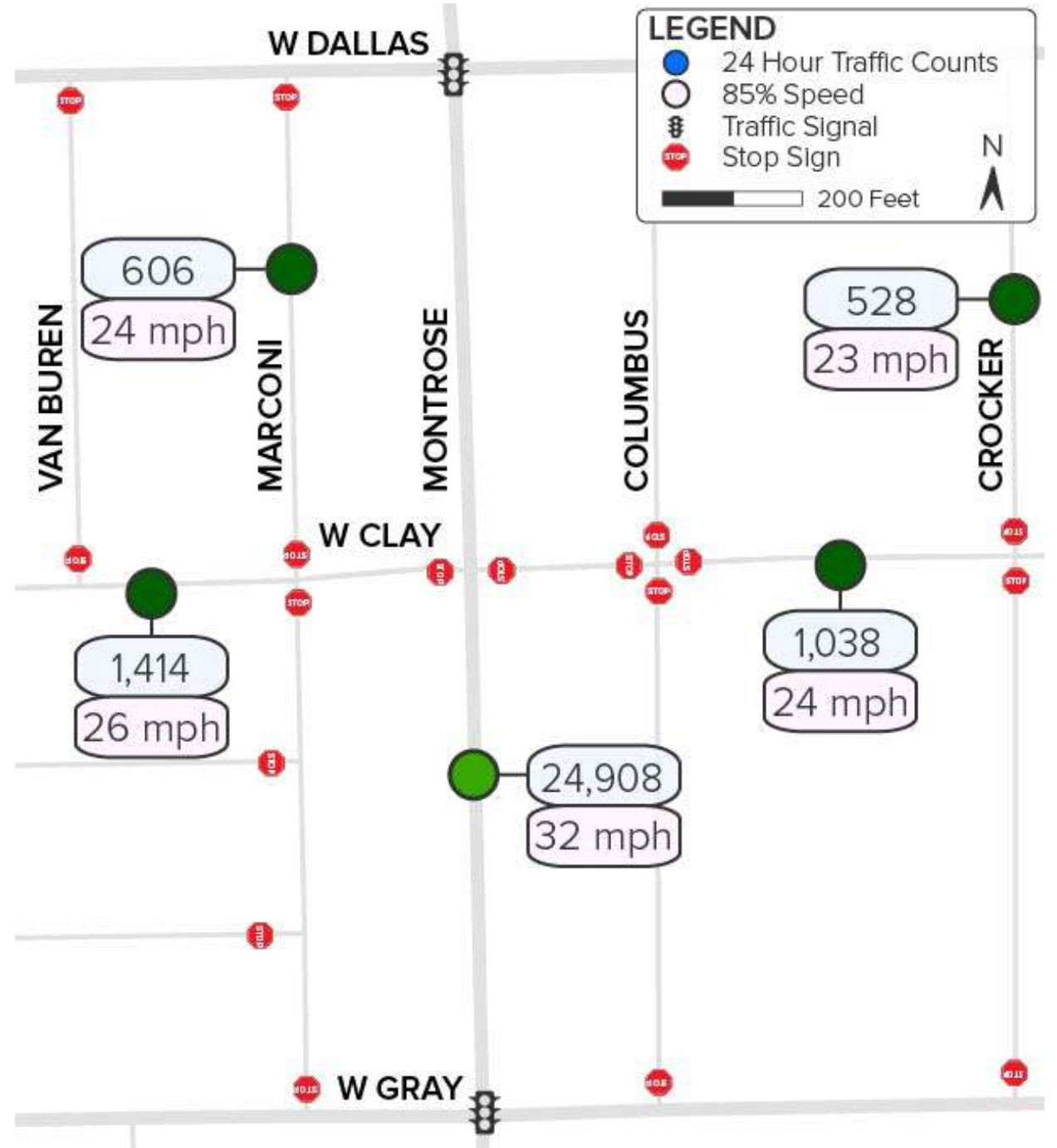


MONTROSE BLVD AND W CLAY INTERSECTION

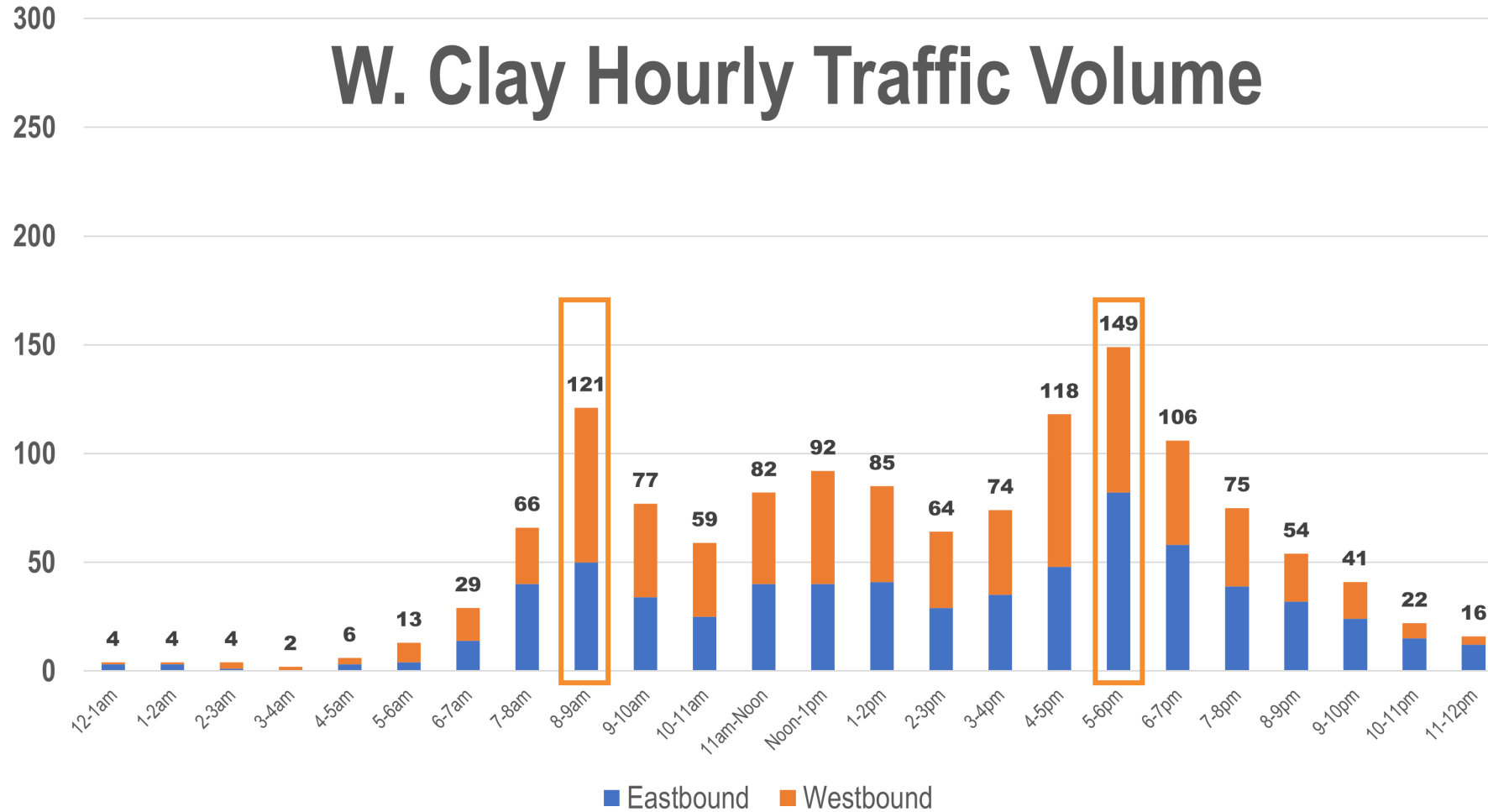


NEIGHBORHOOD STREET TRAFFIC COUNTS

- Low traffic volumes
 - W. Clay: 1,000-1,400
 - Marconi: 610
 - Crocker: 530
- Low Speeds
 - 85th percentile speeds 23-26 mph
- Limited Excessive Speeds
 - <10 vehicles per day traveled over 35 mph on Marconi or W Clay

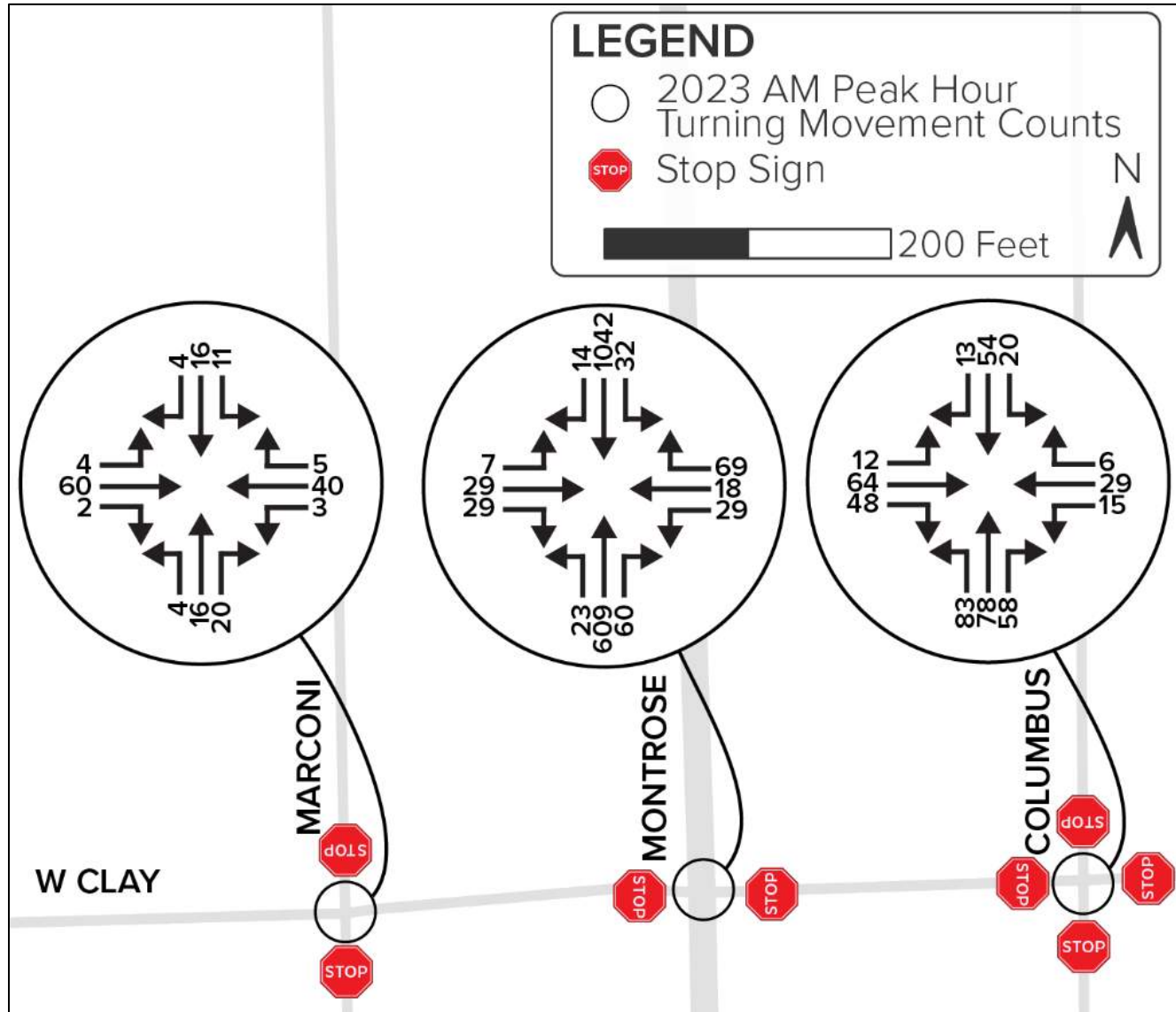


W CLAY HOURLY TRAFFIC COUNTS



- Low volumes throughout the day
- 20% of traffic occurs during AM & PM peaks hours

2023 TURNING MOVEMENT COUNTS



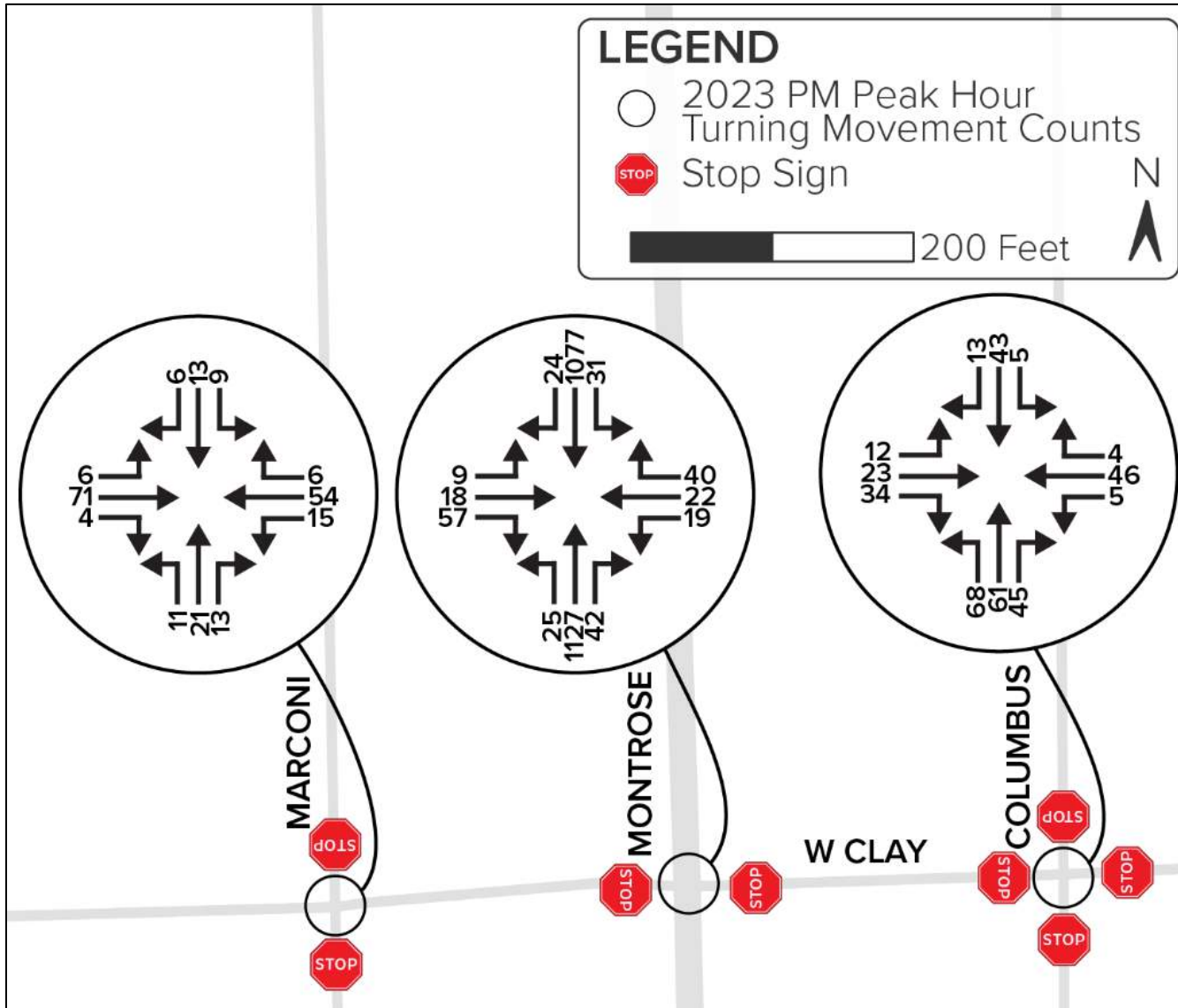
Current Conditions

- Majority of W Clay traffic turns right at Montrose Blvd
- 5-6% of total peak hour traffic at the intersection uses the median opening

Median Opening

- 36 EB vehicles use median opening during the AM peak hour (27 in the PM peak hour)
- 47 WB vehicles use median opening during the AM peak hour (41 during the PM peak)

2023 TURNING MOVEMENT COUNTS



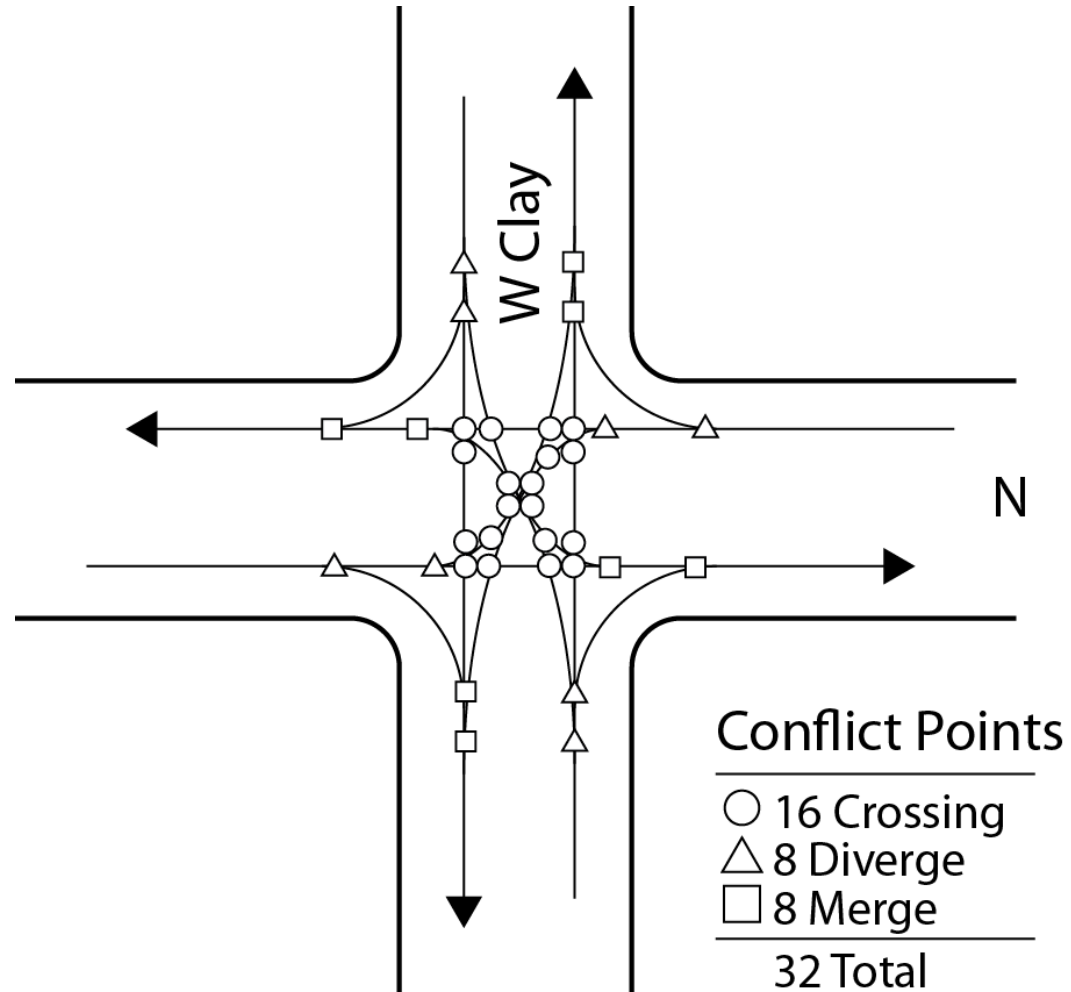
Current Conditions

- Majority of W Clay traffic turns right at Montrose Blvd
- 5-6% of total peak hour traffic at the intersection uses the median opening

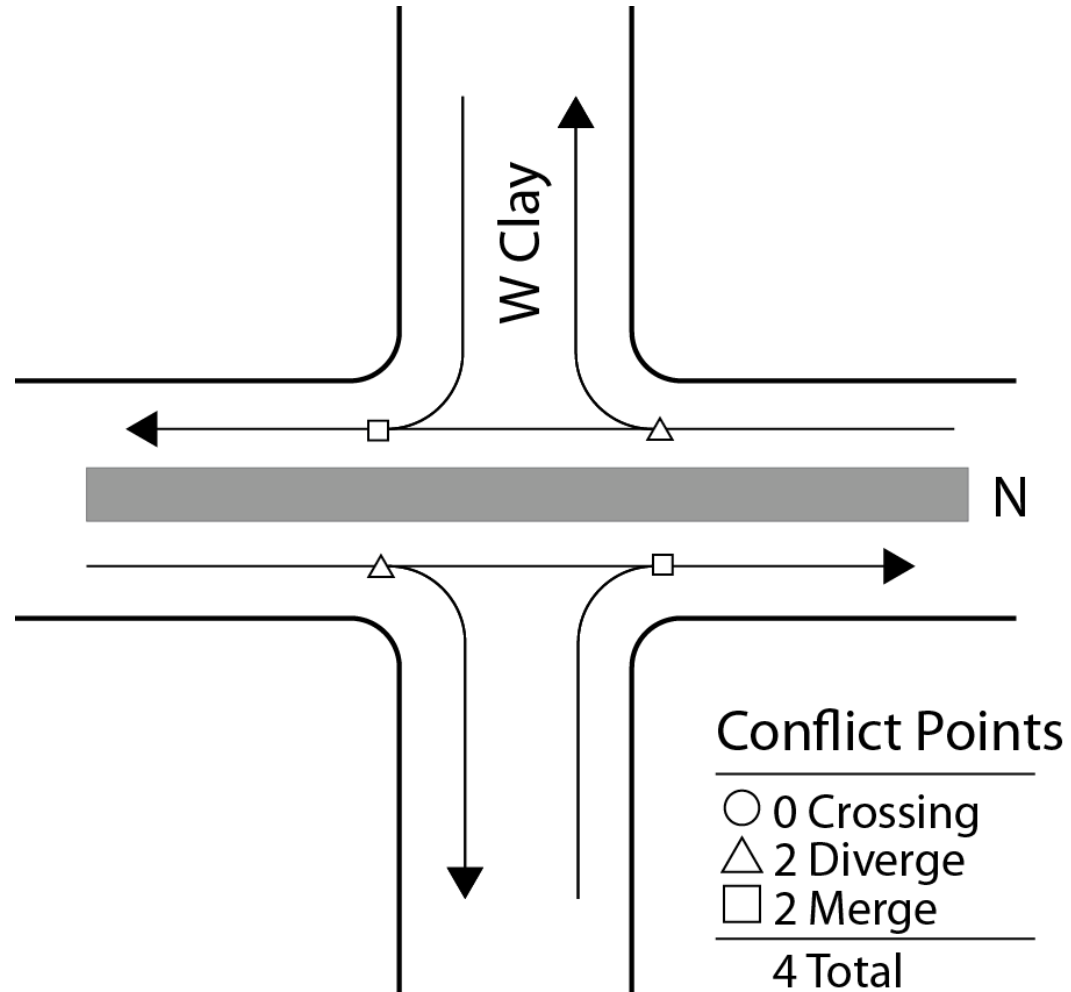
Median Opening

- 36 EB vehicles use median opening during the AM peak hour (27 in the PM peak hour)
- 47 WB vehicles use median opening during the AM peak hour (41 during the PM peak)

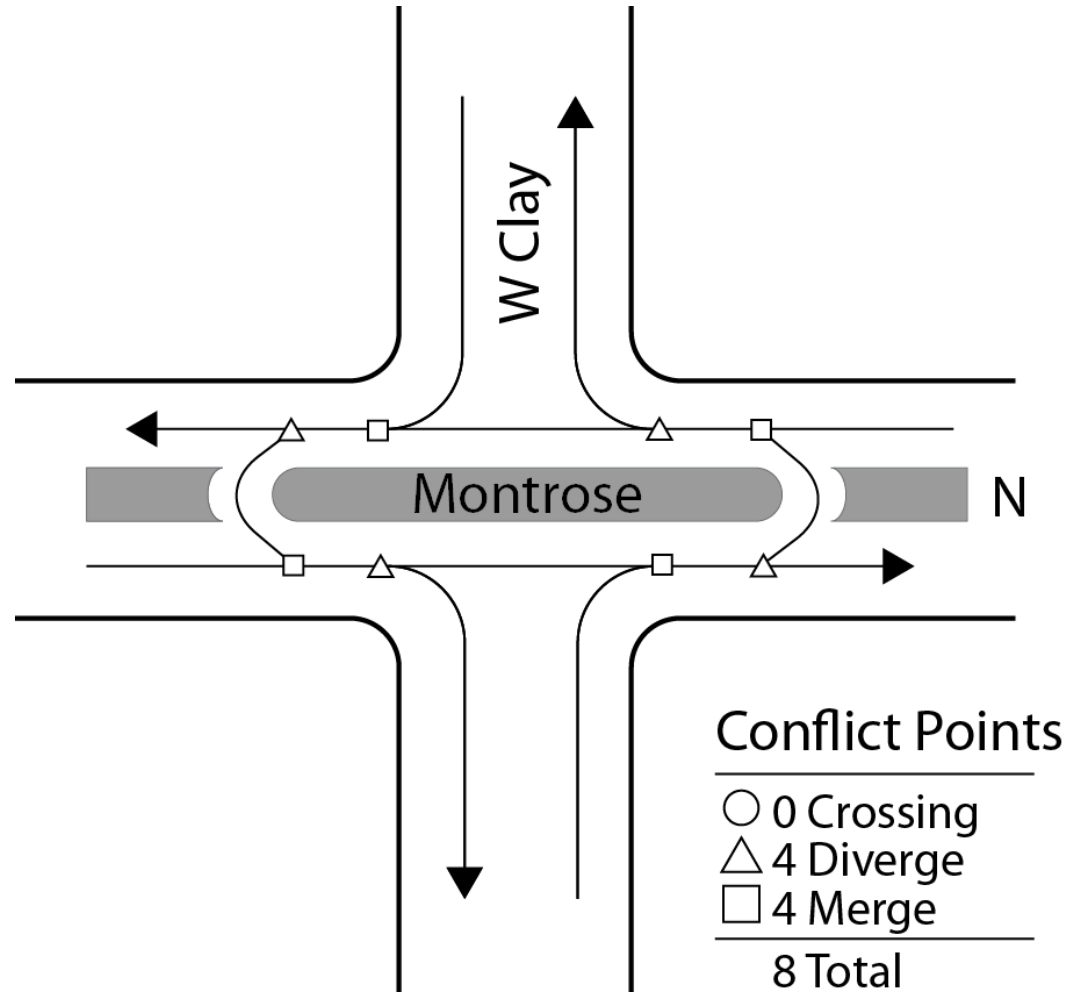
INTERSECTION CONFLICT POINTS



INTERSECTION CONFLICT POINTS



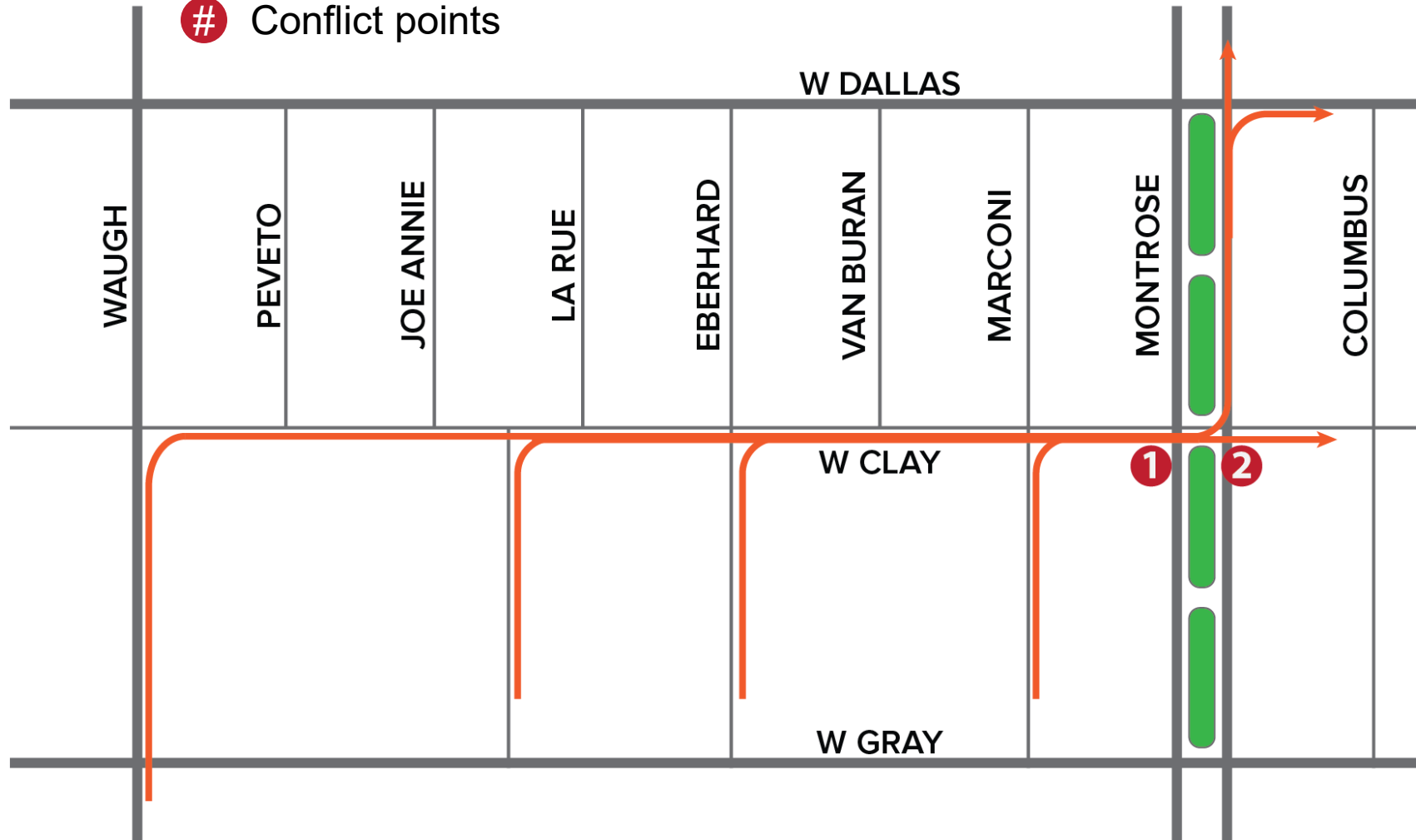
INTERSECTION CONFLICT POINTS



DISTRIBUTING TRIPS THROUGH STREET GRID - EASTBOUND

LEGEND

- Vehicle routes
- # Conflict points

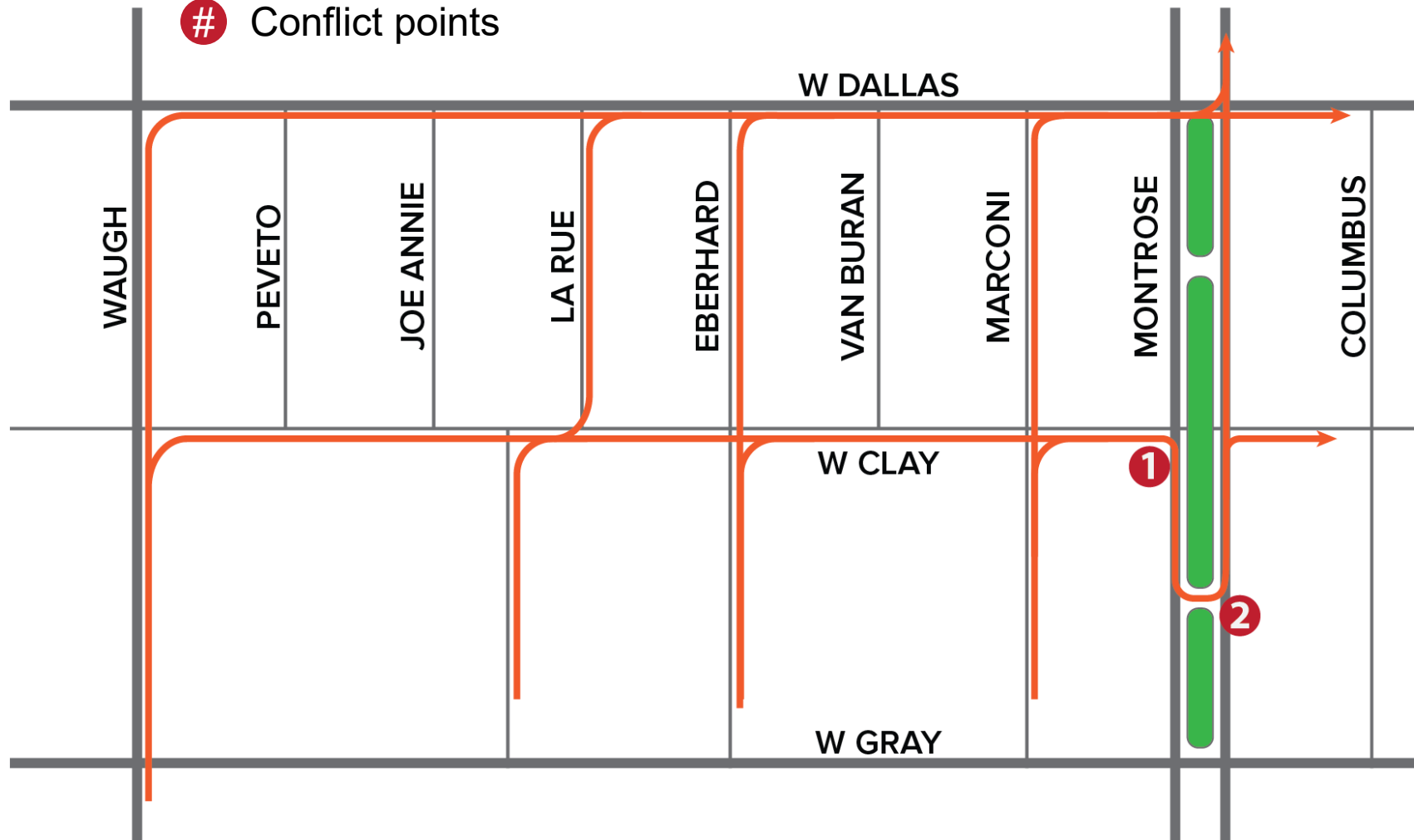


- Trips in Peak Hours
 - AM Peak: 36
 - PM Peak: 27
- Assumed to be from primarily from origins south of W Clay
- Street grid provides multiple route options based on origins & destinations

DISTRIBUTING TRIPS THROUGH STREET GRID - EASTBOUND

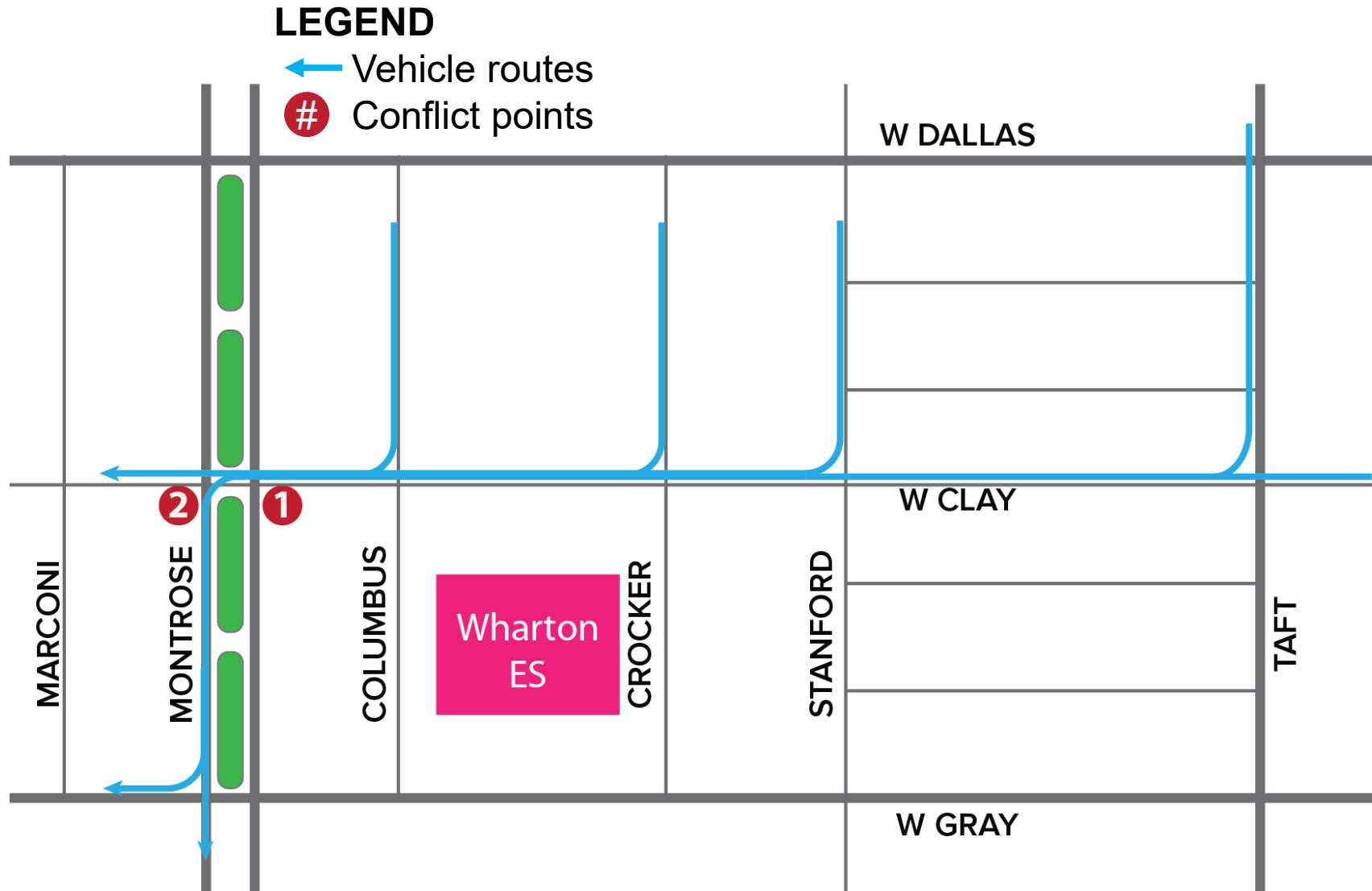
LEGEND

- Vehicle routes
- # Conflict points



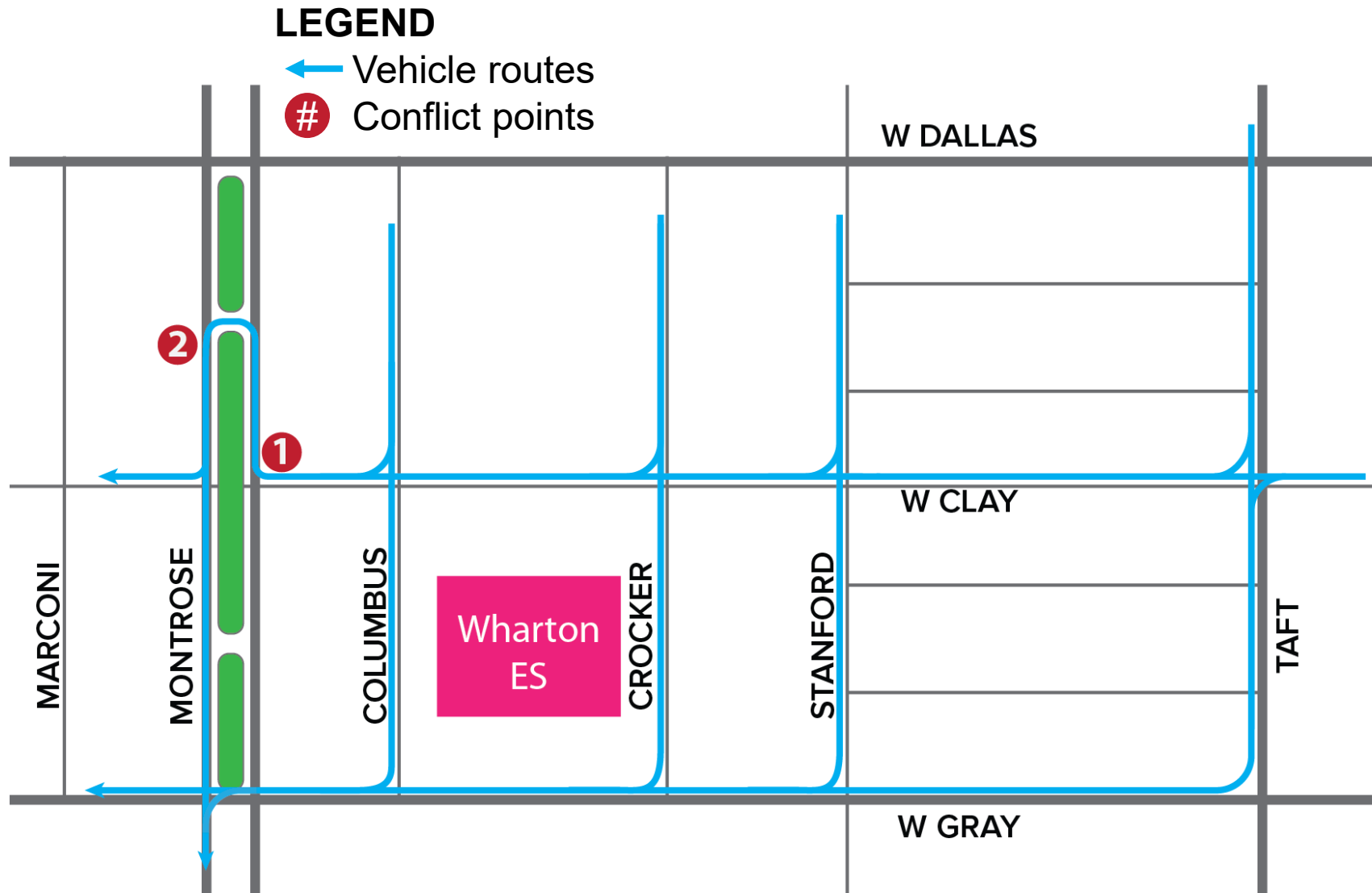
- Trips in Peak Hours
 - AM Peak: 32
 - PM Peak: 27
- Assumed to be from primarily from origins south of W Clay
- Street grid provides multiple route options based on origins & destinations

DISTRIBUTING TRIPS THROUGH STREET GRID - WESTBOUND



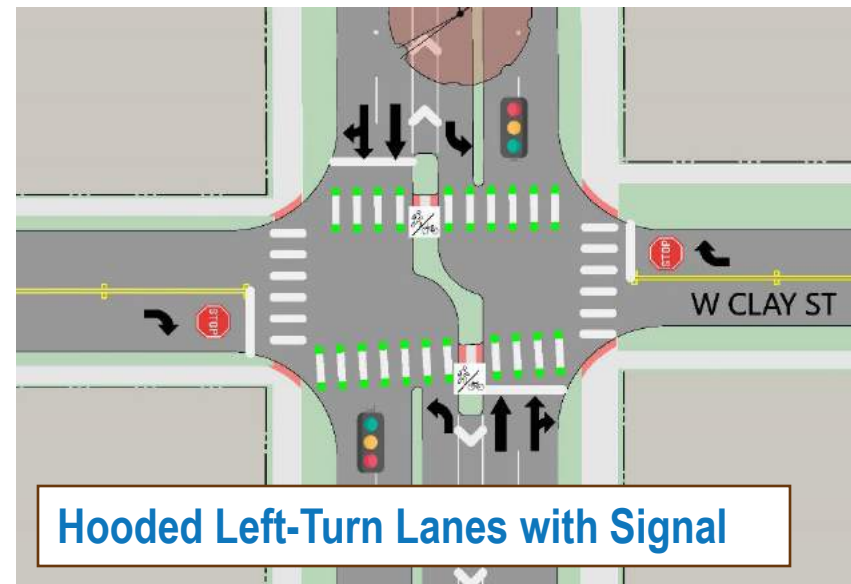
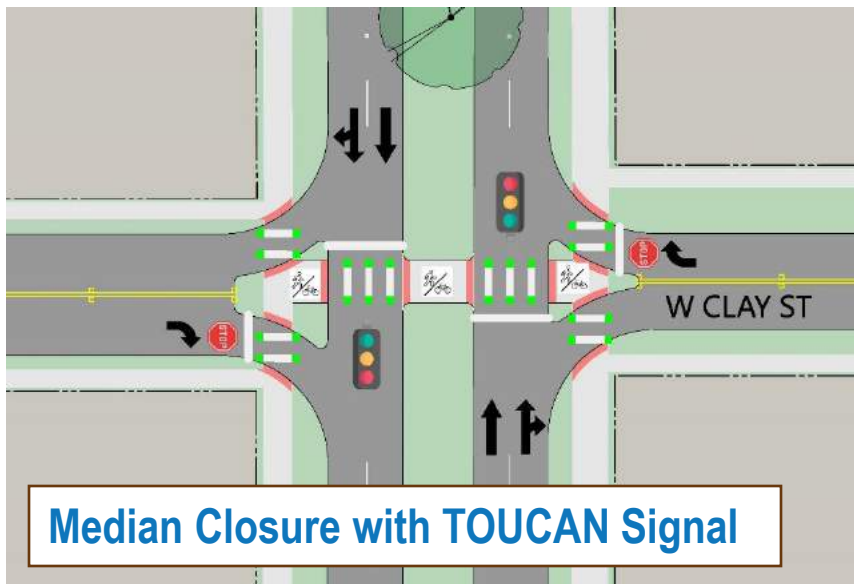
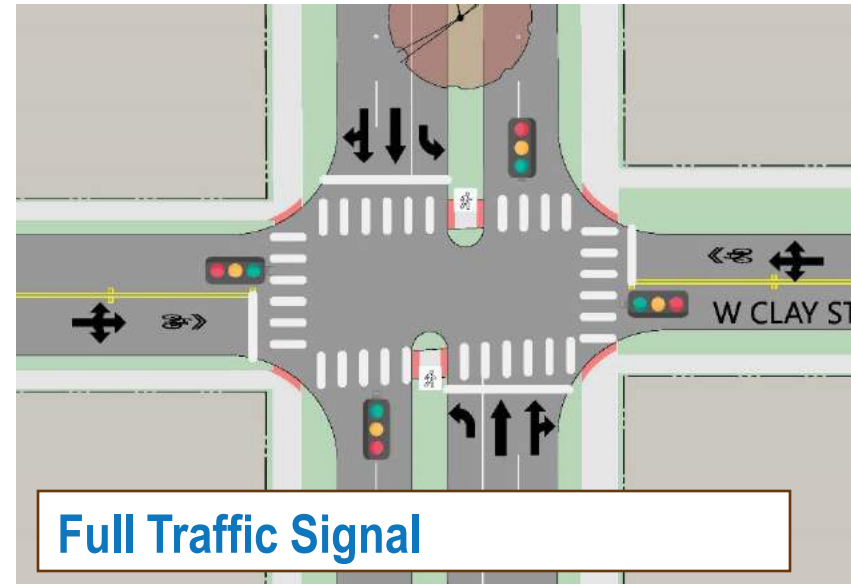
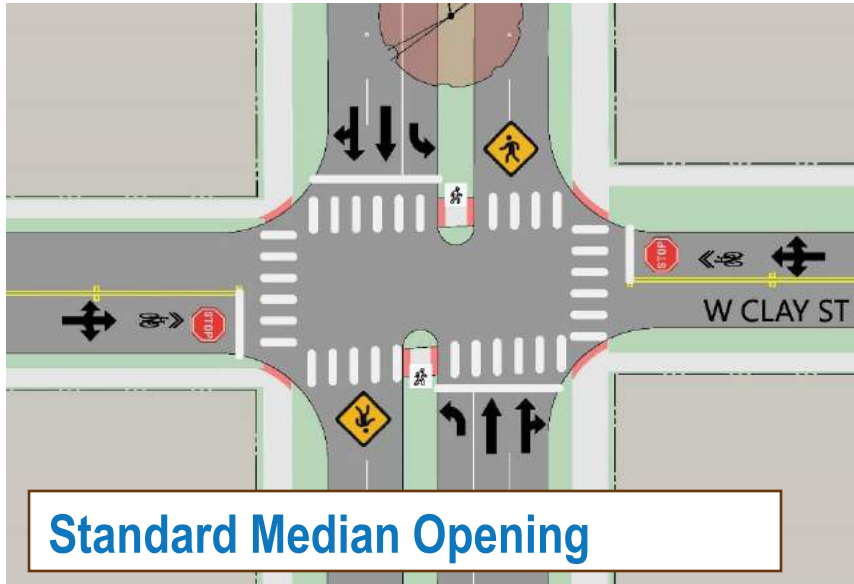
- Trips in Peak Hours
 - AM Peak: 32
 - PM Peak: 27
- Assumed to be from primarily from origins south of W Clay
- Street grid provides multiple route options based on origins & destinations

DISTRIBUTING TRIPS THROUGH STREET GRID - WESTBOUND



- Trips in Peak Hours
 - AM Peak: 47
 - PM Peak: 41
- Assumed to be from primarily from origins north of W Clay & Wharton ES
- Street grid provides multiple route options based on origins & destinations

INTERSECTION DESIGNS TO CONSIDER



STANDARD MEDIAN OPENING

(SIMILAR TO EXISTING)

Pro

Full vehicle access to and from W Clay St

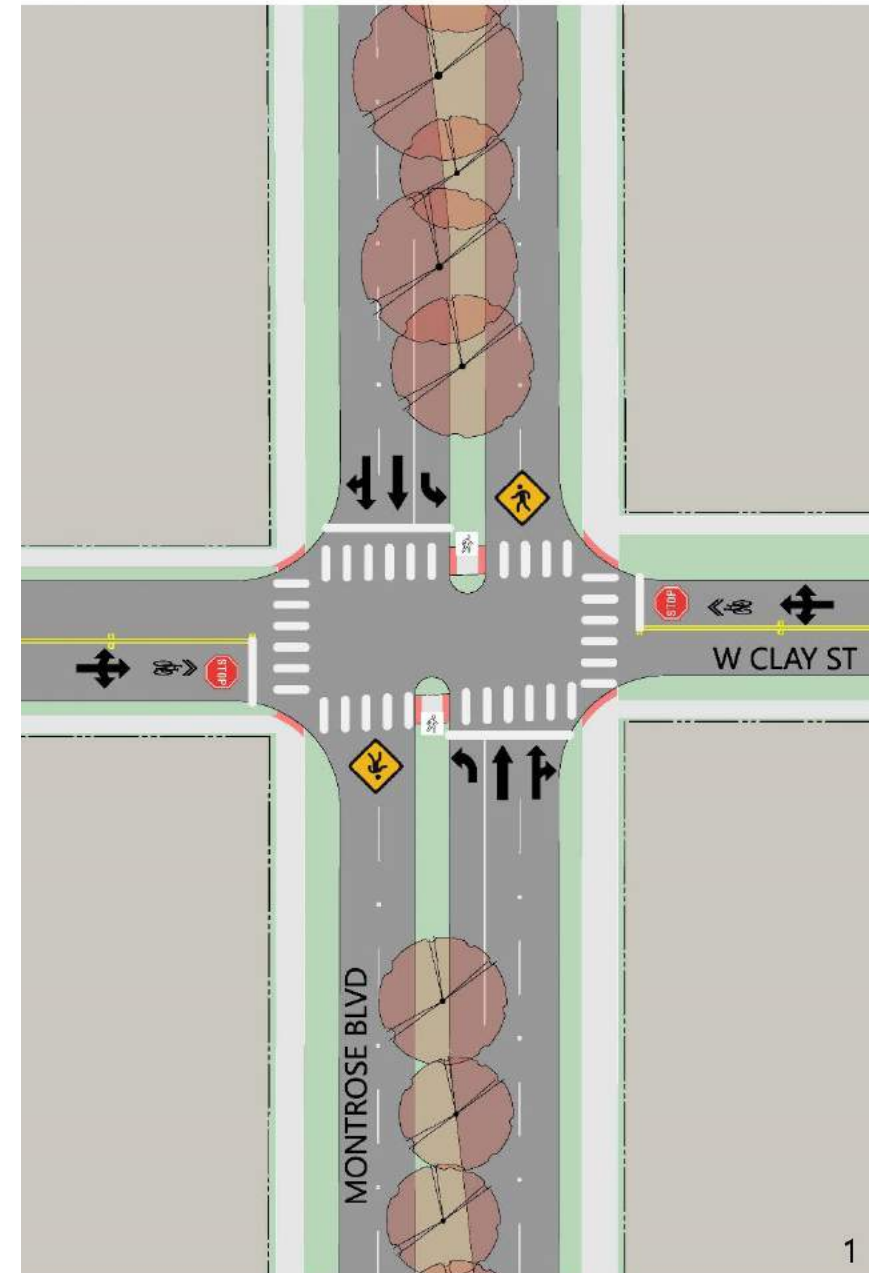
Median refuge island can be provided

Con

Will require turn lanes – tree removal required

Low-comfort walk/bike crossing without dedicated phase

More conflict points for all users



MEDIAN CLOSURE WITH TOUCAN

Pro

High-comfort ped/bike crossing

Fewer and less severe conflict points to improve safe intersection operations

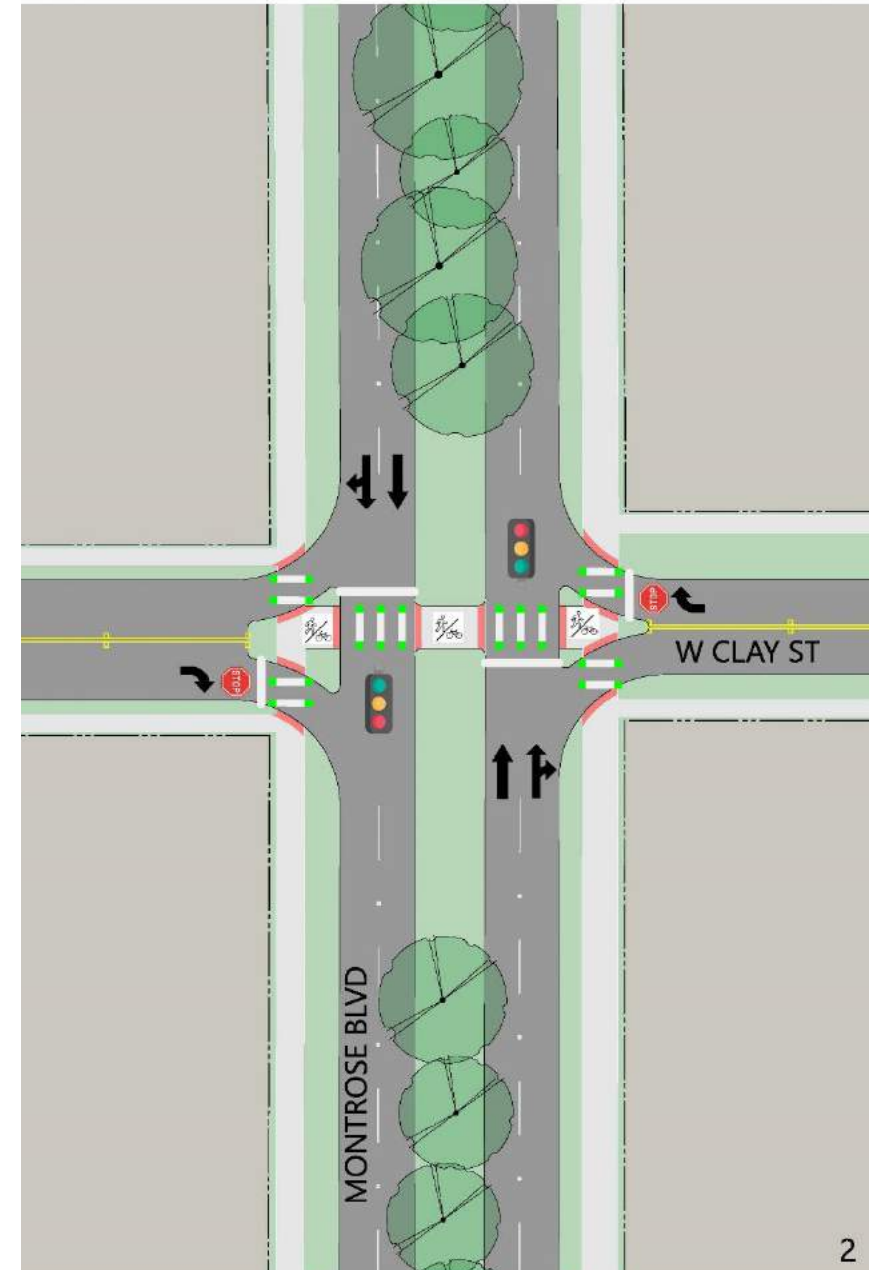
Likely to reduce W Clay traffic volumes due to removal of cut through

Increased median planting space

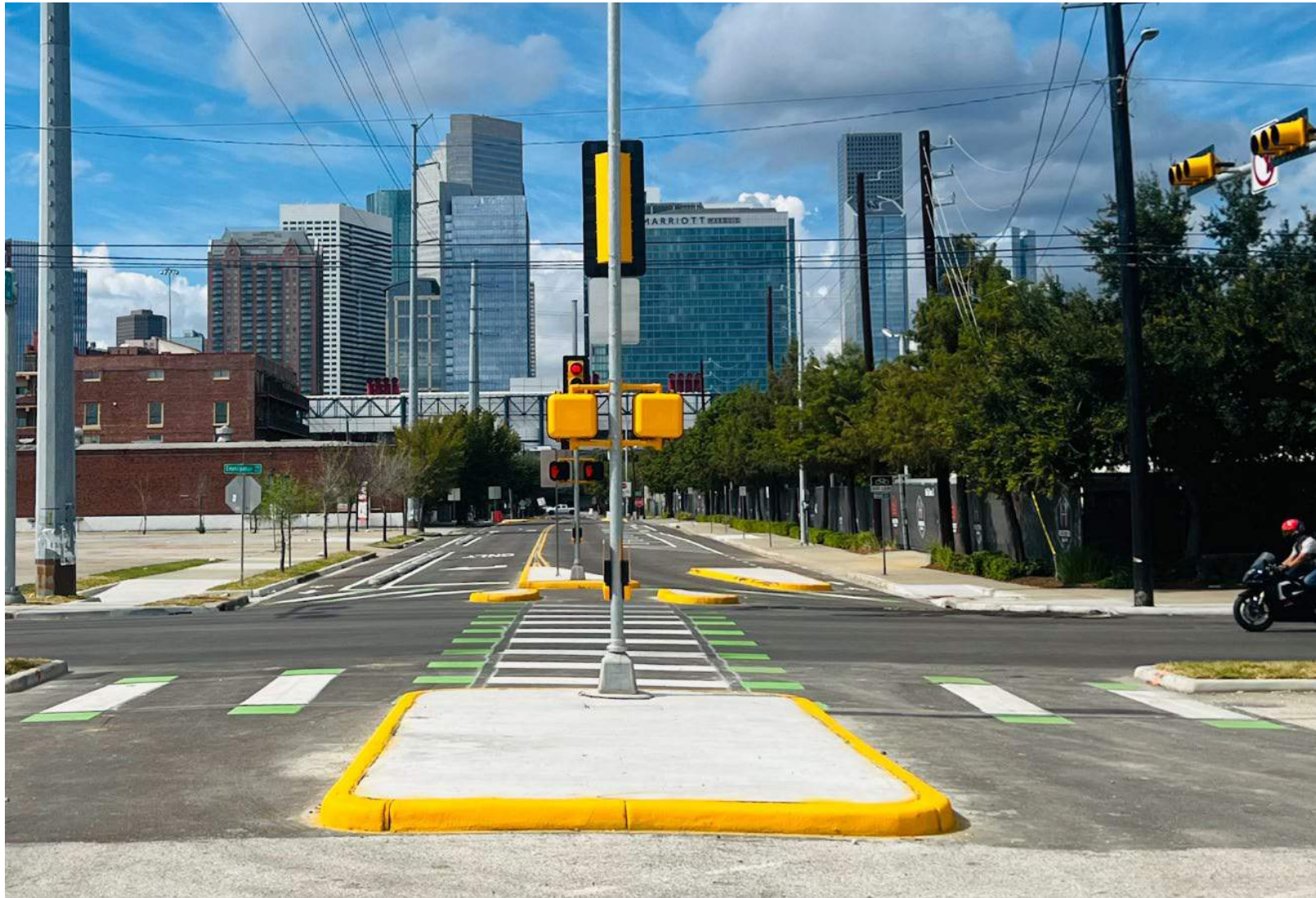
Con

Reduces vehicle access to and from W Clay at Montrose

Some vehicles will seek alternate routes or need to U-Turn on Montrose



MEDIAN CLOSURE WITH TOUCAN



TOUCAN Example

**Walker at Emancipation
near Shell Energy Stadium
and Columbia Tap Trail**

FULL TRAFFIC SIGNAL

Pro

Full vehicle access with dedicated phase to cross Montrose

Dedicated pedestrian crossing

Medium-comfort bike crossing

Improved vehicle safety for all left turns

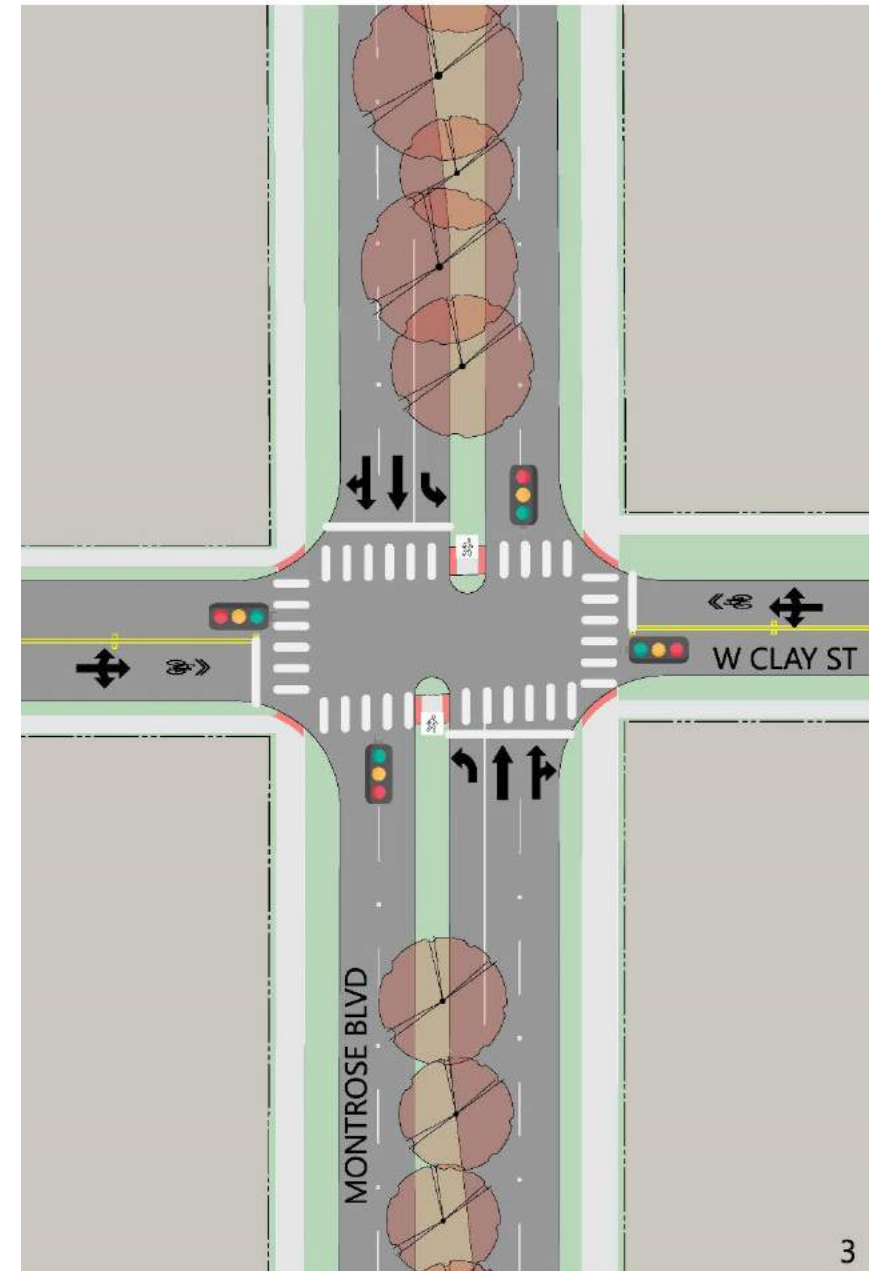
Con

Does not meet minimum volume warrants for installation per standards

Would require turn lanes – median tree removal required

Likely to attract more traffic to W. Clay and increase delays on Montrose

More conflict points for all users than TOUCAN signal design



HOODED LEFT-TURNS W/ SIGNALIZED PEDESTRIAN CROSSINGS

Pro

Medium-comfort walk/bike crossing

More vehicle access maintained than full closure of median

Reduces vehicle conflict points

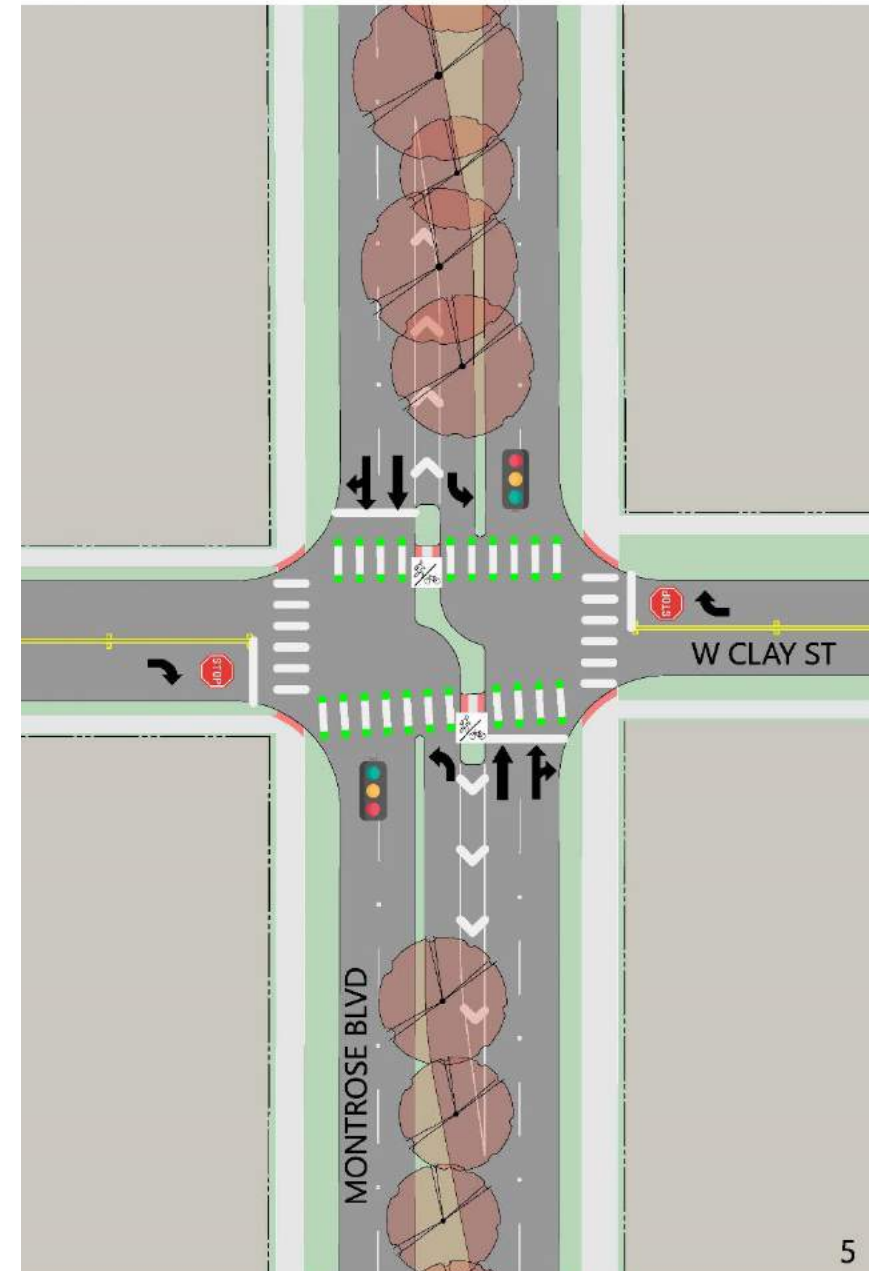
Reduces cut through traffic on W Clay

Con

Vehicle access from W Clay reduced (through and left turn movements from Clay)

Some vehicles will seek alternate routes or need to U-Turn on Montrose

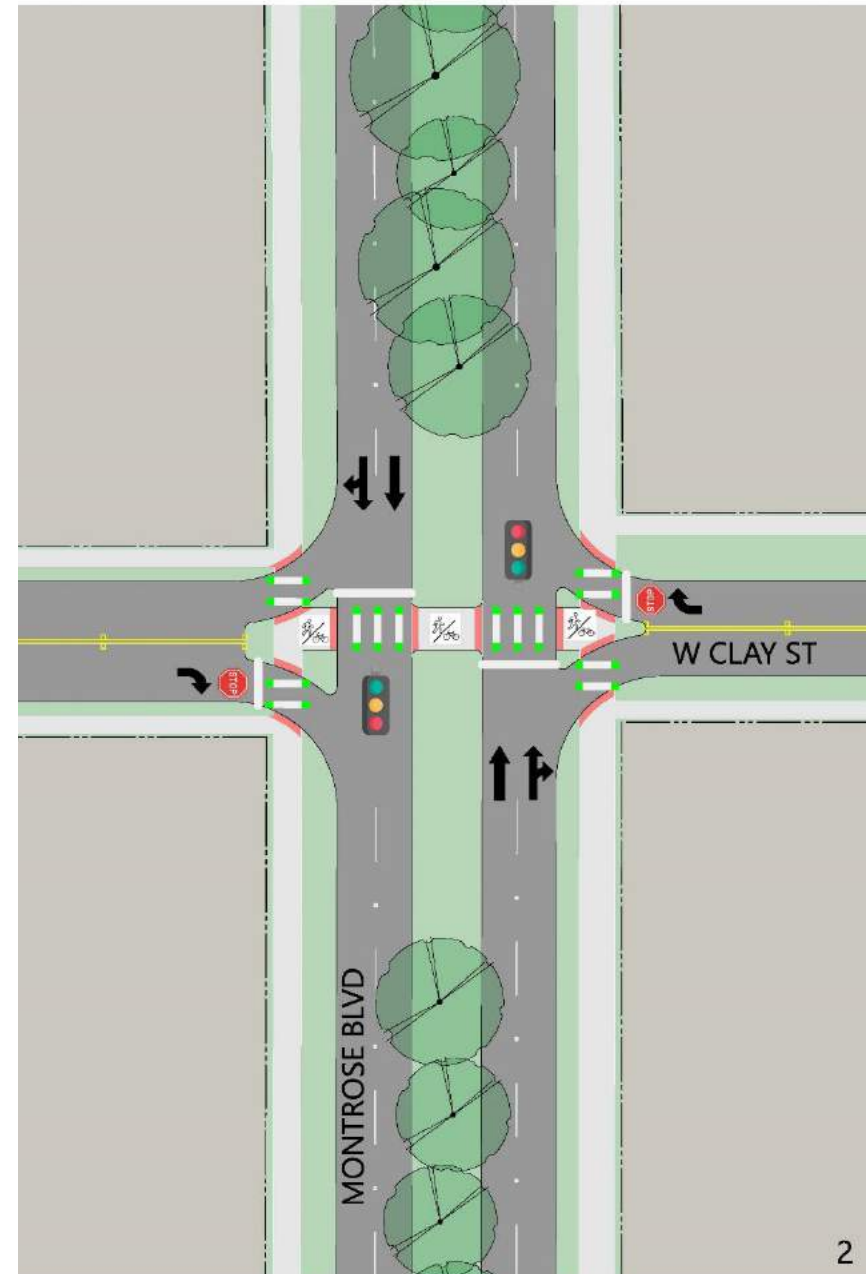
Will require turn lanes and result in median tree removal



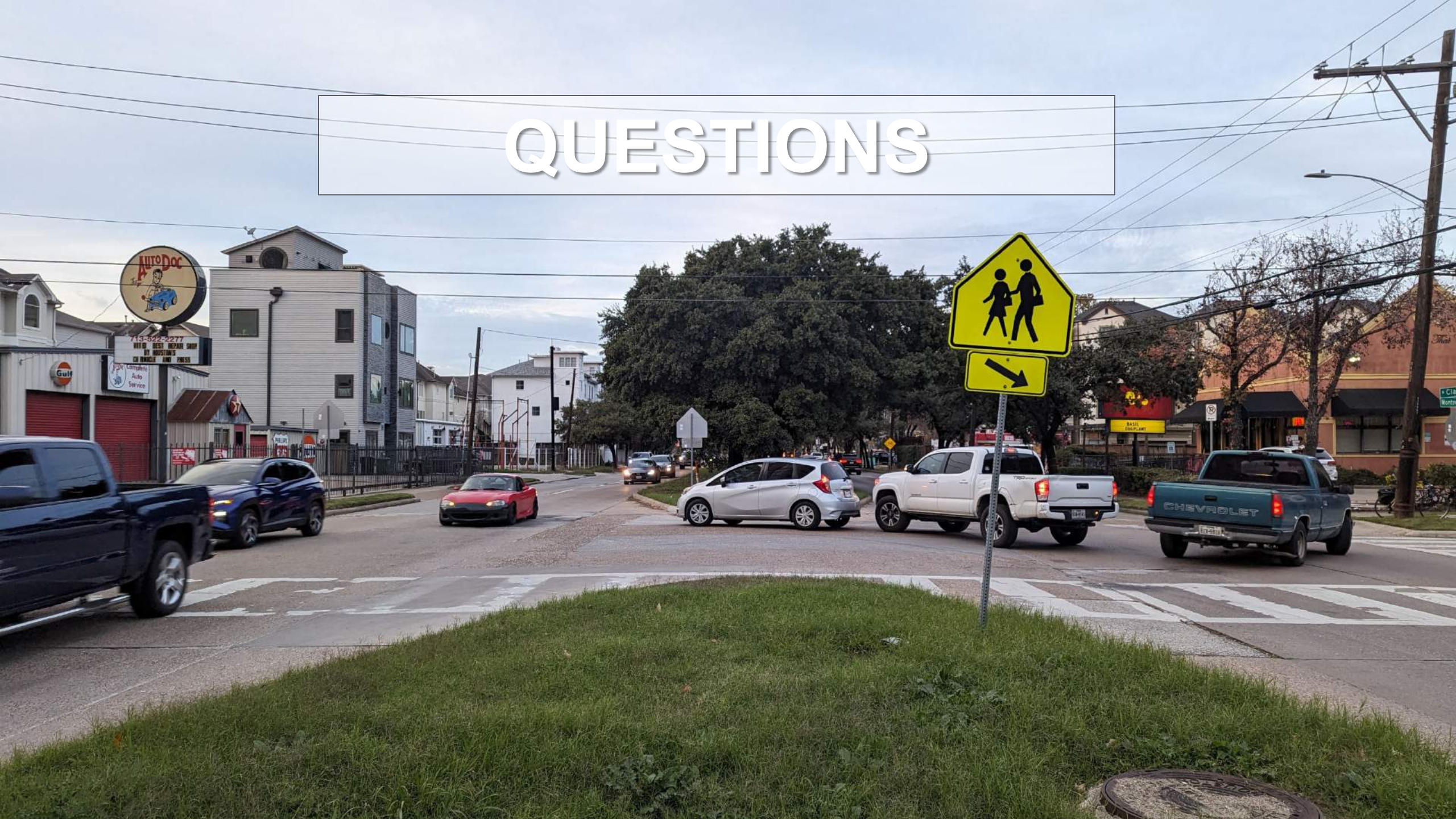
Treatment	Pedestrian Accommodations	Bike Accommodations	Vehicle Safety - Conflict Points	General Vehicle Access	Tree Impacts
Standard Median Opening	Red	Red	Red	Green	Red
Median Closure with Toucan Signal	Green	Green	Green	Yellow	Green
Full Traffic Signal	Green	Yellow	Yellow	Green	Red
Hooded Left-turn Lanes with Signalized Pedestrian Crossings	Green	Green	Yellow	Yellow	Red

W. CLAY RECOMMENDATION

- Median closure with Toucan signal crossing
- Maintain adjacent median openings for local access
- Monitor traffic data after construction to assess need for future Traffic Calming measures
 - Speed cushions
 - Traffic diverters
 - All-Way Stop at key intersections



QUESTIONS



TASK ORDER



January 15, 2024

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

Re: Proposal for Waugh Drive Bike Lane Project (W Dallas Street to Allen Parkway)

Dear Mr. Webb,

Gauge Engineering, LLC (Gauge) is pleased to submit this proposal for professional engineering services for improving mobility, bicycle and pedestrian safety conditions along the corridor of Waugh Drive from W Dallas Street to Allen Parkway (0.25 miles). Improvements will include milling and overlay of existing deteriorated asphalt pavement, intersection safety improvements, dedicated bicycle facilities, accessible sidewalks, ADA-compliant corner ramps, signal modifications, and signing & restriping.

Improvements will include milling and overlay of existing deteriorated asphalt pavement, signing & restriping and ped ramp replacements. The project will be implemented in 3 phases:

- Design Concept Report (DCR)
- Design (PS&E) - This phase will commence upon obtaining approval of DCR from the City
- Permitting and Bidding

We propose to perform this work for a Lump Sum amount of **\$223,550.00**. 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

Accepted for
Montrose Tax Increment Reinvestment Zone No. 27

Signature Date

Attachments:

- Exhibit A – Scope
- Exhibit B – Level-of-Effort
- Exhibit C - Traffic Engineering Analysis
- Exhibit D – Tree Protection Plan

Print

Accepted for
City of Houston:

Signature Date

Print

EXHIBIT A
SCOPE OF SERVICES
MONTROSE REDEVELOPMENT AUTHORITY – TIRZ 27
WAUGH DRIVE BIKE LANE PROJECT
W DALLAS STREET TO ALLEN PARKWAY

This proposal is for professional engineering services for improving mobility, bicycle and pedestrian safety conditions along the corridor of Waugh Drive from W Dallas Street to Allen Parkway. Improvements will include milling and overlay of existing deteriorated asphalt pavement, intersection safety improvements, dedicated bicycle facilities, accessible sidewalks, ADA-compliant corner ramps, signal modifications, and signing & restriping. The project will be implemented in 3 phases: Design Concept Report (DCR), Design (PS&E), and Permitting and Bidding. The PS&E package will be prepared in conformance with City of Houston requirements and the latest edition of the City’s Infrastructure Design Manual. The plans and deliverables will be reviewed by the City throughout the design process (90%, 100%, and Final). The following scope details the procedures that will be followed to provide City compliant bid-ready construction plans.



Figure 1: Project Location Map

I. DESIGN CONCEPT REPORT – LIGHT

A. BASIC SERVICES

1. Site Visits and Data Collection

- a. Team will collect all the available data, reports and record drawings (if needed) from the City and conduct the necessary site visits to walk the project alignment, take measurements and clearly call out the presence of any conflicts or obstructions in the plans.

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

2. Review Record Drawings and Studies

- a. All available record drawings and information on the project area will be collected, reviewed and used to the maximum degree possible.

3. Conceptual Construction Sequencing, Detours, and Impacts to Area

The construction sequence and a traffic control concept that will minimize the impact to the region's traffic movement pattern will be prepared. Detours, phasing, sequencing, construction zones, temporary pavement requirements and temporary signalization will be identified. Potential disruptions to local businesses and measures to address access during construction will be evaluated.

B. ROADWAY DESIGN

1. Alternative Analysis

- a. TEI Planning+Design will conduct a traffic 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 I.B.1 of the Level of Effort.
- b. Gauge will coordinate with TEI Planning+Design to determine the most appropriate typical sections for Waugh Drive that will accommodate multiple roadway users and promote safety throughout the corridor.

2. Existing/Proposed Typical Sections

Typical Sections for existing and proposed 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. Roadway Schematic

The preferred preliminary roadway option for the 0.3-mile corridor will be laid out on current aerial photography. The schematic will depict proposed roadway alignment, sidewalks, and driveways.

C. 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. Design Concept Report Preparation/Intake Form

The DCR Intake Form will be prepared and submitted. The DCR Report (Light) 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. PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E – 90%, 100%, AND FINAL)

A. GENERAL PLAN SHEETS (90%, 100%, AND FINAL)

1. Title Sheet (1 Sheet)
2. Index of Sheets (1 Sheet)
3. Project Layout Sheet (1 Sheet)
4. Existing Typical Sections (1 Sheet)
5. Proposed Typical Sections (1 Sheet)
6. General Construction Notes (3 Sheets)
7. Traffic Control Typical Layout, Narrative and Standard Details
8. Roadway Plans (2 Sheets)
9. Floating Bus Stop Details (4 Sheets)
10. Standard Details
11. Signing and Pavement Markings (2 Sheets)
12. Summary of Small Signs
13. Illumination Layouts (2 Sheets)
14. Storm Water Pollution Prevention Plan (2 Sheets)
15. SWPPP Details
16. Construction Sign

Design plans will be developed utilizing aerial maps at a 1" = 40-FT for 11"x17" size sheets. Plans will depict proposed travel lanes and bicycle lane configuration and proposed pedestrian facilities. Pedestrian ramps will be designed in accordance with the American with Disabilities Act Accessibility Guidelines (ADAAG) and the Texas Accessibility Standards (TAS). The plans will also be submitted to the Texas Department of Licensing and Regulation (TDLR) or representative thereof for review, approval, and inspection.

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

1. Project Management / Project Controls:

During each phase of the project, the Project Manager (PM) will oversee all work and will be responsible for directing and coordinating activities and assigned personnel. The PM will manage the project scope,

schedule, budget, and quality to ensure that the project progresses as agreed. The PM will submit monthly invoices, status reports, and schedules. The PM will conduct regular coordination meetings with TIRZ 27 and the City. Throughout the project, coordination meetings will be organized as necessary with the different agencies to obtain the necessary approvals and signatures.

2. Project Manual/Specifications

Specifications will be prepared in accordance with City Standard Details and Standard Specifications.

3. Quantities

The design team will develop and report quantities at 90%, 100%, and Final submittals.

4. Opinion of Probable Construction Cost (OPCC)

The design team will submit Opinion of Probable Construction Cost at 90%, 100%, and Final submittals.

5. 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.

III. PERMITTING AND BID PHASE

1. Prepare Advertisement For Bid Document

Team will prepare the legal notice advertising the project bidding and have an advertisement placed in the Houston Business Journal and CivCast.

2. Conduct Pre-bid Conference Meeting

Team will schedule and conduct a pre-bid conference meeting to provide bidders with project overview and answer questions regarding the project.

3. Prepare Necessary Addenda To Address Issues or Clarifications

Team will prepare any necessary addenda to the bidding documents to address issues or make clarifications.

4. Conduct Bid Opening Meeting & Tabulation of Bids

Team will conduct the bid opening and prepare bid tabulation sheets comparing all bids received.

5. Evaluate the Bid Proposals & Make Award Recommendation

Team will evaluate the bids received for accuracy and any bid irregularities. An award recommendation will be made to TIRZ 27 based on the evaluation of bids. Engineer's Recommendation of Award Letter will include the following:

- a. Check for math errors and reconcile any mathematical discrepancies
- b. Review for unbalanced bid items
- c. Certified Bid Tabulation including adding Engineer's estimate to Bid Tab
- d. Review of contractor's financial standing and references provided and past performance on projects
- e. Explanation of discrepancies between the Engineer's estimate and bids
- f. Recommendation to award

6. Assist in the preparation of the Contract between TIRZ 27 & Successful Bidder

Team will work with ABHR in final contract preparation including obtaining necessary forms and signatures from the successful low bidder, printing and compiling the final contract documents, and delivery of signed

contracts to ABHR and the contractor. Team will also prepare a Notice to Proceed for the contractor to begin the Construction Phase of the project.

IV. SUBCONTRACTED SERVICES

1. Exhibit C – Traffic Engineering Analysis

TEI Planning+Design will perform a transportation planning and engineering services for the DCR and PS&E phases. See Exhibit C for additional information.

2. Exhibit D – Tree Protection Plan

C.N. Koehl will support by attending the public meeting as part of the DCR phase. For the PS&E phase, a tree protection plan will be developed. See Exhibit D for additional information.

V. EXPENSES

1. Printing (includes Boards – Public Meeting), Deliveries, Reproduction, & Mileage

2. TDLR Plan Review, Inspection, etc.

3. Civicast & Houston Business Journal Advertisement (2 weeks)

**EXHIBIT B
WAUGH DRIVE BIKE LANE PROJECT - W DALLAS STREET TO ALLEN PARKWAY
LEVEL OF EFFORT**



I. DESIGN CONCEPT REPORT-LIGHT

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			4	8			12	\$1,740.00
2 Review Record Drawings and Studies		1	2	2			5	\$785.00
Total	0	1	6	10	0	0	17	\$2,525.00
B. ROADWAY DESIGN								
1 Alternative Analysis		1	2	4			7	\$1,055.00
2 Roadway Schematic Update (Scale 1"=40')		2	6	12	8		28	\$4,060.00
Total	0	3	8	16	8	0	35	\$5,115.00
C. PROJECT MANAGEMENT/AGENCIES & TEAM COORDINATION/QUANTITIES/OPCC								
1 Project Management								
a. Overall Project Mgmt/Team Coordination/ Project Controls		8	4			4	16	\$2,460.00
b. Project Coordination/Agency Coordination Meetings		8	4				12	\$2,140.00
2 Quantities		2	4	8			14	\$2,110.00
3 Opinion of Probable Construction Cost		1	2	4			7	\$1,055.00
4 Stakeholders Coordination		2	2				4	\$700.00
5 DCR Report Preparation/Intake Form								
a. DCR Report Preparation/Intake Form		8	12	16			36	\$5,620.00
b. DCR Exhibits and Figures		4	6	12	8		30	\$4,430.00
6 DCR Presentation and Meeting		2	4	12			18	\$2,650.00
7 Community (Public) Meeting	2	8	16	18	12		56	\$8,630.00
8 Documentation of comments and Incorporating DCR Comments		2	2	4			8	\$1,240.00
9 Quality Assurance / Quality Control	1	2	2	2	2		9	\$1,470.00
Total	3	47	58	76	22	4	210	\$32,505.00
TOTAL HOURS	3	51	72	102	30	4	262	
Contract Labor Rate	\$230.00	\$185.00	\$165.00	\$135.00	\$135.00	\$80.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$690.00	\$9,435.00	\$11,880.00	\$13,770.00	\$4,050.00	\$320.00		\$40,145.00

II. PLANS, SPECIFICATIONS, AND ESTIMATES (90%, 100%, AND FINAL)

DESCRIPTION OF WORK TASKS	PRINCIPAL	PROJ MGR	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
A. PLAN SHEETS								
1 Title Sheet (1 Sheet)		1	1	2	4		8	\$1,160.00
2 Index of Sheets (1 Sheet)		1	1	2	6		10	\$1,430.00
3 Project Layout Sheet (1 Sheet)		1	2	8	4		15	\$2,135.00
4 Existing Typical Sections (1 Sheet)		1	2	12	8		23	\$3,215.00
5 Proposed Typical Sections (1 Sheet)		1	2	12	8		23	\$3,215.00
6 General Construction Notes (3 Sheets)		1	1	2	8		12	\$1,700.00
7 Traffic Control Typical Layout, Narrative and Standard Details		0.5	6	8	16		30.5	\$4,322.50
8 Roadway Plans (2 Sheets Double-Banked)		4	12	28	16		60	\$8,660.00
9 Floating Bus Stop Details (4 Sheets)		4	10	32	16		62	\$8,870.00
10 Standard Details		1	2	4	8		15	\$2,135.00
11 Signing and Pavement Markings (2 Sheets Double-Banked)		4	8	24	8		44	\$6,380.00
12 Summary of Small Signs		1	2	4	8		15	\$2,135.00
13 Illumination Layouts (2 Sheets Double-Banked)		2	8	12	24		46	\$6,550.00
14 Storm Water Pollution Prevention Plan (2 Sheets Double-Banked)		2	4	6	16		28	\$4,000.00
15 SWPPP Details			1	4	2		7	\$975.00
16 Construction Sign			1	2	4		7	\$975.00
Total	0	24.5	61	156	150	0	391.5	\$55,907.50
B. PROJECT MANAGEMENT/AGENCIES & TEAM COORDINATION/QUANTITIES/OPCC								
1 Overall Project Management/Team Coordination/ Project Controls	0.5	8	6			6	20.5	\$3,065.00
2 Project Coordination/Approvals with City		4	8				12	\$2,060.00
3 Project Manual/Specifications		4	8	16			28	\$4,220.00
4 Quantities (90%, 100%, & Final)		2	6	16			24	\$3,520.00
5 Opinion of Probable Construction Cost (90%, 100%, & Final)		2	6	12			20	\$2,980.00
6 Quality Assurance/Quality Control	2	6	8	6	12		34	\$5,320.00
Total	2.5	26	42	50	12	6	138.5	\$21,165.00
TOTAL HOURS	2.5	50.5	103	206	162	6	530	
Contract Labor Rate	\$230.00	\$185.00	\$165.00	\$135.00	\$135.00	\$80.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$575.00	\$9,342.50	\$16,995.00	\$27,810.00	\$21,870.00	\$480.00		\$77,072.50

III. PERMITTING AND BID PHASE

DESCRIPTION OF WORK TASKS	PRINCIPAL	PROJ MGR	Sr. PROJ ENGINEER	GRAD ENGINEER	Sr. DESIGNER	ADMIN ASST	TOTAL HOURS	LABOR COSTS
1 Prepare Advertisement For Bid Document		0.5	1	2			3.5	\$527.50
2 Conduct Pre-bid Conference Meeting		1	2	4			7	\$1,055.00
3 Prepare Necessary Addenda To Address Issues or Clarifications		1	2	4			7	\$1,055.00
4 Conduct Bid Opening Meeting & Tabulation of Bids		1	2	4			7	\$1,055.00
5 Evaluate the Bid Proposals & Make Award Recommendation		0.5	1	2			3.5	\$527.50
6 Assist in the preparation of Contract between TIRZ 27 & Successful Bidder		1	2	2			5	\$785.00
<i>Total</i>	0	5	10	18	0	0	33	\$5,005.00
TOTAL HOURS	0	5	10	18	0	0	33	
Contract Labor Rate	\$230.00	\$185.00	\$165.00	\$135.00	\$135.00	\$80.00		
TOTAL LABOR COSTS BASIC ENGINEERING SERVICES	\$0.00	\$925.00	\$1,650.00	\$2,430.00	\$0.00	\$0.00		\$5,005.00

IV. SUBCONTRACTED SERVICES

DESCRIPTION OF WORK TASKS	COST	SUB MGMT	TOTAL
1 Exhibit C - Traffic Engineering Analysis - TEI Planning+Design	\$79,290.00	10%	\$87,219.00
2 Exhibit D - Tree Protection - C.N. Koehl	\$8,590.00	10%	\$9,449.00
TOTAL SUBCONTRACTED SERVICES			\$96,668.00

V. EXPENSES

EXPENSES	QUANTITY	UNIT	COST	TOTAL
1 Printing (includes Boards-Public Meeting), Deliveries, Reproduction & Mileage	1	LS	\$1,509.50	\$1,509.50
2 TDLR Plan Review, Inspection, etc.	1	LS	\$1,000.00	\$1,000.00
3 Civcast & Houston Business Journal Advertisement (2 weeks)	1	LS	\$2,150.00	\$2,150.00
TOTAL REIMBURSABLE EXPENSES				\$4,659.50

TOTAL \$223,550.00



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

January 15, 2024

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

Re: Proposal for TIRZ 27 Waugh Drive Extension Study and Design – W. Dallas to Allen Parkway

Dear Mr. Greaney:

TEI Planning + Design (TEI) is pleased to provide this proposal for transportation planning and engineering services for the Waugh Drive Extension Project in Montrose Neighborhood in Houston, TX. This proposal is for the completion of the Design Concept Report (DCR) Intake Form, a DCR Traffic Analysis, and PS&E support.

The proposed Waugh Drive Extension Project between W. Dallas and Allen Parkway will extend protected bike lanes on Waugh Drive from W. Dallas to Allen Parkway and the Buffalo Bayou Park trails. The project will also consider sidewalk improvements, transit stop improvements, and signal modifications to support improved pedestrian and bicycle infrastructure and safe traffic operations.

Scope of Services

Task 1: Project Management and Community Engagement

TEI will support Gauge in the successful completion of this project. TEI will assign an internal Project Manager (PM) to oversee all work and will be responsible for directing and coordinating activities and assigning personnel. The PM will manage the project scope, schedule, budget, and quality to ensure that the project progresses as agreed. The PM will attend project team status meetings as required by Gauge.

TEI will support Gauge in stakeholder coordination and meetings including City of Houston (COH), METRO, and TIRZ 27. Additionally, TEI will support Gauge in one (1) Public Meeting. TEI will develop materials based on previously produced graphics and analysis provided in the DCR report that has been formatted to support engagement.

Task 2: DCR Traffic Analysis

Subtask 2A: DCR Intake Form

TEI will support Gauge with the completion of a DCR Intake Form for the Waugh Drive Extension project. The goal of the intake form is to provide information to the COH to determine the level of effort needed to successfully analyze the proposed project. Typically, the COH will provide Intake Form comments or have a meeting to discuss the requirements for the next step, a DCR. This task incorporates all supporting material and includes any meetings necessary to determine the scope of the DCR.

Subtask 2B: DCR Traffic Analysis

Based on TEI's experience, it is believed that the COH will not request a full DCR, rather a DCR Lite that focuses on a Traffic Analysis and minimal drainage documentation.

TEI will support Gauge in the completion of the DCR Lite. TEI will prepare a Traffic Analysis study which will include the following:

- **Data Collection**
 - Turning Movement Counts
 - Waugh Dr at W. Dallas St
 - Waugh Dr at D'Amico St
 - Waugh Dr at Allen Pkwy
 - 24-hr bi-directional volume and speed counts along Waugh Dr
 - Between W Dallas and D'Amico St
 - Between D'Amico St and Allen Pkwy
 - Between Allen Pkwy and Washington St
- **Crash Data and Safety Analysis** – TEI will collect crash data from the previous five years available from the TxDOT CRIS database. TEI will use the crash data to identify hot spots along the corridor to help identify countermeasures to include with the corridor design. TEI will also look at common crash types in the data and develop treatments to minimize these crash types in the proposed design. The section of Waugh Drive in the study is in the City of Houston 2022 Vision Zero High Injury network.
- **Transit Data Review and Stop Optimization** – TEI will collect and review METRO boarding and alighting data for the 40 Telephone/Heights for stops along the corridor. TEI

EXHIBIT C

will review stop location and provide recommendations to optimize locations to improve reliability, access, and safety.

- **Review Plans and Studies** – TEI will review plans and studies pertaining to the corridor, including but not limited to the 2023 Waugh Drive Corridor Study Update DCR and 2016 Waugh Pre-Engineering Report.
- **Intersection Capacity Analysis** – TEI will analyze existing and estimated future volumes at the study area intersections to understand the impacts of the proposed corridor design and provide any recommendations for mitigation, if necessary. The traffic model will be calibrated based on collected data and intersection observations. Previous studies have recommended traffic operation and geometric changes within the segment including adding a northbound left-turn lane at D'Amico St and a southbound left-turn lane at Allen Parkway. This study will review those recommendations but may be out of scope due to the project being a retrofit, not full reconstruction with the greater ability to add and modify travel lanes.
- **Cross-Section Refinement** – TEI will support Gauge in the refinement of typical sections to be used for corridor design discussions.
- **DCR Lite Tables** – TEI will review the full DCR tables and provide the appropriate information within these tables to satisfy the anticipated DCR Lite requirements.

TEI will provide a Traffic Analysis Report documenting the methodology, results, and conclusions from the above analyses. Only the preferred alternative will be analyzed as the future condition. If additional alternatives or analysis are requested by the client or reviewing agency(s), an Additional Services Proposal will be submitted.

Task 3: Design Support and Review

Subtask 3A: Design Review

TEI will support Gauge during the design of the Waugh Drive Extension through approval of the PS&E documents by the COH. Gauge will be the main design lead for the project, with support from TEI on the following items:

- Review of the proposed design and protected bike lane best practices
- Continuity between the design and the preferred alternative in the DCR.
- Provide input on the north and south bike lane connections as well as bike crossings of signalized and unsignalized intersections and driveways.

EXHIBIT C

Subtask 3B: Signal Design Modifications

TEI will provide design services for proposed signal modifications to support pedestrian and bicycle infrastructure improvements. TEI expects bicycle signal modifications to the three intersections along the corridor segment. No survey will be collected for this project, if it is deemed necessary after this proposal is approved, an additional service will be submitted.

As discussed in Task 2B: DCR Traffic Analysis, TEI will review previously recommended geometric changes (SB LT at Allen Pkwy and NB LT at D'Amico St) and understand these impacts related to intersection operations. Larger geometric changes, like adding turn lanes, are currently out of the scope of this project and any signal design related to these changes is not included. If the scope of the project changes and geometric changes are included, a new proposal can be submitted.

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 1: Project Management and Community Engagement	\$11,190.00
Task 2: DCR Traffic Analysis	
Subtask 2A: DCR Intake Form	\$2,670.00
Subtask 2B: DCR Traffic Analysis	\$28,980.00
Subtotal Task 2	\$31,650.00
Task 3: Design Support and Review	
Subtask 3A: Design Review	\$6,760.00
Subtask 3B: Signal Design Modifications	\$26,740.00
Subtotal Task 3	\$33,500.00
Direct Expenses (Traffic Data Collection)	\$2,950.00
Total	\$79,290.00

EXHIBIT C

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,

A handwritten signature in cursive script that reads "Sarah Wetmore" with "PE" written in smaller letters below the name.

Sarah Wetmore, PE

Principal

Attachment A – Fee Worksheet

January 15, 2024



ATTACHMENT A
COST SPREADSHEET
 SUMMARY OF PERSON-HOURS BY CLASSIFICATION
 FOR SCOPED TASKS

Waugh Drive Extention Project

DESCRIPTION OF WORK TASK**	SENIOR PRINCIPAL	PRINCIPAL	PRINCIPAL ASSOCIATE II	PRINCIPAL ASSOCIATE I	ASSOCIATE III	ASSOCIATE II	ASSOCIATE I	TOTAL HOURS PER TASK	COST PER TASK
	COST/HR	COST/HR	COST/HR	COST/HR	COST/HR	COST/HR	COST/HR		
Hourly Billing Rate	\$275.00	\$220.00	\$190.00	\$170.00	\$155.00	\$140.00	\$125.00		
Task 1: Project Management and Coordination									
Internal Project Management	2.0	8.0		8.0		8.0		26.0	\$4,790.00
Meetings and Coordination with Client (Gauge, TIRZ 27)	4.0	8.0		2.0				14.0	\$3,200.00
Meetings and Coordination with Stakeholders (COH, METRO)	4.0	8.0		2.0				14.0	\$3,200.00
Task 1 Subtotal	10.0	24.0	0.0	12.0	0.0	8.0	0.0	54.0	\$11,190.00
Task 2: DCR Traffic Analysis									
Subtask 2A: DCR Intake Form	2.0	4.0		4.0		4.0		14.0	\$2,670.00
Subtask 2B: DCR Traffic Analysis - Data Collection		2.0		4.0		8.0		14.0	\$2,240.00
Subtask 2B: DCR Traffic Analysis - Crash Data and Safety Analysis		1.0		4.0		8.0		13.0	\$2,020.00
Subtask 2B: DCR Traffic Analysis - Transit Data Review and Stop Optimization		1.0		4.0		8.0		13.0	\$2,020.00
Subtask 2B: DCR Traffic Analysis - Review Plans and Studies		4.0		4.0		4.0		12.0	\$2,120.00
Subtask 2B: DCR Traffic Analysis - Intersection Capacity Analysis		6.0		8.0		40.0		54.0	\$8,280.00
Subtask 2B: DCR Traffic Analysis - Cross-Section Refinement		2.0		4.0		8.0		14.0	\$2,240.00
Subtask 2B: DCR Traffic Analysis - DCR Light Tables and Report	4.0	8.0		16.0		32.0		60.0	\$10,060.00
Task 2 Subtotal	6.0	28.0	0.0	48.0	0.0	112.0	0.0	194.0	\$31,650.00
Task 3: Design Support and Review									
Subtask 3A: Design Review	8.0	12.0		8.0		4.0		32.0	\$6,760.00
Subtask 3B: Signal Design Modification	8.0	12.0		30.0		120.0		170.0	\$26,740.00
Task 3 Subtotal	16.0	24.0	0.0	38.0	0.0	124.0	0.0	202.0	\$33,500.00
PROJECT TOTALS	32.0	76.0	0.0	98.0	0.0	244.0	0.0	450.0	\$76,340.00
PERCENT OF TOTAL HOURS	7.11%	16.89%	0.00%	21.78%	0.00%	54.22%	0.00%	100.00%	
DIRECT EXPENSES					COST	TOTAL LABOR COST			\$76,340.00
Traffic Counts - TMCs (3 locations)					\$1,600.00				
Traffic Counts - ADTs (2 locations)					\$1,350.00	DIRECT EXPENSES			\$2,950.00
DIRECT EXPENSES TOTAL					\$2,950.00	REQUESTED CONTRACT AMOUNT			\$79,290.00



January 15, 2024

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 TIRZ 27, Waugh Drive, W Dallas to Allen Parkway, Project.

Dear Mr. Greaney,

As per your request, C.N. Koehl Urban Forestry, Inc. proposes to provide Urban Forestry Consulting services for design phase of the Waugh Drive, W Dallas to Allen Parkway Project. Approximately 1,400 linear feet of project right of way will be evaluated for proposed storm, pavement, sidewalk, and utility construction. Based on your request for proposal, and our most recent experience on past projects working with consulting civil engineers and the City of Houston’s Street Tree Ordinance and Urban Forestry department, we propose to provide the following Urban Forestry services:

Phase I-Services for Preliminary Design/Design Concept Report

We will review project schematic and preliminary design concepts for anticipated tree impacts. General design concepts will be reviewed with Design Engineer via Teams meeting. Proposed fees for Phase 1 are not to exceed limits, as all allocated meetings may not be necessary. Proposed fees for services outlined here are as follows:

Urban Forester schematic review and design concepts meeting with engineer 4.0 hours @ \$140.00.....	\$560.00
Urban Forester prepare for and attend 1 Public Meeting 10.0 hours @ \$140.00/hour.....	\$1,400.00
Total Phase 1 Fees.....	\$1,960.00

Phase II – Services for Project Design

Field Evaluation/Site Visit

We will walk each side of every street on which construction is proposed and evaluate the species, size, condition, and preservation feasibility of each tree. We will confirm the surveyed location of each tree and approximately locate any trees that may be impacted that were not picked up by surveyor. Proposed construction activity adjacent to each tree will be evaluated to determine impacts on long-term tree survival and compliance with City of Houston Street Tree Ordinance. The field evaluation will be

EXHIBIT D

Mr. David Greaney, P.E., CFM
Waugh – W Dallas to Allen Pkwy Urban Forestry Proposal
Page 2 of 4

scheduled in conjunction with the 90% submittal Tree Protection Plan development. The data collected will be used in development of the 90%, 1000%, final Tree Protection Plans.

Fee for Field Evaluation/Site Visit

-Degreed Urban Forester

6.0 hours @ \$140.00/hour.....

\$840.00

- Field Tech accompany for personal safety concerns

6.0 hours @ \$95.00/hour.....

\$570.00

Tree Protection Plan for 90% Submittal

The plan and profile drawings, provided by the engineer, will be reviewed between the 60 and 90 percent submittals, to determine treatment for each tree. Each tree will be numbered on the drawings. A tree treatment schedule will list each tree by number, species, diameter, condition, anticipated treatment, and mitigation required by ordinance for trees to be removed. Each tree (public and private) adjacent to construction activity will be evaluated to ensure that construction activity will not destroy too much of the structural root system. Should we find any conflicts with proposed construction we will make recommendations for minor design changes or for removal of the tree.

Recommendations for minor design changes, such as shifting bends, a ts&v, vertical offset, or a fire hydrant, will be redlined on plan and profile drawings copied to our Tree Submittal Form with a brief description of recommended changes and emailed to your office. Design change recommendations can then be reviewed by engineer and client to determine feasibility.

Minor design changes may reduce the number of trees needing to be removed and reduce the cost of replacement plantings required by ordinance. The design review and comment process is typically the most value added aspect of our services, because the changes will preserve trees rather than requiring removal and replacement to comply with Street Tree Ordinance. If our recommendations preserve one 24" diameter ordinance tree the cost savings to the project, in removal and replacement costs, is approximately \$17,000.00.

After we receive your comments on our design change recommendations we will develop an AutoCAD drawn tree protection plan which will identify the mitigative and protective treatments needed to ensure long term tree survival and compliance with the City's Street Tree Ordinance. Plan and profile drawings, provided by the engineer, will be used to indicate each tree by number, and exact location of preservation treatments (protection fencing, root pruning trench, zero curb cutback, water line augers, etc.). The plan will also include the number of inches of replacement tree plantings required to comply with the Street Tree Ordinance, for reference by project landscape architect to incorporate plantings into their drawings. Details for tree treatments will be included in the tree protection plan. Quantity totals and cost estimates for each tree treatment will be provided. The tree protection plan and quantity totals and cost estimates will be emailed to you so that your staff may use the files as needed and plot the tree protection plan as it

EXHIBIT D

Mr. David Greaney, P.E., CFM
Waugh – W Dallas to Allen Pkwy Urban Forestry Proposal
Page 3 of 4

is needed. The tree protection plan will include our logo with a signature line, which we provide a signed PDF at the mylar stage. The tree protection plan and quantity/cost estimate can be included in your 90% submittal so that the City's Urban Forestry staff can review our plan and provide comments prior to the final submittal. We will need 10-12 business days to schedule and complete the field evaluation and 90% submittal tree protection plan.

Fee for 90% Tree Protection Plan
12.0 hours @ \$140.00/hour\$1,680.00

Construction Feasibility Meeting

We will attend an on-site meeting with Gauge, City of Houston PWE and City of Houston Urban Forestry to review proposed project construction and tree protection. If City of Houston Forestry has not already identified the "Arboriculturally Significant" trees, they will need to be identified in the meeting so that the TPP and construction design can respond to trees that City will not allow to be removed or pruned for construction equipment access.

Fee for Construction Feasibility Meeting and TPP update resulting from meeting
7.0 hours @ \$140.00/hour.....\$980.00

Tree Protection Plan for 100% submittal

We will review the construction design between the 90% and 100% submittal, following comments from the City on recommendations made in the 90% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates will be updated and forwarded to engineer. We will need 7-10 business days to complete the 100% Tree Protection Plan.

Fee for 90% Tree Protection Plan
8.0 hours @ \$140.00/hour.....\$1,120.00

Tree Protection Plan for Final submittal

We will review the construction design between the 90% and final submittal, following comments from the City on recommendations made in the 90% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for submittal. Quantity/Cost estimates, and specifications will be updated and forwarded to engineer. We will provide signed PDF file of the Tree Protection Plans prior to final submittal. We will need 7-10 days to complete the Final Tree Protection Plan.

Fee for Final Tree Protection Plan
6.0 hours @ \$140.00/hour.....\$840.00

EXHIBIT D

Mr. David Greaney, P.E., CFM
Waugh – W Dallas to Allen Pkwy Urban Forestry Proposal
Page 4 of 4

Drafting AutoCAD (DWG) files of Tree Preservation Plan

We do have AutoCAD capabilities and will provide a CAD drawn document. We will need the electronic files of proposed construction in DWG format. We will use the project title block and insert plan drawings at a 1:40 scale, double banked on each sheet, similar to most traffic control plans. Tree treatment schedule will be included on each sheet which will call out treatments for each specific tree. This format typically allows us to fit approximately 1,200-1,500 l.f. per plan sheet, which would give us 1-2 sheets on this project. Two sheets with project details will also be included, which would give us a total of 3 to 4 sheets. The drawings will be emailed, or ftp transferred to you, so that you may plot the files as you need them. CAD drafting will be completed in conjunction with the Preliminary and Final Plans. No additional time required.

Drafting Services Fee for DWG files of the Tree Preservation Plan
10.0 hours @ \$60.00/hour.....\$600.00

Total Phase II Services Fees

Urban Forestry Services for development of Tree Protection Plan.....\$6,030.00

Drafting Services Fee for DWG files.....\$600.00

Total Fee for CAD drawn Tree Protection Plan.....\$6,630.00

We have utilized the services contained in this proposal on similar projects for The City of West University Place Infrastructure Replacement Program, City of Houston Neighborhood Street Reconstruction Program, City of Houston Surface Water Transmission Program, Houston Storm Water Management Program, City of Missouri City Street Reconstruction, City of Friendswood Street Reconstruction, City of Piney Point Street Reconstruction, City of Sugarland Street Reconstruction, City of Texas City Street Reconstruction, and numerous City of Houston waterline and sewer projects in the past. It is our goal to provide you the most effective, efficient, and value added services we can provide. We are willing to provide services in whatever capacity you deem appropriate.

If this proposal meets with your approval and you would like to retain our services, please forward your standard agreement or a notice to proceed, and we will schedule the work as soon as we receive the plan and profile sheets. 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,



Sarah Koehl
President

Montrose Redevelopment Authority 2023 and 2024 Pursuit of Funding (Amendment)

January 2024

The Goodman Corporation (TGC) has developed and submitted several grant applications for the Montrose Redevelopment Authority in 2022 and 2023. These include submissions through the TxDOT Transportation Alternatives Program, a FY23 USDOT RAISE grant application, and applications through the H-GAC Call for Projects. This amendment to an existing contract (project code MON107) will provide additional resources for TGC to develop additional grant applications to support the Authority's funding pursuit efforts. The amendment is anticipated to provide resources through the end of calendar year 2024.

Task 1 – Monitor and Present Funding Opportunities

Description: TGC will actively monitor, review, and synthesize Notices of Funding Opportunity (NOFO) from a variety of regional, state, and federal agencies related to funding programs which the Authority may be interested in pursuing.

Entities and opportunities that TGC will monitor include, but are not limited to:

- Congressionally directed funding opportunities
- Economic Development Administration
- Environmental Protection Agency
- Federal Emergency Management Administration
- Federal Highway Administration, Federal Transit Administration
- General Land Office
- Houston-Galveston Area Council
- National Not for Profits
- Texas Department of Emergency Management
- Texas Department of Transportation
- Texas Parks and Wildlife Department
- Texas Water Development Board

TGC will coordinate with the Authority staff, committees, and consultants on projects, project development, and activities monthly or as appropriate to remain engaged on projects and initiatives. This may range from approximately one to three meetings a month, depending on activity and necessity. TGC will discuss projects, goals, objectives, and other pertinent items with federal, state, regional, and local officials, and partners towards funding pursuit as necessary as appropriate.

Finally, TGC will provide a monthly written report to the Authority with information on opportunities and their relevancy. TGC will discuss the applicability and relevancy of opportunities as appropriate. Action on individual opportunities will occur via Task 2.

Task 2 – Pursuit of Funding

Description: Upon concurrence from the Authority, TGC will develop grant applications and related materials inclusive of project narrative documentation, benefits documentation and related appendices, support documentation (and related coordination), technical reports and related graphics and production support. The cost of each effort will be discussed and agreed upon by the Authority’s designee(s) on the individual level of effort, but a general overview is provided in the table below. The resources made available in this task are those that are initially authorized and may be increased or otherwise adjusted upon in the future.

Tier Level (Type of Grant, Per Application)		Approximate Cost Per Application
Tier 1	Grants and opportunities which require only a narrative	\$3,000
Tier 2	Grants which require detailed narrative and a level of basic analysis	\$8,500
Tier 3	Grants which require detailed narrative, coordination related to application portals, basic analysis, project development, and benefits analysis	\$17,500
Tier 4	Grants which require Tier 3 elements along with a more detailed level of analysis and project development. This Tier also requires a higher level of coordination with elected officials and other stakeholders.	\$35,000
Tier 5	Grants which require Tier 4 elements and a higher level of analysis, project development, and benefits analysis. This Tier is inclusive of the highest level of coordination with elected officials and other stakeholders.	\$52,500

Project Budget

Task 1 progress payments will be provided monthly per the table below. Task 2 progress payments will be made based on the cost of each individual pursuit of funding effort, as agreed upon prior. 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	Additional Cost
1	Monitor and Present Funding Opportunities	\$12,000
2	Pursuit of Funding	\$116,500
	Total Authorized	\$128,500

Accepted for the Montrose Redevelopment Authority

Signature Date

Print

Accepted for the City of Houston, TX

Signature Date

Print

Accepted for The Goodman Corporation

 January 14, 2024
Signature Date

Jim Webb, AICP, ENV SP

Print

**Cherryhurst Area Sidewalks:
Grant Management, NEPA, and Compliance Services
for
Montrose Redevelopment Authority
January 2024**

The Goodman Corporation is pleased to submit this proposal to provide grant management, National Environmental Policy Act (NEPA) and compliance services associated with the Cherryhurst Area Sidewalk project. The project is made possible via a \$200,000 grant secured through Houston METRO.

Task 1: Grant Management

Description:

- Coordinate TIP and STIP actions with H-GAC.
- Enter the grant narrative and budget in the FTA TrAMS system.
- Coordinate with FTA through grant execution.
- Complete quarterly milestone and financial reporting through the duration of the project.
- Assist Montrose Redevelopment Authority (MRA) in grant disbursements.
- Provide FTA with DBE uniform reports as associated with the open grant.
- Complete grant close-out process.
- Provide assistance and coordination related to Regional Strategic Fund process with H-GAC.

Deliverables: Monthly progress reports, grant execution, ongoing grant management.

Task 2: NEPA

Description:

- Develop and populate FTA Categorical Exclusion (CE) check list based on project location and scope.
- Prepare CE attachments to include: project map aerial, existing condition images, right-of-way documentation, land use, traffic, parking, and transit (existing vs. proposed), historic and archaeological resources, parks and recreation areas, environmental justice data, hazardous materials, floodplains, wetlands, and farmland soils.
- Submit complete CE package towards environmental clearance. Coordinate with FTA as needed.

Deliverables: Monthly progress reports, CE package and submission.

Task 3: Design and Bid Phase Support

Description:

- Review 60% and 100% plan set for FTA eligibility requirements. Coordination with Engineer of Record (EOR) as required.
- Review project manual and incorporate FTA contract clauses. Coordination with EOR as required.
- Manage and document FTA procurement file.
- Attend pre-bid meeting to discuss FTA contract clauses
 - Buy America Build America (BABA)
 - Disadvantaged Business Enterprise (DBE)
 - Davis-Bacon and Related Acts (DBRA)
 - And other clauses
- Provide FTA responsibility check as part of bid process.
- Provide recommendation of award.

Deliverables: Monthly progress reports, review and approval of plan set and project manual. Pre-bid meeting agenda. Award recommendation. Procurement history documentation.

Task 4: Construction Phase Compliance Support

Description: This scope assumes a 6-month construction duration.

- Attend pre-construction meeting.
- Complete monthly wage rate interviews.
- Review monthly certified payroll from prime contractor and subcontractors.
- Provide monthly pay application approvals.
- Participate in project progress meetings.
- Review submittals for FTA eligibility.
- Monitor jobsite for BABA & DBRA requirements.
- Review and track eligible costs, including DBE participation.

Deliverables: Monthly progress reports, pay application approvals, and DBE participation and wage rate documentation.

Project Budget

Progress payments will be made based on the percentage of completion of each task. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs as provided in the tables below.

Task	Description	Cost
1	Grant Management	\$11,245
2	NEPA	\$10,356
3	Design and Bid Phase Support	\$9,611
4	Construction Phase Compliance Support	\$27,646
Total Authorized		\$58,857

Level of Effort

Cherryhurst Area Sidewalks: Grant Management, NEPA, and Compliance Services							
Category	Category Rate	Task 1	Task 2	Task 3	Task 4	General	Totals
		G MGT	NEPA	D/B	CON	ODC	
Admin I	\$95.33				48		\$4,576
Associate I	\$103.27						
Associate II	\$119.16						
Associate III	\$142.99	4		4	24		\$4,576
Senior Associate I	\$158.88						
Senior Associate II	\$174.77		46				\$8,039
Senior Associate III	\$190.66	24	6	36	9		\$14,299
Principal I	\$206.55				24		\$4,957
Principal II	\$246.27	20					\$4,925
Principal III	\$293.08	4	4	2	9		\$5,569
Engineer Associate I	\$103.27						
Engineer Associate II	\$119.16						
Engineer Associate III	\$146.96						
Engineer Senior Associate I	\$162.85						
Engineer Senior Associate II	\$178.74						
Engineer Senior Associate III	\$198.60			8	52		\$11,916
Engineer Principal I	\$214.49						
Engineer Principal II	\$254.21						
Engineer Principal III	\$309.82						
Staff Hours By Task		52	56	50	166	324	\$58,857
Subtotals							
Subtotal: Staff Expense		\$11,245	\$10,356	\$9,611	\$27,646		\$58,857
Subtotal: Other Direct Expenses							
Subtotal: Sub-Contractor							
Totals		\$11,245	\$10,356	\$9,611	\$27,646		\$58,857

Accepted for the Montrose Redevelopment Authority

Signature

Date

Print

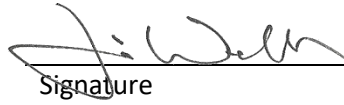
Accepted for the City of Houston, TX

Signature

Date

Print

Accepted for The Goodman Corporation



Signature

January 22, 2024

Date

Jim Webb, AICP, ENV SP

Print

**Montrose Safe Routes to School Connections:
Grant Management, NEPA, and Compliance Services
for
Montrose Redevelopment Authority
January 2024**

The Goodman Corporation (TGC) is pleased to submit this proposal to provide grant management, National Environmental Policy Act (NEPA) and compliance services associated with the Safe Routes to School Connections Project. The project is made possible via a \$8,039,315 grant secured through the Houston-Galveston Area Council (H-GAC).

Task 1: Grant Management

Description:

- Coordinate TIP and STIP actions with H-GAC.
- Enter the grant narrative and budget in the FTA TrAMS system.
- Coordinate with FTA through grant execution.
- Complete quarterly milestone and financial reporting through the duration of the project.
- Assist Montrose Redevelopment Authority (MRA) in grant disbursements.
- Provide FTA with DBE uniform reports as associated with the open grant.
- Complete grant close-out process.
- Provide assistance and coordination related to Regional Strategic Fund process with H-GAC.

Deliverables: Monthly progress reports, grant execution, ongoing grant management.

Task 2: NEPA

Description:

- Develop and populate FTA Categorical Exclusion (CE) check list based on project location and scope.
- Prepare CE attachments to include: project map aerial, existing condition images, right-of-way documentation, land use, traffic, parking, and transit (existing v. proposed), historic and archaeological resources, parks and recreation areas, environmental justice data, hazardous materials, floodplains, wetlands, and farmland soils.
- Submit complete CE package towards environmental clearance. Coordinate with FTA as needed.

Deliverables: Monthly progress reports, CE package and submission.

Task 3: Design and Bid Phase Support

Description:

- Review 60% and 100% plan set for FTA eligibility requirements. Coordination with Engineer of Record (EOR) as required.
- Review project manual and incorporate FTA contract clauses. Coordination with EOR as required.
- Manage and document FTA procurement file.
- Attend pre-bid meeting to discuss FTA contract clauses
 - Buy America Build America (BABA)
 - Disadvantaged Business Enterprise (DBE)
 - Davis-Bacon and Related Acts (DBRA)
 - And other clauses
- Provide FTA responsibility check as part of bid process.
- Provide recommendation of award.

Deliverables: Monthly progress reports, review and approval of plan set and project manual. Pre-bid meeting agenda. Award recommendation. Procurement history documentation.

Task 4: Construction Phase Compliance Support

Description: This scope assumes a 12-month construction duration.

- Attend pre-construction meeting.
- Complete monthly wage rate interviews.
- Review monthly certified payroll from prime contractor and subcontractors.
- Provide monthly pay application approvals.
- Participate in project progress meetings.
- Review submittals for FTA eligibility.
- Monitor jobsite for BABA & DBRA requirements.
- Review and track eligible costs, including DBE participation.

Deliverables: Monthly progress reports, pay application approvals, and DBE participation and wage rate documentation.

Project Budget

Progress payments will be made based on the percentage of completion of each task. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs as provided in the tables below.

Task	Description	Cost
1	Grant Management	\$51,808
2	NEPA	\$23,317
3	Design and Bid Phase Support	\$18,868
4	Construction Phase Compliance Support	\$93,709
Total Authorized		\$187,702

Level of Effort

Montrose Safe Routes to School Connections: Grant Management, NEPA, and Compliance Services							
Category	Category Rate	Task 1	Task 2	Task 3	Task 4	General	Totals
		G MGT	NEPA	D/B	CON	ODC	
Admin I	\$95.33				96		\$9,152
Associate I	\$103.27						
Associate II	\$119.16						
Associate III	\$142.99	40	8	40	48		\$19,447
Senior Associate I	\$158.88						
Senior Associate II	\$174.77		96				\$16,778
Senior Associate III	\$190.66	72	16	40	72		\$38,131
Principal I	\$206.55				48		\$9,914
Principal II	\$246.27	60			40		\$24,627
Principal III	\$293.08	60	8	8	18		\$27,550
Engineer Associate I	\$103.27						
Engineer Associate II	\$119.16						
Engineer Associate III	\$146.96						
Engineer Senior Associate I	\$162.85						
Engineer Senior Associate II	\$178.74						
Engineer Senior Associate III	\$198.60			16	196		\$42,104
Engineer Principal I	\$214.49						
Engineer Principal II	\$254.21						
Engineer Principal III	\$309.82						
Staff Hours By Task		232	128	104	518	982	\$187,702
Subtotals							
Subtotal: Staff Expense		\$51,808	\$23,317	\$18,868	\$93,709		\$187,702
Subtotal: Other Direct Expenses							
Subtotal: Sub-Contractor							
Totals		\$51,808	\$23,317	\$18,868	\$93,709		\$187,702

Accepted for the Montrose Redevelopment Authority

Signature

Date

Print

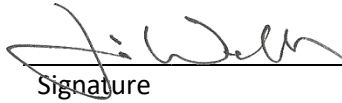
Accepted for the City of Houston, TX

Signature

Date

Print

Accepted for The Goodman Corporation



Signature

January 2, 2024

Date

Jim Webb, AICP, ENV SP

Print

Waugh Drive Bike Lanes: Grant Management, NEPA, and Compliance Services
for
Montrose Redevelopment Authority
January 2024

The Goodman Corporation (TGC) is pleased to submit this proposal to provide grant management, National Environmental Policy Act (NEPA) and compliance services associated with the Waugh Drive Bike Lane Project. The project is made possible via a \$1,364,607 grant secured through the Houston-Galveston Area Council (H-GAC).

Task 1: Grant Management

Description:

- Coordinate TIP and STIP actions with H-GAC.
- Enter the grant narrative and budget in the FTA TrAMS system.
- Coordinate with FTA through grant execution.
- Complete quarterly milestone and financial reporting through the duration of the project.
- Assist Montrose Redevelopment Authority (MRA) in grant disbursements.
- Provide FTA with DBE uniform reports as associated with the open grant.
- Complete grant close-out process.
- Provide assistance and coordination related to Regional Strategic Fund process with H-GAC.

Deliverables: Monthly progress reports, grant execution, ongoing grant management.

Task 2: NEPA

Description:

- Develop and populate FTA Categorical Exclusion (CE) check list based on project location and scope.
- Prepare CE attachments to include: project map aerial, existing condition images, right-of-way documentation, land use, traffic, parking, and transit (existing vs. proposed), historic and archaeological resources, parks and recreation areas, environmental justice data, hazardous materials, floodplains, wetlands, and farmland soils.
- Submit complete CE package toward environmental clearance. Coordinate with FTA as needed.

Deliverables: Monthly progress reports, CE package and submission.

Task 3: Design and Bid Phase Support

Description:

- Review 60% and 100% plan set for FTA eligibility requirements. Coordination with Engineer of Record (EOR) as required.

- Review project manual and incorporate FTA contract clauses. Coordination with EOR as required.
- Manage and document FTA procurement file.
- Attend pre-bid meeting to discuss FTA contract clauses
 - Buy America Build America (BABA)
 - Disadvantaged Business Enterprise (DBE)
 - Davis-Bacon and Related Acts (DBRA)
 - And other clauses
- Provide FTA responsibility check as part of bid process.
- Provide recommendation of award.

Deliverables: Monthly progress reports, review and approval of plan set and project manual. Pre-bid meeting agenda. Award recommendation. Procurement history documentation.

Task 4: Construction Phase Compliance Support

Description: This scope assumes a six-month construction duration.

- Attend pre-construction meeting.
- Complete monthly wage rate interviews.
- Review monthly certified payroll from prime contractor and subcontractors.
- Provide monthly pay application approvals.
- Participate in project progress meetings.
- Review submittals for FTA eligibility.
- Monitor jobsite for BABA & DBRA requirements.
- Review and track eligible costs, including DBE participation.

Deliverables: Monthly progress reports, pay application approvals, and DBE participation and wage rate documentation.

Project Budget

Progress payments will be made based on the percentage of completion of each task. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs as provided in the tables below.

Task	Description	Cost
1	Grant Management	\$33,585
2	NEPA	\$16,344
3	Design and Bid Phase Support	\$16,107
4	Construction Phase Compliance Support	\$27,455
Total Authorized		\$93,491

Level of Effort

Waugh Bike Lanes: Grant Management, NEPA, and Compliance Services							
Category	Category Rate	Task 1	Task 2	Task 3	Task 4	General	Totals
		G MGT	NEPA	D/B	CON	ODC	
Admin I	\$95.33				48		\$4,576
Associate I	\$103.27						
Associate II	\$119.16						
Associate III	\$142.99	20	8	40	24		\$13,155
Senior Associate I	\$158.88						
Senior Associate II	\$174.77		66				\$11,535
Senior Associate III	\$190.66	48	10	40	8		\$20,210
Principal I	\$206.55				24		\$4,957
Principal II	\$246.27	40					\$9,851
Principal III	\$293.08	40	6	4	9		\$17,292
Engineer Associate I	\$103.27						
Engineer Associate II	\$119.16						
Engineer Associate III	\$146.96						
Engineer Senior Associate I	\$162.85						
Engineer Senior Associate II	\$178.74						
Engineer Senior Associate III	\$198.60			8	52		\$11,916
Engineer Principal I	\$214.49						
Engineer Principal II	\$254.21						
Engineer Principal III	\$309.82						
Staff Hours By Task		148	90	92	165	495	\$93,491
Subtotals							
Subtotal: Staff Expense		\$33,585	\$16,344	\$16,107	\$27,455		\$93,491
Subtotal: Other Direct Expenses							
Subtotal: Sub-Contractor							
Totals		\$33,585	\$16,344	\$16,107	\$27,455		\$93,491

Accepted for the Montrose Redevelopment Authority

Signature

Date

Print

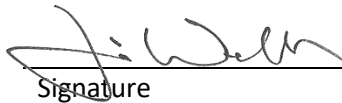
Accepted for the City of Houston, TX

Signature

Date

Print

Accepted for The Goodman Corporation



Signature

January 2, 2024

Date

Jim Webb, AICP, ENV SP

Print

Montrose Redevelopment Authority METRO 5310 Program Compliance & Reporting (Additional)

Background

December 2023 - The Goodman Corporation (TGC) has assisted the Montrose Redevelopment Authority (MRA) in the federal construction compliance associated with sidewalks on W. Gray. Our scope of work associated with construction phase assistance assumed a three-month construction duration. Construction has been ongoing for a seven-month period and the current date of completion is anticipated to be in February 2024 with an additional month set aside for grant close out. This scope provides TGC with additional budget to complete construction compliance and METRO grant close-out activities for this project.

Task 1 – Continued Construction Phase Assistance

TGC will continue to provide assistance to the MRA through the construction phase of the project to maintain FTA/METRO compliance. This task will extend through February 2024. If additional federal funds are made available and/or the project is extended in duration, TGC may request additional resources in the future.

- TGC will provide construction phase compliance services to include the review and approval of all certified payrolls and pay applications, the tracking of projects costs and progress related to federal eligibility, the review of independent cost estimates (completed by the construction manager or engineer of record) for change orders, and the coordination of change order approval processes with the MRA.
- TGC will complete field interviews monthly to verify wage rates.
- TGC will review submittals for compliance with Buy America Build America status.
- TGC will organize and finalize contract close out documentation and prepare/transmit files for record-keeping.
- TGC will aid MRA with the disbursement of federal funds through METRO.
- TGC will provide METRO with the required milestone progress reports and federal financial reports through this phase of the project.

Project Budget

Progress payments will be made based on the percentage of completion of each task. Monthly invoices, including progress reports, will be provided commensurate with the percentage of the project completed each month. The costs within this scope are inclusive of all direct and indirect costs (travel, overhead, printing, etc.)

BUDGET SUMMARY		
TASK	DESCRIPTION	COST
1	Construction Phase Assistance	\$14,000
	Total	\$14,000

Accepted for the Montrose Redevelopment Authority

Signature Date

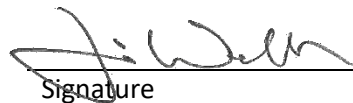
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Accepted for the City of Houston, TX

Signature Date

Print

Accepted for The Goodman Corporation

 December 27, 2023
Signature Date

Jim Webb, AICP, ENV SP

Print

RESOLUTION OF SUPPORT AND FUNDING COMMITMENT FOR THE 2024 REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY (RAISE) DISCRETIONARY GRANT PROGRAM

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE MONTROSE REDEVELOPMENT AUTHORITY, A LOCAL GOVERNMENT CORPORATION, FOR THE SUPPORT AND FUNDING COMMITMENT OF A GRANT APPLICATION FOR THE RECONSTRUCTION OF MONTROSE BOULEVARD THROUGH THE UNITED STATES DEPARTMENT OF TRANSPORTATION BUILD PROGRAM

WHEREAS, the United States Department of Transportation (USDOT) has issued the 2024 Rebuilding American infrastructure with Sustainability and Equity (RAISE) Program;

WHEREAS, the Montrose Redevelopment Authority (Authority) has been developing a phased project for the reconstruction of Montrose Boulevard over the last several years;

WHEREAS, the Authority is prepared to move forward with a first phase of this project, from approximately Allen Parkway to West Clay Street utilizing local funding resources;

WHEREAS, the Authority's Capital Improvement Program identifies the required local match commitment required to be able to deliver the second phase, the RAISE project, from approximately West Clay Street to IH 69, with the support of discretionary federal funding;

WHEREAS, the City of Houston is a ready, able, and willing support the submission of the project;

WHEREAS, the Authority will work to assemble and submit a grant application for federal funding assistance for the RAISE; and

WHEREAS, if funded, the Authority agrees to coordinate with the City of Houston and other pertinent partner agencies to ensure the maintenance and operation of all project improvements for their useful life.

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

Section 1. The Authority Board hereby authorizes the submittal of all required data and information to support a request for the pursuit of discretionary funding.

Section 2. The Authority Board hereby authorizes the allocation and commitment of non-federal resources, as identified within the grant application, to provide the local match requirement for the project.

Section 3. The Authority Board hereby recognizes that the Authority will, if the projects are funded, coordinate with the City of Houston and other affected partner agencies in order to maintain and operate such funded improvements.

Section 4. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this 29th day of January, 2024.

Chair, Board of Directors

ATTEST:

Secretary, Board of Directors

Tax Increment Reinvestment Zone (TIRZ) #27 – Montrose

Committee Report Form**Committee Name:** Public Engagement Committee **Date of Meeting:** 1/18/2024**Chairperson:** Lisa Hunt**Attendees:**

<u>Lisa Hunt</u>	<u>Amanda Flores</u>
<u>Eureka Gilkey</u>	<u>Rosaura Martinez</u>
<u>Connor Stokes</u>	<u>Jeff Reichman</u>
<u>David McClendon</u>	<u>Patricia Joiner</u>
<u>Walter Morris</u>	

Meeting Report**Agenda**

- Discussion regarding meeting with small property owners and lenders
 - Discussion regarding process for March 14th meeting with small property owners and lenders
 - Discussion regarding location of small convening meeting
 - Discussion regarding meeting with lenders before March 14th meeting
 - Discussion with Jeff Reichman regarding invitee list and process of creation
- Discussion with Patti and Jeff Reichman regarding meeting with Lenders on January 12th
- Discussion with Hollaway regarding (Agenda Items pulled forward from January 11th meeting)
 - Communications Plan Status and additional comments
 - Media Pitching and relationship building with reporters
 - Re-occurring committee meeting times

Notes

- The Committee discussed the process, invitee list, location of meeting, meeting with lenders, and save the date and invitation for the small convening meeting.
- Patricia Joiner and Jeff Reichman detailed their meeting with potential lenders to be involved in the affordable housing initiative
- The Committee discussed bringing the finalized communications plan created by Hollaway to the Board of Directors on Monday
- The Committee discussed steps on furthering communication and information sharing with reporters
- The Committee discussed changing the reoccurring meeting time for the Affordable Housing and Public Engagement Committees



Progress Report: Montrose TIRZ Regular Meeting – Jan. 29, 2024
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 the 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.



MONTROSE
TAX INCREMENT REINVESTMENT ZONE 27

Montrose Tax Increment Reinvestment Zone 27

Communications and Outreach Plan

Developed by Hollaway Environmental + Communications Services

Version 1: December 2023

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Appendix E: Branding and Style Guide

Appendix F: Media Contact List

Appendix G: Communications Implementation Schedule

1. Introduction/Mission Statement

The Montrose Tax Increment Reinvestment Zone No. 27 (Montrose TIRZ) was created by the City of Houston, Texas, by Ordinance No. 2015-1257 on Dec. 9, 2015 ([Appendix A](#)).

The Montrose TIRZ covers approximately 608 acres in an area of the City of Houston commonly referred to as the Montrose neighborhood. More specifically, the Montrose TIRZ covers the Neartown-Montrose area from Allen Parkway to the north, US-59 to the south, Shephard Drive to the west, and SH 527/Bagby Street to the east. Importantly, the Montrose TIRZ does not cover the entire area within these extents and is adjacent to several other Tax Increment Reinvestment Zone (TIRZ) boundaries, including TIRZ 2, TIRZ 3, TIRZ 5, TIRZ 14, and TIRZ 19.

The Montrose TIRZ boundary was drawn to encompass the major Montrose transit corridors in need of improvement, while complying with state laws, including keeping the percentage of residential property within the boundaries below statutory requirements. The zone map located on the [Montrose TIRZ website](#) details the zone boundaries ([Appendix B](#)).

The Montrose TIRZ has a life of 30 years pursuant to its enabling ordinance and is currently set to dissolve in 2045; however, the City Council may vote to extend the life of a TIRZ beyond the life originally created.

Mission of the Montrose TIRZ: To finance construction of public facilities and infrastructure necessary to catalyze residential and commercial development and redevelopment within the Zone boundaries.

1.1 Purpose of the Communications Plan

Establishment of a clear communications strategy is necessary for the Montrose TIRZ to effectively implement its projects in collaboration with the City of Houston and the communities that will be served by these projects. The following plan is a dynamic, authorizing document that outlines the communications and engagement strategies to be led and implemented by the Montrose TIRZ.

The intention of this Communications and Outreach Plan (plan) is to identify roles, responsibilities, key audiences, communications tools and methods, and an implementation schedule to support public communication and outreach needs. Furthermore, this plan is intended to establish requirements and standards for internal communication and public communication and outreach on behalf of the Montrose TIRZ going forward. The purpose of this plan is to:

- Support the overall Montrose TIRZ mission;
- Identify, develop, and implement awareness tools and strategies that will further solidify the Montrose TIRZ as a trusted organization and resource to Montrose residents and business owners;
- Define clear roles, responsibilities, expectations, and delivery schedules to support Montrose TIRZ communication and outreach activities;
- Support proactive, accessible information regarding active construction activities within the Montrose TIRZ boundaries;
- Provide accessible information and education about the purpose and mission of the Montrose TIRZ and its projects; and

- Track and measure the effectiveness of communication and outreach strategies to further solidify the Montrose TIRZ's commitment to its residents and business owners for years to come.

Importantly, this plan will also align with the goals outlined in the established First Amended Project Plan and Reinvestment Zone Financing Plan ([Appendix A](#)). The goals and objectives of this plan are detailed in [Section 2](#).

1.2 Public/Stakeholder Communication Regulations and Requirements

While the Montrose TIRZ is responsible for posting and holding regular public meetings in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551, the Montrose TIRZ is not bound by any further public/stakeholder communication regulations or requirements by either the State of Texas or the City of Houston. However, the Montrose TIRZ has established and maintains a commitment to proactive, accessible, and consistent communication with its residents and business owners.

As such, and as stated previously in [Section 1.1](#), this plan intends to establish requirements and standards for public communication and outreach on behalf of the Montrose TIRZ. Upon approval and authorization by the Montrose TIRZ Board of Directors, the strategies, protocols, and procedures identified herein will be adopted as required policy for public/stakeholder communication.

This plan will be updated as requested by the Board of Directors or as deemed necessary. Subsequent iterations of this plan will be approved and authorized by the Board of Directors prior to the establishment of any changes in strategies, protocols, or procedures.

2. Communication and Outreach Goals

In alignment with the Montrose TIRZ's commitment to public communication and outreach, the overarching goal of this plan is to support the Montrose TIRZ in achieving its overall mission by providing proactive, accessible, and consistent communications, as well as educational information about the Montrose TIRZ and its projects.

This will be accomplished by continuously informing and engaging the various stakeholder groups (e.g., Montrose TIRZ residents, business owners, elected officials, governmental entities, special interest groups, communities, the general public, etc.). When provided with consistent information about the Montrose TIRZ and its projects, stakeholders will be informed and included in decision-making processes, thus building trust in the Montrose TIRZ and the projects it is responsible for delivering.

Thus, the following actions reflect the specific goals of this plan while maintaining alignment with the goals established by the Montrose TIRZ in the First Amended Project Plan and Reinvestment Zone Financing Plan ([Appendix A](#)).

- **Empower residents and business owners** with accessible and inclusive information about the Montrose TIRZ, acknowledging that knowledge is power and fostering the economic and cultural improvement of the zone.
- **Promote widespread awareness and understanding** of the purpose and mission of the Montrose TIRZ as well as its projects to support the improvement of the zone.

- **Equip the Montrose TIRZ and its project team with the knowledge and tools necessary** to engage stakeholders and promote current and future improvement within the zone.

3. Montrose TIRZ Communications Team Organization

The following section is intended to outline the various organizational structures within the Montrose TIRZ and how each will play a role in communication and outreach planning.

3.1 Organizational Structure

The Montrose TIRZ is overseen by a Board of Directors, as described in the following section, and several internal sub-groups within the Montrose TIRZ play a significant role in decision-making regarding external communication and outreach activities. This includes the Montrose TIRZ Public Engagement Committee, the Montrose TIRZ Public Information Officer, and the Montrose TIRZ Consultant Team.

3.1.1 Board of Directors

As stipulated in Ordinance No. 2015-1257, the Montrose TIRZ is governed by a seven-member Board of Directors, each appointed by the City of Houston to serve staggered two-year terms. Additionally, the Mayor annually nominates a director to serve as chair of the Board of Directors for a term of one year. The City Council has authorized the Board of Directors to elect from its members a vice chair and other such officers as the Board of Directors deem appropriate.

Table 1 identifies the members serving on the Montrose TIRZ Board of Directors as of November 2023:

Table 1: Montrose TIRZ Board of Directors

Name	Role	Term Expiration Date
Joe Webb	Chair	December 31, 2023
Raymond Valdez	Vice Chair	December 31, 2023
Lisa Hunt	Secretary	December 31, 2023
Amanda Flores	Director	December 31, 2024
Eureka Gilkey	Director	December 31, 2024
Abby Noebels	Director	December 31, 2023
Jeffrey Watters	Director	December 31, 2024

3.1.2 Executive Committee

The following personnel are identified as the main points of contact to support consistent, efficient, and effective internal communication and will be copied on internal communications correspondence as necessary. The Executive Committee includes the following directors:

- **Joe Webb**, Chair
- **Raymond Valdez**, Vice Chair
- **Lisa Hunt**, Secretary

3.1.3 Public Engagement Committee

The Board of Directors established the Public Engagement Committee to support communications and outreach from the Montrose TIRZ. The Public Engagement Committee includes the following directors:

- **Lisa Hunt**, Secretary
- **Amanda Flores**, Director
- **Eureka Gilkey**, Director

3.1.4 Consultant Team

The Montrose TIRZ maintains consultants to perform activities in support of the Montrose TIRZ and its projects. The Montrose TIRZ's consultant team currently includes the following organizations:

- **Allen Boone Humphries Robinson LLP (ABHR)**, attorney
- **Gauge Engineering (Gauge)**, civil engineering consultant
- **Hollaway Environmental + Communications Services (Hollaway)**, communications and outreach consultant
- **Knudson, LP (Knudson)**, administrative consultant
- **eLsqrd Media Group**, website management consultant

Consultant team contact information and delineations of roles and responsibilities in support of the Montrose TIRZ are included in the following sections of this plan. It is incumbent upon Hollaway and Knudson to coordinate frequently to ensure consistent and continuous external communication activities on behalf of the Montrose TIRZ.

ABHR Team

- Sanjay Bapat, Attorney
 - o Main: (713) 860-6480
 - o Mobile: (832) 657-5213
 - o Email: sbapat@abhr.com
- Alia Vinson, Attorney
 - o Main: (713) 860-6449
 - o Mobile: (713) 582-1649
 - o Email: avinson@abhr.com

Gauge Team

- Muhammad Ali, Engineering Project Manager
 - o Main: (832) 318-8802
 - o Mobile: (713) 254-5946
 - o Email: mali@gaugeengineering.com
- Karam Qaddo, Engineering Deputy Project Manager
 - o Main: (832) 318-8800
 - o Email: kqaddo@gaugeengineering.com

Hollaway Team

- Rosaura "Rosie," Martinez Communications Project Manager
 - o Main: (713) 868-1043
 - o Mobile: (832) 668-4020
 - o Email: rosaura@hollawayenv.com
- Connor Stokes, Deputy Communications Task Manager
 - o Main: (713) 868-1043
 - o Mobile: (713) 705-3880
 - o Email: connor@hollawayenv.com

Knudson Team

- Walter Morris, Administrative Manager
 - o Main: (713) 932-4008
 - o Mobile: (832) 985-1936
 - o Email: wmorris@knudsonlp.com
- Patti Knudson Joiner, Deputy Administrative Manager
 - o Main: 713-463-8200
 - o Mobile: 713-306-3363
 - o Email: pjoiner@knudsonlp.com

eLsqrd Team

- George Woodard, Website Manager
 - o Main: (256) 249-9715
 - o Email: george@elsqrd.com / support@elsqrd.com

Consultant Team Roles and Responsibilities

Table 2 identifies the roles and responsibilities of the Montrose TIRZ consultant team:

Table 2: Consultant Team Roles and Responsibilities

Consultant	Roles and Responsibilities
ABHR	Montrose TIRZ Attorney
Gauge	Civil Engineering Support for Montrose TIRZ Projects
Hollaway	Development and Maintenance of a Communications and Outreach Plan Development of Key Messaging and Communications Collateral Media Relations Support Website Content Support Stakeholder Database Development and Management Social Media Content Development and Platform Management Targeted Public Engagement Events (Meetings, Briefings, etc.) Crisis Communications and Media Relations Training for Montrose TIRZ Directors
Knudson	Administrative and Management Support
eLsqrd	Montrose TIRZ Website Management

3.1.5 Public Information Officer

Hollaway will act as the Public Information Officer (PIO) for the Montrose TIRZ. All media requests will be sent directly to Hollaway, who will oversee responses and media requests in coordination with the Executive Committee and ABHR for ultimate approvals and awareness.

Further detail regarding the media inquiry and crisis response procedures is included in **Section 7** of this plan.

4. Projects Overview

In alignment with the Montrose TIRZ’s mission to finance construction of public facilities and infrastructure necessary to catalyze residential and commercial development and redevelopment within the Zone boundaries, the TIRZ is currently focusing on the following priorities identified through a community-driven process and stakeholder meetings:

- The high-traffic Richmond, Montrose, West Alabama, and Westheimer corridors to achieve the goal of improved mobility in the area
- Workforce housing to alleviate pressure from rising rents in the area

- Preserving Montrose as a community to foster arts and culture

Currently, the Montrose TIRZ is responsible for the following ongoing projects within its boundaries:

- Waugh Drive and Commonwealth Street Pedestrian and Bicycle Improvements Project
- Hawthorne Street and Woodhead Street Neighborhood Safe Streets Improvements Project
- Mandell Neighborhood Safe Street Project
- Montrose Boulevard Improvements Project – Phase I

Information regarding each of these ongoing projects, including purpose, goals, anticipated timelines, and construction updates, is located on the Montrose TIRZ website at www.montrosehtx.org/projects/.

Additionally, the Montrose TIRZ is currently considering several long- and short-term projects, including capital improvement projects, walk and bike projects, workforce and affordable housing projects, and parking improvement projects. This plan will be updated to reflect these projects as they are identified, and funding sources become available.

It is anticipated that the communications and outreach needs of the Montrose TIRZ will be related to the current and potential projects within its boundaries.

5. Internal Communications Protocol

5.1 Internal Team Communication Methods

The following methods will be used internally to communicate with the Montrose TIRZ Directors, established committees, and stakeholders. Knudson will be responsible for coordinating with Montrose TIRZ Directors and the consultant team to develop meeting agendas for all in-person and virtual meetings as well as documenting all decisions and outcomes identified during these routine meetings.

- **In-Person Meetings:** In-person meetings will be scheduled as necessary to enable efficient and effective communication with the internal team and its stakeholders.
- **Virtual Meetings:** Regular virtual meetings will be scheduled as necessary to provide a forum for information exchange, data requests, topic-specific clarification, and progress updates.
- **Email:** Email will be used as necessary to transfer documents, records, and progress updates.
- **Written Correspondence:** Hard copy, written communication, and transmittal via the U.S. Postal Service will be used as necessary for official documentation requiring an original signature, such as contracts and agreements.
- **Online Information Sharing:** The consultant team will utilize a central, web-based information portal to manage, share, and distribute communications products, documentation, and other information as necessary.

5.2 Review Process for Publicly Distributed Information

The Montrose TIRZ recognizes the role of thorough coordination throughout all steps of the public engagement and communication process. Messaging and completed communications products will be provided to the Public Engagement Committee for review and approval before public dissemination.

As necessary or upon request by the Public Engagement Committee, communications products will then be provided to other committees and consultants for review prior to public distribution. All communications products developed by Hollaway to support the Montrose TIRZ's communications and outreach goals will be considered internal, administrative draft documents until the Public Engagement Committee provides written authorization to Hollaway declaring the product is suitable for public review. The review process is also depicted in **Figure 1** below.

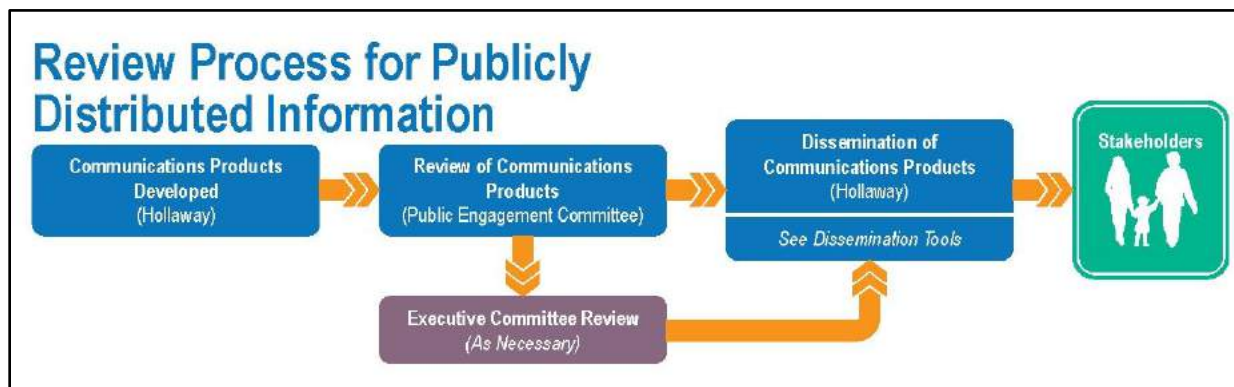


Figure 1: Review Process for Publicly Distributed Information

5.3 Documentation of Stakeholder Communication and Engagement

5.3.1 Public/Stakeholder Master Database

A master public/stakeholder database for the Montrose TIRZ has been developed and will continue to be updated to include all relevant entities and interested stakeholders. This database includes the varying audiences identified in **Section 6.1**. It is anticipated that internal Montrose Team members and Directors will come into regular contact with various stakeholders while conducting outreach activities, and Hollaway will collect and record the contact information of these individuals in the database in a timely manner.

Names, positions, and contact information (mailing address, email addresses, and phone numbers) will be consistently logged, housed, and maintained in the database to initiate communication with various stakeholder groups, as necessary.

Hollaway will maintain and update the stakeholder databases continuously. Names and contact information of persons attending public meetings, community forum representatives, and any interested individuals will be added to the databases on an ongoing basis. The databases will be maintained online utilizing a real-time, cloud-based data management service with Microsoft Excel compatibility (including sorting and mail merge capability). Hubspot Customer Relationship Management (CRM) software will be used to manage all contact information and stakeholder information.

5.3.2 Public Inquiry/Comment Management System

Hollaway will develop and maintain a Public Comment Management System (PCMS) to document, monitor, and provide timely responses to public comments and inquiries. It is anticipated that public comments will be received through several channels, including the Montrose website (www.montrosehtx.org), the Montrose email address info@montrosehtx.org), public engagement events and forums, in-person/virtual briefings and meetings, and written or emailed comments to the various entities involved in the Montrose TIRZ. All comments, inquiries,

and requests for information received through these channels will be tracked through the PCMS. The platform for this database is Hubspot, and reports may be exported and provided at any time via Microsoft Excel.

The following information will be collected and tracked in the PCMS:

- Name of individual
- Physical address
- Mailing address
- Phone number(s)
- Email address
- Subject matter/topic
- Specific comment, question, or request to include date received
- Comment resolution status updates through coordination with the consultant team
- Date of comment resolution

The Public Comment Management System Process is depicted in **Figure 2** below.

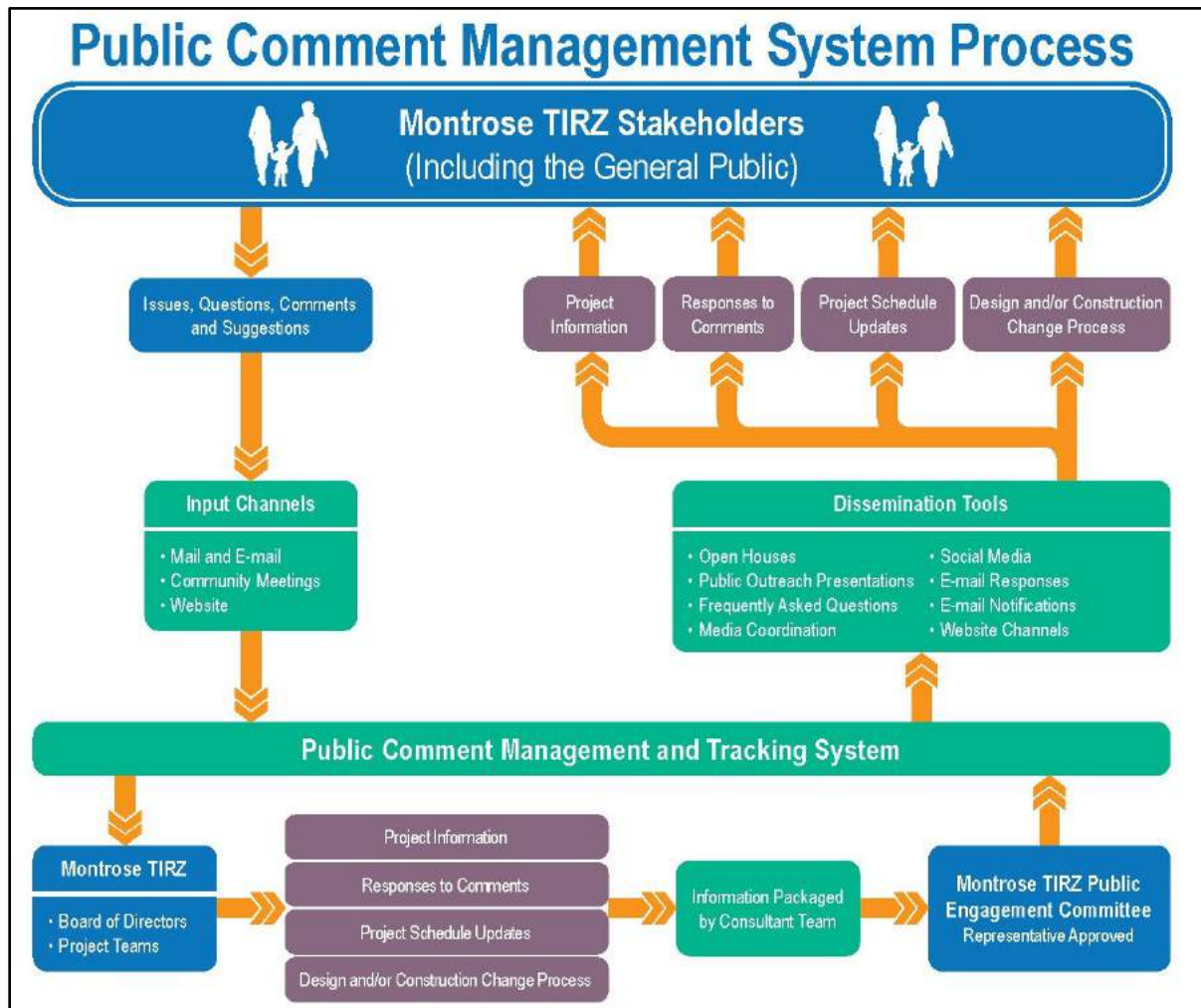


Figure 2: Public Comment Management System Process

5.4 Ongoing Stakeholder Communication Monitoring and Reporting

The following public comment tracking, documentation, and response procedures will be followed by Hollaway:

- Hollaway will continuously monitor the PCMS database associated with the Montrose TIRZ website’s “Contact Us” page.
- Upon a comment or inquiry from a stakeholder, Hollaway staff will respond with an automated “thank you” message within one business day of receipt.
- Hollaway will partner with the Public Engagement Committee and other internal team members as needed to formulate an appropriate response to the inquiry.
- Hollaway will first evaluate the comment or inquiry to confirm if it could be resolved with a standard frequently asked question (FAQ) response or redirection to pages of the Montrose TIRZ website. The Montrose TIRZ-specific FAQs can be found in [Appendix C](#).
 - If the comment/inquiry cannot be answered by a standard FAQ response or website redirection, Hollaway will draft a proposed response and forward the comment and draft response to the Public Engagement Committee and relevant members of the consultant team for input and review.
 - Once a response is approved, Hollaway will respond to the stakeholder. Responses will be provided to the stakeholder within five business days of receipt.
 - It is anticipated that the Montrose TIRZ will encounter scenarios in which a large volume of comments or inquiries are received (i.e., more than 50 comments or inquiries within a 24-hour timeframe). During these scenarios, Hollaway will coordinate with the consultant team and Public Engagement Committee to determine an appropriate timeframe for stakeholder responses. The agreed upon response timeframe will then be communicated to all stakeholders who have submitted a comment or inquiry via email.

6. Strategic Communications Efforts

6.1 Stakeholder Identification

To accomplish the stated goals and objectives in this plan, key audiences for the Montrose TIRZ initiatives and projects must be clearly defined. Therefore, the following key audience groups have been identified, and these audiences will be engaged, as authorized by the Montrose TIRZ throughout design, construction, and operations phases of the Montrose TIRZ projects and special meetings/initiatives:

- Consultant team (ABHR, Gauge Engineering, Hollaway, Knudson)
- Elected officials (local)
- Community Working Groups (CWGs) and community ambassadors (local community leaders, neighborhood associations, citizen coalition leaders, regional/local influencers, etc.)
- Special Interest Groups (advocacy groups, civic clubs, chambers of commerce, etc.)
- Regional governmental/regulatory agencies
- Environmental organizations
- Non-governmental organizations
- Media representatives (local)
- General public
- Other interested individuals, as identified

Specific stakeholders and their contact information (telephone number, email address, and mailing address) are included in the Public/Stakeholder Master Database in [Appendix D](#).

6.1.1 Demographic and Socioeconomics Considerations

To develop and implement an effective strategic communication and outreach plan, the demographics of a region should be carefully considered to effectively develop and distribute communication tools and receive feedback. The following statistics will inform effective communication practices for the Montrose TIRZ boundaries (U.S. Census Bureau, 2020):

Montrose Demographics

- Montrose's total population estimate as of 2021 is 24,129 people.
- 8.1 percent of Montrose's total population is under the age of 18, while 10.8 percent of the population is reported to be over the age of 65.
- 8.8 percent of Montrose's total population are identified as persons in poverty.
- Languages spoken in the household other than English are reported at 21.7 percent, and 67.5 percent of Montrose's population identifies as White.
- There are an estimated 15,964 housing units in Montrose, and approximately 32.7 percent of housing in Montrose is owner-occupied.

City of Houston Demographics

- Houston's total population estimate as of 2021 is 2,302,878 people.
- 24.6 percent of Houston's total population is under the age of 18, while 11.1 percent of the population is reported to be over the age of 65.
- 19.5 percent of Houston's total population are identified as persons in poverty.
- Languages spoken in the household other than English are reported at 48.1 percent, and 24.1 percent of Houston's population identifies as White.
- Approximately 42.5 percent of housing in Houston is owner-occupied.
- 85.8 percent of households in Houston maintain a broadband internet subscription, while 93.1 percent of households are reported as having a computer.

Harris County Demographics

- Harris County's total population estimate as of 2021 is 4,780,913 people.
- 25.7 percent of Harris County's total population is under the age of 18, while 11.7 percent of the population is reported to be over the age of 65.
- 16.4 percent of Harris County's total population are identified as persons in poverty.
- Languages spoken in the household other than English are reported at 44.7 percent, and 27.1 percent of Houston's population identifies as White.
- There are an estimated 1,917,799 housing units in Harris County, and approximately 54.9 percent of this housing is owner-occupied.
- 88.4 percent of households in Harris County maintain a broadband internet subscription, while 94.7 percent of households are reported as having a computer.

6.2 Communications and Outreach Methods

In coordination with the Montrose TIRZ, Hollaway will be responsible for creating and distributing/implementing communication tools and tactics. Hollaway will produce all communications tools for public consumption in English as well as other languages identified as

necessary to support effective communication. This section of the plan is intended to be dynamic and will be updated and revised, as necessary.

6.2.1 Communication Tools and Tactics

The following communication tools and tactics will be implemented to support the Montrose TIRZ and all communications tools will be developed in adherence with the Montrose TIRZ Branding Guidelines located in [Appendix E](#):

Key Messaging and Talking Points

Key messaging and talking points for the Montrose TIRZ and its projects will be developed and updated/refined, as necessary, by Hollaway to promote this plan's goals and objectives and to fit the needs of specific audiences or engagement events. In coordination with the Montrose TIRZ, Hollaway will use this messaging to develop communications tools to facilitate engagement of the Montrose TIRZ's key audiences.

Hollaway will maintain and update primary and secondary key messaging to support communication with the various key audiences. Primary messages convey broader, less detailed information, and secondary messages include more detailed information supporting the primary message. Key messaging will be consistent across all communications.

Informational Materials and Tools

The development and distribution of accessible multilingual (English, Spanish, and others identified as necessary) informational materials and tools will be critical to achieving the goals and objectives of this plan and the Montrose TIRZ. In coordination with the Montrose TIRZ, Hollaway will produce the following informational materials and tools to support the various needs and engagements of the Montrose TIRZ and its projects:

- Print and digital collateral (e.g., brochures, fact sheets, frequently asked questions, email notices, informational exhibits, etc.).
- Digital tools (e.g., PowerPoint presentations, infographics, social media, website, surveys, etc.).
- 3D visualizations.
- Video production, drone footage, and motion graphics.
- Other items identified as necessary.

Website Content Development

Hollaway will support the development of website content for the existing Montrose TIRZ website (www.montrose.tx.org/) in coordination with the Montrose TIRZ and its website administrator. Hollaway will support website updates by providing written content and graphics, as needed.

Targeted Public Engagement Events (In-person or Virtual Meetings, Briefings, etc.)

As needed, Hollaway will support the planning, logistics coordination, facilitation, and documentation of in-person or virtual engagement events, including targeted workshops and public meetings/open houses with interested stakeholders and the public. These engagement activities are anticipated only as needed or warranted at milestones in project development and delivery, and each event will be tailored to best suit the priority needs and objectives at that time. Hollaway will receive written approval prior to planning outreach activities such as these.

Additionally, Hollaway will support the planning, logistics coordination, facilitation, and documentation of in-person or virtual briefings, meetings, site tours and other project-related

engagements with federal, state, and local elected officials. Hollaway will schedule and host virtual meetings or briefings on one of the following Hollaway-managed virtual meeting platforms as needed:

- Zoom.
- Microsoft Teams.

Hollaway will determine the most suitable virtual meeting platform based on the needs of the stakeholders invited to attend. Each virtual meeting platform will provide accessibility via both computer login and call-in information.

Meetings-in-a-Box

To support public and elected official requests for Montrose TIRZ presentations, the most up-to-date communications tools described in this section (presentations, fact sheets, registration documents, comment forms, informational exhibits, etc.) will be provided for use as needed. Hollaway will replenish these materials upon request.

Traditional Noticing Methods

As needed, Hollaway will utilize the following traditional noticing methods to raise awareness of upcoming meetings, construction schedules, and temporary impacts resulting from construction activities:

- Direct mail (letters, flyers, postcards).
- Published notices (specifically in local news, such as the River Oaks-Montrose Community Impact Newspaper).
- Flyers and information posted at local community/civic centers, libraries, schools, etc.
- Information distributed to school/university systems, and Chambers of Commerce (to be distributed to employees, students, and members).

Digital Noticing Methods

Hollaway will coordinate with the Montrose TIRZ to establish digital noticing mechanisms, including regular website updates, mass email newsletters (eblasts), and social media accounts, including Facebook.

Large-scale Public Meetings and Open Houses

Large-scale public meetings and open houses will be held at key milestones for Montrose TIRZ led projects to achieve widespread public awareness and provide up-to-date and accurate information to the public. Representatives of the Montrose TIRZ, as necessary, will be present to answer citizens' questions about the initiatives, construction, and potential temporary impacts as a result of construction.

These meetings will be publicly advertised, planned, set up, attended by, and documented by Hollaway. Meetings will be scheduled in ADA-compliant venues, and materials will be prepared in multiple languages.

6.2.2 Construction Communication

The Construction Communications Team (CCT) would be comprised of representatives from Hollaway, the Public Engagement Committee and Gauge (TIRZ engineer) to outline the strategies, channels, and guidelines for effectively communicating during the construction phase of any Montrose TIRZ project. The construction phase is a critical period where clear and timely

communication is essential to inform stakeholders, manage expectations, address concerns, and ensure the successful execution of the project.

The CCT will work on assessing and anticipating communications needs, developing appropriate communications strategies, implementing those strategies, and advising the Montrose TIRZ Directors of the effectiveness of the chosen strategies. The CCT will use the tools and tactics listed in **Section 6.2.2** to communicate and effectively inform and engage various stakeholders, including the public, local officials, and other interested parties during the different phases of construction. The responsibilities of the CCT include but are not limited to:

- Providing information to the communities and compiling public feedback;
- Assisting with the implementation of a coordinated, proactive communications effort that supports Montrose TIRZ projects;
- Advising the Montrose TIRZ on communications and access issues during construction;
- Facilitating public participation and input into the construction process;
- Identifying opportunities to leverage existing communications vehicles of the Montrose TIRZ and its related projects;
- Participating in periodic assessments of the Communications and Outreach Plan and providing feedback to adjust the communications plan as needed; and,
- Providing resources for dissemination, such as flyers, tri-folds, etc.

Below is a list of the proposed CCT members. This list, like this plan, will be updated regularly to reflect fluctuations in CCT participation.

- Executive Committee
 - Joe Webb
 - Raymond Valdez
 - Lisa Hunt
- Public Engagement Committee
 - Lisa Hunt
 - Amanda Flores
 - Eureka Gilkey
- Hollaway
 - Rosaura “Rosie” Martinez
 - Connor Stokes
- Gauge Engineering
 - Muhammad Ali

6.2.3 Social Media Plan

The Montrose TIRZ currently does not have social media accounts but social media is recommended as a supplemental source for the TIRZ to distribute information to a wide variety of key audience groups, in addition to the website.

The purpose of social media platforms can be summarized by the following:

- Support the overall mission and vision of the Montrose TIRZ project.
- Drive awareness through accessible and free information channels.

For the duration of Montrose TIRZ, these social media accounts will be monitored, managed, and maintained by Hollaway in close coordination with the Montrose TIRZ. A targeted social media strategy and content strategy will be updated throughout the project in coordination with the project team. As needed, Hollaway can provide other project team members with access to the Montrose TIRZ social media accounts.

Every quarter, a content calendar will be developed by Hollaway to support the content posted on social media, which will be crafted in alignment with the targeted social media strategy. The Public Engagement Committee will then review the content calendar, provide comments or edits and approve the calendar. Once the committee approves the calendar, the content will be scheduled for posting on the Montrose TIRZ social media accounts. Approval from the committee is required for Hollaway to proceed with posting any content calendars.

The overarching goal of the social media strategy will be to inform and engage the target audiences identified in **Section 6.1**. When provided with consistent information about the Montrose TIRZ and its projects, stakeholders and the public will feel heard and informed, therefore, building trust with the Montrose TIRZ.

The key use of social media will be to support information distribution and announcements from the TIRZ. Social media platforms will not be used in two-way communication but instead to support the dissemination of information. The public will not be able to comment on any posts, or directly message the Montrose TIRZ via Facebook Messenger. Examples of content include:

- Project updates
- Public meeting and open house reminders
- Educational information and graphics
- Information about/documentation of public engagement efforts
- Opportunities for the public to participate and engage with Montrose TIRZ representatives
- Platform Identification

The following platform has been identified to support this plan:

- Facebook

In the event that social media is requested for future public engagement, board approval will be required.

6.3 Strategic Partnerships

In an effort to establish and maintain dialogue, build trust, and seek expert input as the Montrose TIRZ projects progress into design and construction, the Montrose TIRZ endeavors to form strategic partnerships, including but not limited to the following:

- Community Work Groups
- Elected Official Coordination

6.3.1 Community Working Groups

In alignment with the Montrose TIRZ's commitment to public engagement and outreach, establishing Community Working Groups (CWGs) has been identified as an opportunity for the Montrose TIRZ to understand community-specific concerns and gather feedback on upcoming project plans. The purpose of establishing CWGs under the Montrose TIRZ would be to:

- Establish and maintain dialogue between the Montrose TIRZ, and the surrounding community.
- Develop a better understanding of the questions and concerns of these impacted or interested communities.
- Distribute accurate, up-to-date, and accessible project information to community leaders.

The mission of the CWGs would be to establish and maintain public trust in the Montrose Community. To accomplish this mission, the Montrose TIRZ and their project team must maintain a commitment to the purpose statements identified above.

At this point in time, the Montrose TIRZ does not plan to stand up similar CWGs to support any upcoming construction projects or upcoming community initiatives. However, these CWGs have been included in this plan for potential outreach. In the event that CWGs are requested for future public engagement, board approval will be required.

6.3.2 Elected Official Coordination

It is understood that the Public Engagement Committee will lead all communications related to coordination with local, state, and federal elected officials. Hollaway will support the committee in this coordination by providing information, messaging, graphics, site tour logistics, and other communications support as identified; however, it is understood that no member of the Consultant Team may directly coordinate with an elected official on behalf of the Montrose TIRZ without the prior authorization of the committee.

7. Media Relations

7.1 Media and Crisis Coordination and Response Protocol

Mandatory policies, procedures, and protocols for media communication must be in place so the Montrose TIRZ, in coordination with Hollaway, has effective, timely, accurate, and responsible communications in response to media requests and coverage.

If there are various sources providing information to media representatives, it increases the risk that inaccurate or incomplete information is unintentionally disseminated. Avoiding inaccuracies in communication requires strict adherence to the following protocol, which restricts media communications to the designated Public Involvement Officer (PIO).

Therefore, should any representative of the Board or its consultants be contacted by a member of the media or receive a media inquiry, the following notification response is required:

1. Inform the media that the Montrose TIRZ Spokesperson is the only person who can comment directly to the media. If you receive a call from or are approached by a reporter, you are to politely decline to answer any questions and let them know that you will deliver the message.



Figure 1: Media Response Process

2. Record the reporter's name, publication, phone number, and a summary of the reporter's inquiry to convey to Hollaway. This will enable Hollaway to record who calls so that they may coordinate with the Public Engagement Committee and provide information as the situation or inquiry develops and provide the spokesperson with the necessary information to respond (this includes crisis and non-crisis situations).
3. If this is a media request regarding a crisis scenario, the person receiving the inquiry must contact the PIO and Hollaway **immediately**. If the spokesperson is unavailable, the person is to follow the Designated PIO Matrix identified in **Section 7.1.1** of the plan.

7.1.1 Designated Spokespersons

Contact information for the primary, designated spokesperson for the Montrose TIRZ and backup spokespersons is as follows:

Primary Spokesperson:

Joe Webb, Chair
Mobile: 713-823-1842

First Backup Spokesperson:

Lisa Hunt, Secretary
Mobile: 832-373-9709
Office: 713-528-6665

Second Backup Spokesperson:

Rosaura "Rosie" Martinez
Mobile: 832-668-4020
Office: 713-868-1043

Third Backup Spokesperson:

Connor Stokes
Mobile: 713-705-3880
Office: 713-868-1043

7.2 Media Monitoring and Reporting

Hollaway will use Muck Rack, a media monitoring and pitching software, to develop monthly media monitor reports for the Public Engagement Committee or upon request. Muck Rack expedites and expands the ability to monitor media coverage of Montrose TIRZ led initiatives, helping to respond more efficiently to trending news and commentary. In addition, Muck Rack will support Hollaway in the development of a strategy for media outreach, as well as building key media relationships. A current Media Contact List is located in **Appendix F**.

7.3 Media Training

To ensure that all representatives of the Montrose TIRZ, including consultants and related vendors, are aware of this mandatory plan and familiar with the procedures herein, Hollaway will develop and provide training and informational tools. Pertinent training and informational tools will be made available to all representatives, consultants, and related vendors. Training materials and

awareness tools will be updated as necessary. Refer to [Section 7.1](#) of the plan for details on media relations and crisis communications responses.

8. Communications Implementation Schedule

The communications tools and tactics described in [Section 6.2](#) will be implemented according to the implementation schedule in [Appendix G](#). This plan will be modified and updated, as necessary, based upon the success tracking of this plan and other unforeseen events which may impact the delivery of the various deliverables.

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

Committee Name: Affordable Housing Committee **Date of Meeting:** 12/21/2023

Chairperson: Lisa Hunt

Attendees:

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

Agenda

- Debrief regarding meeting with Precinct 1
- Debrief regarding Board Meeting held December 18th
- Discussion regarding HPM article
- Discussion with Hollaway regarding:
 - Communications Plan
 - Conveying meeting with Montrose Property Owners regarding Affordable Housing
- Discussion with January Advisors regarding updated RFQ/LOI
- Review of AARPA documents sent by Precinct 1

Notes

- The Committee discussed the meeting with Precinct 1
- The Committee discussed the December 18th Board meeting
- The Committee discussed updates and comments to the Communications plan created by Hollaway
- The Committee discussed the small convening meeting with property owners to be held next year
- The Committee discussed finalizing the RFQ edited by Knudson and January Advisors

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

Committee Name: Affordable Housing Committee **Date of Meeting:** 11/29/2023

Chairperson: Lisa Hunt

Attendees:

<u>Lisa Hunt</u>	<u>Eureka Gilkey</u>
<u>Amanda Flores</u>	<u>Patti Joiner</u>
<u>Walter Morris</u>	

Meeting Report

Agenda

- Discussion with Precinct 1 regarding Housing Policy and criteria for housing reimbursement/housing agreements with the TIRZ

Notes

- The Committee discussed possible partnerships, funding sources, working with the Community Land Trust, and other opportunities with Precinct 1 Staff.

ESTOPPEL CERTIFICATE AND AGREEMENT

January [__], 2024

Prime Finance Short Duration Holding Company VIII, LLC
c/o Prime Finance Partners
155 N. Wacker Drive, Suite 3600
Chicago, IL 60606

RE: Development Agreement (Montrose Redevelopment Authority), effective as of February 20, 2020, by and between the Montrose Redevelopment Authority, a local government corporation created pursuant to Chapter 431, Subchapter C, Texas Transportation Code (the "Authority"), Reinvestment Zone Number Twenty-Seven, City of Houston, Texas, a tax increment reinvestment zone created by the City of Houston, Texas (the "City") pursuant to Chapter 311 Texas Tax Code (the "Zone") and Montrose Collective Owner, LP, a Delaware limited partnership ("Developer"), as evidenced by that certain Memorandum of Agreement recorded on July 7, 2022 in the Harris County Clerk's Office ("Recorder's Office") as File No. RP-2022-352416 (the "Development Agreement"; capitalized terms used herein but not otherwise defined shall have the meaning set forth in the Development Agreement) pertaining to that certain property, commonly known as Montrose Collective, located in the City of Houston, State of Texas (the "Property")

Reinvestment Zone Number Twenty-Seven, City of Houston, Texas, Montrose Zone, First Amended Project Plan and Reinvestment Zone Financing Plan dated as of December 20, 2020 (the "Project/Financing Plan")

Ladies and Gentlemen:

The undersigned understands that the interests of Developer in the Property are being mortgaged by Developer in favor of Prime Finance Short Duration Holding Company VIII, LLC, a Delaware limited liability company (together with its successors and assigns, "Lender") pursuant to that certain Deed of Trust, Assignment of Leases and Rents and Security Agreement to be recorded in the Recorder's Office ("Deed of Trust") in connection with a mortgage loan (the "Loan") to be made by Lender to Developer.

Lender has requested that the undersigned provide Lender with an estoppel certificate. Accordingly, the undersigned hereby certifies to Lender that:

1. To the undersigned's knowledge, each of the Development Agreement and the Project/Financing Plan is in full force and effect as of the date hereof and is binding upon the parties thereto.
2. Except as listed above, to the undersigned's knowledge, neither the Development Agreement, nor the Project/Financing Plan has been assigned, amended, supplemented and/or modified and there are no other agreements, either written or oral, by and among the parties thereto with respect to the subject matter thereof.

3. To the undersigned's knowledge, there are no past due charges, fees or expenses payable with respect to any of the Development Agreement or the Project/Financing Plan regarding the Property. There are no liens against the Property currently being asserted by the undersigned under the Development Agreement or the Project/Financing Plan.

4. To the undersigned's knowledge, no uncured default, event of default, or breach by Developer under either the Development Agreement or the Project/Financing Plan and no facts or circumstances exist that, with the passage of time or giving of notice, will or could constitute a default, event of default, or breach under any of the Development Agreement or the Project/Financing Plan. The undersigned has received no claim against it from any other party to the Development Agreement or the Project/Financing Plan alleging Developer's default under either the Development Agreement or the Project/Financing Plan.

5. As of the date hereof, the Developer has received from the Authority a portion of the Property Increment in an aggregate amount equal to \$278,446.99, and there remains an aggregate amount equal to \$3,429,412.01 to be reimbursed to Developer during the term of the Development Agreement.

6. To the undersigned's knowledge, Developer does not owe to the Authority any reimbursements for "ineligible" Costs under Sections 3.02 through 3.04 of the Development Agreement.

7. Developer has completed construction of the Public Improvements and the Development and has provided the Authority with the Final Completion Certificate.

8. Developer is not in default of its obligations to comply with the Parking Requirement in accordance with Section 2.05 of the Development Agreement.

9. There are no pending or threatened actions, suits, claims or adverse proceedings of any kind with respect to the Development Agreement and/or the Project/Financing Plan or the enforcement thereof.

10. The undersigned representative is duly authorized and fully qualified to execute this certificate.

Notwithstanding anything to the contrary in the Development Agreement, each of the undersigned hereby acknowledges, agrees and consents to each of the following:

(a) Developer may assign all or any portion of its right to payments under the Development Agreement to Lender;

(b) Developer may collaterally assign the Development Agreement to Lender in connection with the Loan; and

(c) If Lender (or its designee) forecloses on the Deed of Trust or exercises its rights under a collateral assignment of the Development Agreement, upon the election of Lender (or its designee) to become the "Developer" thereunder and upon written notice of such foreclosure or

such assignment, each of the undersigned shall recognize Lender (or its designee) as the “Developer” under the Development Agreement.

It is intended that the statements made in this estoppel certificate and agreement may be relied upon by (i) Lender and its respective successors and assigns in connection with the Loan, which Loan will be secured by the Deed of Trust and (ii) Developer and its respective successors and assigns.

[NO FURTHER TEXT ON THIS PAGE]

IN WITNESS WHEREOF, the undersigned has caused this Estoppel Certificate and Agreement to be executed and delivered as of the date written above.

MONTROSE REDEVELOPMENT AUTHORITY

By: _____
Name:
Title:

REINVESTMENT ZONE NUMBER TWENTY SEVEN, CITY OF HOUSTON TEXAS

By: _____
Name:
Title:

CITY OF HOUSTON, TEXAS

By: _____
Name:
Title:

Montrose TIRZ 27 Board Meeting January 29th, 2024: 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 1 Committee meetings;
- Managed the Montrose info email;