

SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, the Community Development Corporation (CDC) Board of Directors for the City of Cedar Hill, Texas will conduct a CDC Meeting by telephone conference at 6pm on Thursday, June 18, 2020, in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) in an effort to slow the spread of the Coronavirus (COVID-19) pandemic. This is an open meeting conducted by telephone conference. There will be no public access to a physical location.

To submit public comments, visit cedarhilltx.com/publiccomment All public comments submitted by 4pm on Thursday, June 18, 2020 will be provided to the CDC Board of Directors and entered into record for the June 18, 2020 CDC Meeting.

Options for public access to the meeting:

Via webinar: zoom.us/join
Meeting ID: 994 1297 8314
Password: 237099

OR

Via Phone: Dial 1-346-248-7799 or toll-free 1-877-853-5247
Meeting ID: 994 1297 8314
Password: 237099

A recording of the telephonic meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

This written notice, the meeting agenda and the agenda packet are posted online at www.cedarhilltx.com

**NOTICE OF MEETING
BOARD OF DIRECTORS OF THE
CEDAR HILL COMMUNITY DEVELOPMENT CORPORATION
THURSDAY, JUNE 18, 2020
6:00 P.M.
AGENDA**

- I. Call the meeting to order.
- II. Public Comments (Citizen's forum): To submit public comments, visit: cedarhilltx.com/publiccomment All public comments submitted by 4pm on Thursday, June 18, 2020 will be provided to the CDC Board of Directors and entered into record for the June 18, 2020 CDC Meeting.
- III. Approve regular CDC minutes of May 28, 2020.
- IV. Conduct a Public Hearing to receive comment on projects recommended for funding during FYE 2021.
- V. Consider adoption and recommendation of the FYE 2021 budget.
- VI. Consider awarding a bid and authorizing the Community Development Corporation President to execute an agreement with ICOS Management, LLC for new metal guard fence and related materials along Balcones Trail.
- VII. Adjourn.

I certify that copies of the above notice of meeting were posted in accordance with the Texas Open Meetings Act on Friday May 12, 2020.


Jennifer Parrish, Executive Secretary

**CEDAR HILL COMMUNITY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
THURSDAY, MAY 28, 2020
MINUTES**

The Board of Directors of the Cedar Hill Community Development Corporation (CDC) conducted a meeting by video conference on May 28, 2020 at 6:00 p.m.

Community Development Corporation Directors Present: Ruth Ann Bechdol, Warren Goss, Joseph Graves, Remelle Edwards, Dwight Pinnix, Gayle Sims, Steven Cook, Valerie Banks.

Absent: Melissa Medina, Dwight Pinnix, David Bushart

City Staff Present: City Manager Greg Porter, Parks and Recreation Director William Ford, Finance Director Alan Dickerson, Parks Superintendent Shawn Ray, Recreation Superintendent Carolyn Skeels, Executive Secretary Jennifer Parrish.

- I. **Call the Meeting to Order.**
Ruth Ann Bechdol called the meeting to order at 6:01 pm.
- II. **Citizen's Forum.**
There were no public comments submitted for discussion.
- III. **Approve regular CDC minutes of February 20, 2020.**
Ruth Ann Bechdol asked the board if there were any changes that need to be made to the minutes. No changes were recommended. Joseph Graves made a motion to accept the minutes as presented. Warren Goss seconded the motion. The minutes were approved unanimously.
- IV. **Receive Financial Report.**
Finance Director Alan Dickerson gave an update on the unaudited CDC financials through April 30, 2020.
- V. **Conduct a project review workshop for FYE 2021 budget.**
- VI. **Review project applications.**
A motion was made by Joseph Graves to consider funding of soccer playground equipment at Valley Ridge Park for \$125,000 and new soccer goals for \$12,000. It was seconded by Steven Cook. It was approved unanimously.

VII. Consider recommending projects for funding and calling a public hearing on June 18, 2020 to seek public comment on proposed projects.

Warren Goss made a motion in favor of calling a public hearing. Joseph Graves seconded the motion. The minutes were approved unanimously.

VIII. Current Project Update.

IX. Adjourn.

Joseph Graves made a motion to adjourn. Warren Goss seconded the motion. The meeting was adjourned at 7:37 PM.

Ruth Ann Bechdol, President

Jennifer Parrish, Executive Secretary

Community Development Corporation

(0308)

The Cedar Hill Community Development Corporation is tasked with bringing much needed recreational, facility development and tourism opportunities to the City of Cedar Hill. The mission of the CDC is to plan the growth and development of the Cedar Hill Park & Recreation system by administering the City's quarter-cent sales tax and apply it towards capital projects benefiting town parks and related projects. On January 15, 1994, the voters of the City approved the imposition of an additional sales and use tax of one-half of one percent (1/2 of 1%) for economic development and an additional one-half of one percent (1/2 of 1%) for community development. Collection for each additional tax went into effect on July 1, 1994.

PROPOSED BUDGET FY 2020-2021



Board of Directors

Ruth Ann Bechdol, President
Warren J. Goss, Jr., Vice President
Steven Cook
Dr. Remelle Edwards
Joseph Graves, Jr.
Melissa Medina
Dwight Pinnix
David Bushart - ex-officio
Gayle Sims - ex-officio

Highlights: Proposed Budget

- Sales Tax is conservatively estimated for FY21 at 1.7% over 2019 budgeted; and 16.5% over FY20 estimated actual or \$617K; this amount is skewed due to the loss as a result of COVID-19
- Valley Ridge and Alan E. Sims Recreation Center Fees are proposed to decrease by \$105,000 or 15.4% for FY 20-21. The reduction is adjusting to trends.
- The budget includes federal grant participation on South Clark Road Trail of \$1,053,000 approved by Council in January 2020.
- Personnel Costs: Preliminarily budgeted with 3% increase in wages and benefits
- Operations: Before CDC Board Add-ons the Operations budget is proposed to increase by 5.1% or \$131,000. Utility costs are the main driver at \$120,000 (driven by trail utility additions and Valley Ridge Estimates)
- Debt: Scheduled Principal and Interest Payments are included.
- Capital: Trail Systems - THE CDC Board approved \$770,000 in FY 19; the design work is 95% complete for South Clark Trail; South Clark will be carried forward into FY 21 at \$1.8M which includes \$35K for construction administration; Includes continuation of the Straus Road feasibility Study of \$125,000 in FY 21. Soccer Goal replacement for \$12,000 and Year-1 Valley Ridge Playground for \$125,000 is proposed.

❖ Debt: Current principal and interest payment in 2020 =	\$973,019
---	------------------

● **Other Operations Budgeted Items**

- Valley Ridge Park Staffing - Crew Chief and 4 Maintenance Technicians & Seasonal
- Alan E. Sims Rec Center - 14 FT and 18 PT in addition to seasonal staff
- Personnel Costs make up about 58% of the CDC Operations Budget.

❖ Operations Budgets:	\$ 2,685,452
------------------------------	---------------------

● **CDC Board Approved Capital Projects: (SEE CIP WORKBOOK)**

● Alan E. Sims Recreation Center Projects: (prior budget commitment -locker rooms)	\$	185,000
● Valley Ridge Park: Soccer Goals, Playground Replacment	\$	137,000
● Trail System Enhancements and Improvements: South Clark Road (revised estimate)	\$	1,017,877
● Includes Federal Grant Participation - \$1,053,000		\$0
● Trail System Enhancements and Improvements: Prior Budget commitments for trail improvements (Balcones, Strauss & S.Clark)	\$	2,664,804

❖ Capital Budget (Continuation and Growth)	\$ 4,004,681
---	---------------------

❖ Total Proposed 20-21 Budget (Includes Carry Forward of Prior Year Commitments)	\$ 7,663,152
---	---------------------

❖ Fund Balance: 09/30/2020	\$ 10,379,515
-----------------------------------	----------------------

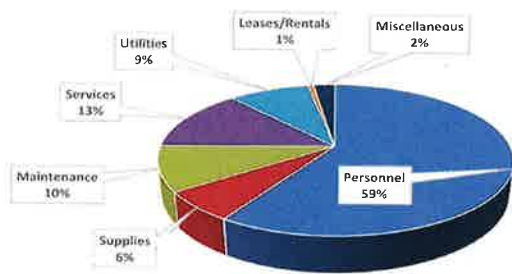
❖ Fund Balance: 09/30/2021	\$ 8,799,053
-----------------------------------	---------------------

- Projected at FYE 2020, \$10,453,320; Net draw down of \$4,264
- 25% Fund Balance Goal for FYE21 = \$1,257,385 (25% of Revenue- less grant funds)
- Committed Funds = (\$4,250,000)
- Available for appropriation: \$3,291,668

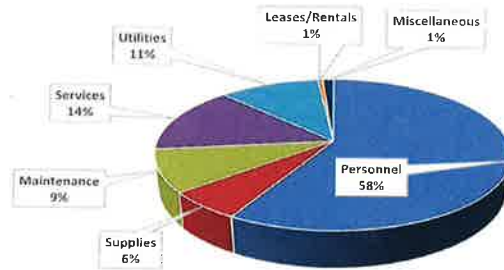
COMMUNITY DEVELOPMENT CORPORATION
Revenue, Expenses and Changes in Fund Balance
Fund 0308

	ACTUAL 2017-2018	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATED 2019-2020	CONT'N 2020-2021	GROWTH 2020-2021	PROPOSED 2020-2021	\$ Var to Budg	% Var to Budget
BEGINNING FUND BALANCE	\$ 7,674,412	\$ 8,924,906	\$ 10,457,584	\$ 10,457,584	\$ 10,379,515		\$ 10,379,515		
REVENUES									
Sales tax	\$ 4,000,473	\$ 4,143,745	\$ 4,269,232	\$ 3,651,195	\$ 4,341,688	\$ -	\$ 4,341,688	\$ 72,456	1.70%
Interest income	149,114	254,914	205,000	206,311	109,500	-	109,500	(95,500)	-46.59%
Charges for services	602,800	555,137	680,350	259,758	575,350	-	575,350	(105,000)	-15.43%
Intergovernmental	-	-	-	-	1,053,151	-	1,053,151	1,053,151	0.00%
Miscellaneous	25,516	22,978	12,000	7,401	3,000	-	3,000	(9,000)	-75.00%
TOTAL OPERATING REVENUES	\$ 4,777,904	\$ 4,976,774	\$ 5,166,582	\$ 4,124,665	\$ 6,082,689	\$ -	\$ 6,082,689	\$ 916,107	17.73%
EXPENDITURES									
Personnel	\$ 1,408,198	\$ 1,286,117	\$ 1,544,485	\$ 1,422,869	\$ 1,558,539	\$ -	\$ 1,558,539	14,054	0.91%
Supplies	123,741	120,741	162,479	152,334	159,665	-	159,665	(2,814)	-1.73%
Maintenance	192,206	367,729	244,720	234,020	242,520	-	242,520	(2,200)	-0.90%
Services	264,256	316,541	371,554	321,942	387,068	-	387,068	15,514	4.18%
Utilities	310,317	259,854	170,457	211,422	290,451	-	290,451	119,994	70.40%
Leases/Rentals	39,939	19,328	23,628	16,301	15,975	-	15,975	(7,653)	-32.39%
Miscellaneous	24,575	29,852	37,107	55,658	31,235	-	31,235	(5,872)	-15.82%
Total Operating Expenditures	\$ 2,363,232	\$ 2,400,162	\$ 2,554,430	\$ 2,414,546	\$ 2,685,452	\$ -	\$ 2,685,452	\$ 131,022	5.13%
Capital Outlays	\$ 422,590	\$ 68,282	\$ 1,309,381	\$ 814,375	\$ 2,849,804	\$ 1,154,877	\$ 4,004,681	\$ 2,695,300	205.85%
Debt	741,588	975,653	973,813	973,813	973,019	-	973,019	(794)	-0.08%
Expenditures	\$ 1,164,178	\$ 1,043,935	\$ 2,283,194	\$ 1,788,188	\$ 3,822,822	\$ 1,154,877	\$ 4,977,699	\$ 2,694,505	118.01%
TOTAL EXPENDITURES	\$ 3,527,410	\$ 3,444,097	\$ 4,837,624	\$ 4,202,734	\$ 6,508,275	\$ 1,154,877	\$ 7,663,152	\$ 2,825,528	58.41%
NET CHANGE	\$ 1,250,494	\$ 1,532,679	\$ 328,960	\$ (78,069)	\$ (425,585)		\$ (1,580,462)	\$ (1,909,420)	
ENDING FUND BALANCE	\$ 8,924,906	\$ 10,457,584	\$ 10,786,544	\$ 10,379,515	\$ 9,953,930	\$ -	\$ 8,799,053	\$ (1,909,420)	

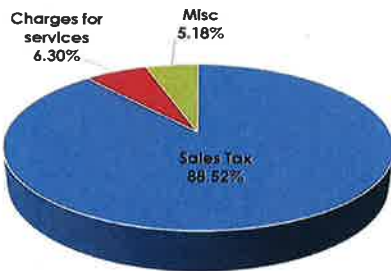
**2019-2020 Estimated Actual
Operating Expenditures by Category**



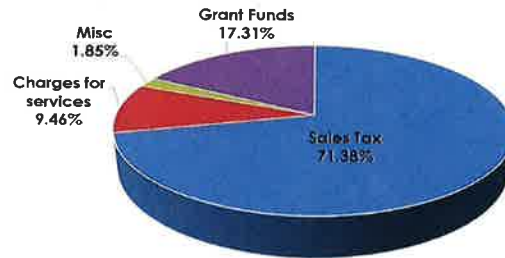
**2020-2021 Proposed Budget
Operating Expenditures by Category**



19-20 ESTIMATED REVENUE



20-21 PROPOSED REVENUE BUDGET



Sources	Estimated 19-20	Proposed 20-21
Sales Tax	3,651,195	4,341,688
Charges for services	259,758	575,350
Misc	213,712	112,500
Grant Funds	-	1,053,151
	4,124,665	6,082,689

Community Development Corp Revenue Schedule

Account Number	2017-2018	2018-2019	2019-2020		2020-2021		
			Budget	FYE Estimated	Proposed	\$ Var	% Var
Investment Income							
0308-100-000-47102 Investment Pool Interest	44,264	-	-	-	-	-	0%
0308-100-000-47104 Securities Investment Interest	-	-	-	-	-	-	0%
0308-100-000-47105 Restricted Assets Interest	-	-	-	-	-	-	0%
0308-100-000-47111 Interest Allocation - Bank Account	104,850	254,914	205,000	206,311	109,500	(95,500)	-47%
0308-100-000-47112 Interest Allocation - Investment Pool	-	-	-	-	-	-	0%
Total Investment Income	149,114	254,914	205,000	206,311	109,500	(95,500)	-47%
Taxes							
0308-400-000-40201 Sales Taxes	4,000,473	4,143,745	4,269,232	3,651,195	4,341,688	72,456	1.70%
Total Taxes	4,000,473	4,143,745	4,269,232	3,651,195	4,341,688	72,456	1.70%
Intergovernmental Revenues							
0308-400-000-42103 Incoming Grant Revenue	-	-	-	-	1,053,151	1,053,151	0%
0308-400-000-42121 Federal College Work Study	-	-	-	-	-	-	0%
0308-400-000-42301 Red Oak Creek Trail	-	-	-	-	-	-	0%
Total Intergovernmental Revenues	-	-	-	-	1,053,151	1,053,151	0%
Charges For Services							
0308-400-000-43308 Recreation Merchandise	213	2,051	350	245	350	-	0%
0308-400-000-43325 Volleyball Fees	-	-	-	-	-	-	0%
0308-400-000-43350 Recreation Center Fees	578,375	533,272	650,000	246,732	550,000	(100,000)	-15%
0308-400-000-43356 Valley Ridge Rental	24,212	19,814	30,000	12,781	25,000	(5,000)	-17%
Total Charges For Services	602,800	555,136	680,350	259,758	575,350	(105,000)	-15%
Miscellaneous income							
0308-400-000-40115 Discounts & Rebates	5,742	-	-	3,661	-	-	0%
0308-400-000-48535 Other Donations	14,258	14,060	10,000	3,740	3,000	(7,000)	-70%
0308-400-000-48901 Cash Short/Over	81	-	-	-	-	-	0%
Total Miscellaneous Income	25,516	14,060	10,000	7,401	3,000	(7,000)	-70%
0308-400-49000 Other Financing Sources							
0308-400-000-49101 Interfund Transfer In	-	-	-	-	-	-	0%
0308-400-000-49199 Proceeds From Debt Issuance	-	-	-	-	-	-	0%
Total Other Financing Sources	-	-	-	-	-	-	0%
Total Community Development Corp Revenue	4,777,904	4,967,856	5,164,582	4,124,665	6,082,689	918,107	18%

	COMMITMENTS	BALANCES
FY21 Estimated Beginning Fund Balance (09-30-2021) - Continuation Budget	\$ 8,799,053	\$ 8,799,053
Rec Center Set Aside (PH II) (circa 2006)	(3,000,000)	5,799,053
Community Park & Nature Preserve Land Acquisition (2014)	(1,250,000)	4,549,053
So Clark Trail (2020) Carry Forward - includes construction/ drainage/signage/bike racks/signals - <i>item in continuation budget</i>	-	4,549,053
Strauss Road Trail Feasibility Study (2020) Carry forward - <i>item in continuation budget</i>	-	4,549,053
Balcones Trail Construction (2016)- Carry forward - <i>item in continuation budget</i>	-	4,549,053
Balcones Trail Signage (2019) - Carry forward - <i>item in continuation budget</i>	-	4,549,053
Alan E Sims Recreation Center - Lock Room Rehab - <i>item in continuation budget</i>	-	4,549,053
Fund Balance Policy Initiative = 25% of Revenues	(1,257,385)	3,291,668
Total Unassigned Fund Balance after Commitments FYE 2020	\$ 3,291,668	

Carry Forward = unspent portion of commitment of Board

FY 2020 PROJECT SUMMARY REVIEW
FY 2020 CDC Programs (Equipment Replacement, Growth & Projects)

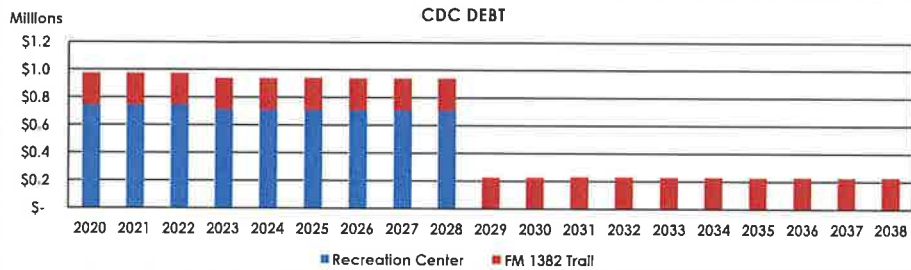
Requestor	Project Name	CONT'N 2020-2021	Growth 2020-2021	Proposed 2020-2021	Notes
AESCHRC (Dpt. 435)	Replacement of Fitness Equipment	\$ -	\$ -	\$ -	
Valley Ridge Park (Dpt. 415)	Replacement Eq. - (2) Lightning Detectors	\$ -	\$ -	\$ -	
Valley Ridge Park (Dpt. 415)	Replacement Eq. - ZTR Mowers	\$ -	\$ -	\$ -	
Valley Ridge Park (Dpt. 415)	Replacement Eq. - Large Area Mowers	\$ -	\$ -	\$ -	
Valley Ridge Park (Dpt. 415)	Replacement Eq. - Utility Cart	\$ -	\$ -	\$ -	
Balcones Trail PH 2	Trail Construction (State Park to JPL Overlook)	\$ 1,354,054	\$ -	\$ 1,354,054	Approved in FY 15 and FY 17
Trails Ops & Maint. (Dpt. 405)	S. Clark Road Trail Construction	\$ 755,000	\$ 1,017,877	\$ 1,772,877	Grant offset of \$1,053,000 (Net cost \$719,877)
Trails Ops & Maint. (Dpt. 405)	S. Clark Road Trail Design	\$ 77,000	\$ -	\$ 77,000	Approved in FY 18-19 Budget
Trails Ops & Maint. (Dpt. 405)	Straus Road Trail Feasibility Study	\$ 125,000	\$ -	\$ 125,000	Approved in FY 19-20 Budget
Alan E Sims Rec. Center	Locker Room Rehab	\$ 185,000	\$ -	\$ 185,000	Approved in FY 18-19 Budget
FM 1382 Signage	Signage and Amenities	\$ 353,750	\$ -	\$ 353,750	Signage approved in FY 2018-2019 Budget
Valley Ridge Park (Dpt. 415)	Field Lighting	\$ -	\$ -	\$ -	New Program - deferred
Valley Ridge Park (Dpt. 415)	Playground Replacement	\$ -	\$ 125,000	\$ 125,000	New Program - year one of program
Valley Ridge Park (Dpt. 415)	Soccer Goals	\$ -	\$ 12,000	\$ 12,000	New Program
Valley Ridge Park (Dpt. 415)	Robot Painter	\$ -	\$ -	\$ -	
AESCHRC (Dpt. 435)	Meeting Room Blinds - 5 yr. replacement plan	\$ -	\$ -	\$ -	
AESCHRC (Dpt. 435)	Conversion, Phase II	\$ -	\$ -	\$ -	
Valley Ridge Park (Dpt. 415)	Irrigation Worker I	\$ -	\$ -	\$ -	Posted to a Non-Capital GL Account
CDC Admin (Dpt. 400)	Parks Master Plan	\$ -	\$ -	\$ -	
AESCHRC (Dpt. 435)	Compressor & Fan, Lobby & Refinish Floors	\$ -	\$ -	\$ -	
Totals		\$ 2,849,804	\$ 1,154,877	\$ 4,004,681	

Equipment Replacement

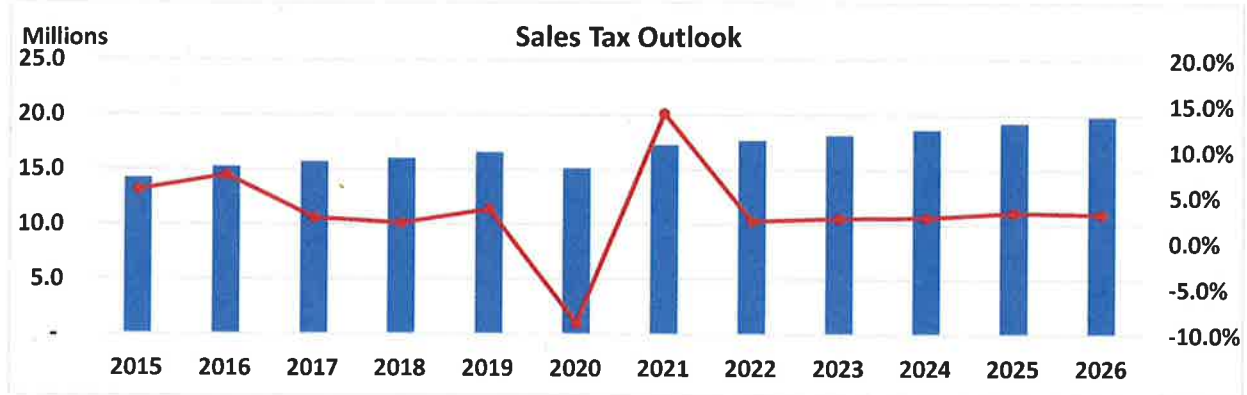
M&O Portion
Capital Line Item

**Community Development Corporation
DEBT SCHEDULE**

FISCAL YEAR	Alan E. Sims Recreation Center REFUNDING AND IMPROVEMENT BONDS SERIES 2011			F.M. 1382 Hike and Bike Trail CERTIFICATES OF OBLIGATION BONDS SERIES 2018			ANNUAL TOTAL
	Principal	Interest	Total	Principal	Interest	Total	
	2020	535,000	207,863	742,863	125,000	105,950	
2021	550,000	195,819	745,819	125,000	102,200	227,200	973,019
2022	570,000	177,097	747,097	130,000	97,725	227,725	974,822
2023	560,000	151,894	711,894	135,000	92,425	227,425	939,319
2024	580,000	130,519	710,519	140,000	86,925	226,925	937,444
2025	605,000	104,519	709,519	150,000	81,125	231,125	940,644
2026	630,000	76,400	706,400	155,000	75,800	230,800	937,200
2027	660,000	46,906	706,906	160,000	71,075	231,075	937,981
2028	695,000	15,203	710,203	165,000	66,200	231,200	941,403
2029	-	-	-	165,000	61,250	226,250	226,250
2030	-	-	-	170,000	56,225	226,225	226,225
2031	-	-	-	180,000	50,975	230,975	230,975
2032	-	-	-	185,000	45,269	230,269	230,269
2033	-	-	-	190,000	39,175	229,175	229,175
2034	-	-	-	195,000	32,919	227,919	227,919
2035	-	-	-	200,000	26,250	226,250	226,250
2036	-	-	-	210,000	19,075	229,075	229,075
2037	-	-	-	215,000	11,638	226,638	226,638
2038	-	-	-	225,000	3,938	228,938	228,938
Total	5,385,000	\$1,106,219	\$6,491,219	\$3,220,000	\$1,126,138	\$4,346,138	10,837,356



Sales Tax Forecast									
Fiscal Year	Sales Tax City-wide Budget	Total Sales Tax Received	1¢ City	3/8 of 1¢ EDC	1/2¢ CDC	1/8 of 1¢ CCD	Total Distributed	% CHg Yr/Yr	% of Budget
2008	12,600,000	12,224,819	6,112,410	3,056,205	3,056,205	-	12,224,819	5.2%	97.02%
2009	13,077,500	11,772,591	5,886,296	2,943,148	2,943,148	-	11,772,591	-3.7%	90.02%
2010	12,600,000	12,123,569	6,061,784	3,030,892	3,030,892	-	12,123,569	3.0%	96.22%
2011	12,000,000	12,091,229	6,045,614	3,022,807	3,022,807	-	12,091,229	-0.3%	100.76%
2012	12,350,000	12,598,457	6,299,228	3,149,614	3,149,614	-	12,598,457	4.2%	102.01%
2013	12,351,500	12,896,112	6,786,900	2,545,088	3,393,450	170,674	12,896,112	2.4%	104.41%
2014	13,695,000	13,428,345	6,755,253	2,533,220	3,377,627	762,245	13,428,345	4.1%	98.05%
2015	14,252,320	14,201,864	7,110,420	2,666,407	3,555,210	869,827	14,201,864	5.8%	99.65%
2016	14,563,065	15,246,533	7,629,897	2,861,211	3,814,948	940,477	15,246,533	7.4%	104.69%
2017	15,850,240	14,699,497	7,839,731	2,939,899	3,919,866	956,165	15,655,661	2.7%	98.77%
2018	16,684,990	15,001,775	8,000,947	3,000,355	4,000,473	986,361	15,988,136	2.1%	95.82%
2019	16,487,481	15,539,045	8,287,491	3,107,809	4,143,745	1,028,634	16,567,680	3.6%	100.49%
2020	17,063,565	14,245,519	7,597,610	2,849,104	3,725,000	940,523	15,112,237	-8.78%	88.56%
2021	17,248,493	16,281,332	8,683,377	3,256,266	4,341,688	967,162	17,248,493	14.14%	100.00%
2022	17,654,772	16,659,030	8,884,816	3,331,806	4,442,408	995,742	17,654,772	2.36%	100.00%
2023	18,124,154	17,098,539	9,119,221	3,419,708	4,559,610	1,025,615	18,124,154	2.66%	100.00%
2024	18,623,796	17,567,413	9,369,287	3,513,483	4,684,643	1,056,383	18,623,796	2.76%	100.00%
2025	19,233,911	18,145,836	9,677,779	3,629,167	4,838,890	1,088,075	19,233,911	3.28%	100.00%
2026	19,831,931	18,748,812	9,999,366	3,749,762	4,999,683	1,083,119	19,831,931	3.11%	100.00%





INTEROFFICE MEMORANDUM

TO: GREG PORTER, CITY MANAGER
FROM: WILLIAM FORD, PARKS AND RECREATION DIRECTOR
CC: COMMUNITY DEVELOPMENT BOARD
DATE: JUNE 12, 2020
RE: FM 1382 (BALCONES) TRAIL GAURDRAIL CONSTRUCTION

The Parks and Recreation staff is requesting approval to award FM 1382 (Balcones) Trail Guard Fence construction contract to ICOS Management LLC in the amount of \$279,478. Current FM 1382 Trail Phase II contingency funds will be used to fund this project. As you may recall, the CDC board approved design funds during the November 21, 2019 meeting for Halff Associates to provide design for this project. The Guard Fence project was let for bids in April with ICOS Management LLC coming in as the lowest most responsive bidder. The Halff design team reviewed all bids and checked references, confirming that ICOS Management is an approved contractor for TX DOT projects and have met all insurance and financial requirements of the State of Texas.

Therefore, Halff Associates, Public Works Staff and Parks Staff recommends that the Guard Fence project be awarded to ICOS Management LLC. If contract is approved by CDC, project will begin in July and be completed by September. The Guard Fence project, when completed will provide a physical barrier that will add an extra layer of protection for trail users. The City of Dallas will construct the same guard fence system when the Dallas side of the trail is constructed in two years.

	<u>FRIM</u>	<u>BASE BID</u>	<u>ALTERNATE</u>	<u>TOTAL BID</u>
1)	ICOS Management, LLC	\$175,078	\$104,400	\$279,478.00
2)	A T Construction LLC	\$192,675	\$192,675	\$285,475.00
3)	Vann/Elli Inc	\$192,925	\$127,600	\$320,525.00
4)	SI & J Construction LLC	\$231,065	\$127,600	\$358,665.00

Attachment: Halff Associates, INC. reference check/recommendation letter.

This agreement has been reviewed and approved as to form by the City Attorney.



June 9, 2020

037807

City of Cedar Hill, Texas
285 Uptown Boulevard, Building 100
Cedar Hill, TX 75104

Attention: Mr. Steve Schell

Re: Bids for FM 1382 Metal Beam Guard Fence Improvements

Dear Mr. Schell:

A total of four (4) complete bids were received for the referenced project. The detailed bid tabulation sheet for the bids received is attached for your use. All Bidders submitted with their respective Bids a complete set of documents as required by the Contract Documents. The base bid for the project includes approximately 1-mile of new metal beam guard fence, and related materials, to be constructed along FM 1382. A bid alternate was included in the project for the construction of a concrete mow strip along the proposed guard fence improvements. The lowest bid for both the base bid and the bid alternate was submitted by ICOS Management, LLC, with a total of \$175,078.00 and \$279,478.00, respectively. The base bids ranged as high as \$231,065.00, and the bid alternate ranged as high as \$358,665.00. There were no errors found with any of the bids, see attached Bid Tabulation.

The surety company to be used by ICOS Management, LLC is UNITED STATES FIRE INSURANCE COMPANY, 1209 Orange Street, Wilmington, Delaware, 19801. We checked the following: 1) UNITED STATES FIRE INSURANCE COMPANY is on the Federal Register list of companies holding certificates of authority as acceptable sureties on federal bonds and as acceptable reinsuring companies. 2) The project total amount does not exceed UNITED STATES FIRE INSURANCE COMPANY's bonding capacity as set by the Department of Treasury.

The bid documents contained experience records for TalBran Enterprise, LLC instead of ICOS Management, LLC. In an email from the City of Cedar Hill it was stated this is considered a "waivable error" since both TalBran Enterprises, LLC and ICOS Management Company, LLC are owned by the same person, Eric S. Brandenburg. Experience records provided are for roadway maintenance projects in similar nature:

Similar Project Experience

Owner	Contact	Phone Number	Project
TxDOT	Rich Turrieta	409-978-2500	Metal Beam Guard Fence Installation
TxDOT	Victor Cruz	512-277-0836	Full-Depth Concrete Repair
TxDOT	Andy Hall	409-790-2164	Full-Depth Concrete Repair

Halff Associates, Inc (HAI) checked the references listed in the experience record provided by ICOS Management, LLC. HAI called and left voice mails for each point of contact. To date only Rich Turrieta has responded and provided a positive reference for TalBran Enterprises, LLC.

ICOS Management, LLC, provided financial statements, dated February 29, 2020, their conditional questionnaire for TxDOT prequalification, and qualification approval letter from TxDOT setting ICOS Management, LLC's bidding capacity at \$2,840,000.00. HAI has reviewed the information as to any cause for concern.



Based on the information above we do not find grounds to disqualify ICOS Management, LLC, from the project based on their financial capacity, experience, or prior performance as defined in the project specifications. This evaluation is limited to review of the Federal Register, project experience and financial information furnished to HAI by ICOS Management, LLC, and verifying references listed above. HAI recommends the project be awarded to ICOS Management, LLC.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Jeffrey Roberts".

Jeffrey Roberts, P.E., CFM
Civil Engineer

Attachments

Item Number		Description	ICDS MANAGEMENT, LLC		VANNELLI, INC.		A.T. CONSTRUCTION, LLC		SILJ. CONSTRUCTION, LLC	
Unit	Bid Quantity		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
LS	1	MOBILIZATION	\$15,000.00	\$ 15,000.00	\$30,000.00	\$ 30,000.00	\$20,000.00	\$ 20,000.00	\$35,000.00	\$ 35,000.00
MO	2	BARRICADES, SIGNS AND TRAFFIC HANDLING	\$4,000.00	\$ 8,000.00	\$8,000.00	\$ 16,000.00	\$17,000.00	\$ 24,000.00	\$6,000.00	\$ 12,000.00
LF	5,375	MTL W-BEAM GD FEN (TIM POST)	\$24.00	\$ 129,000.00	\$24.00	\$ 129,000.00	\$23.00	\$ 123,625.00	\$31.00	\$ 166,625.00
EA	4	DOWNSTREAM ANCHOR TERMINAL SECTION	\$1,162.00	\$ 4,728.00	\$1,500.00	\$ 6,000.00	\$2,000.00	\$ 8,000.00	\$1,500.00	\$ 6,000.00
EA	1	MTL BM GD FEN TRANS (31'-26") (25')	\$800.00	\$ 800.00	\$1,200.00	\$ 1,200.00	\$950.00	\$ 950.00	\$2,500.00	\$ 2,500.00
EA	1	GUARDRAIL END TREATMENT (INST'ALL)	\$3,000.00	\$ 3,000.00	\$3,900.00	\$ 3,900.00	\$4,000.00	\$ 4,000.00	\$2,500.00	\$ 2,500.00
EA	11	INSTL DEL ASSM (D-SW) SZ 1' (FLX) GND	\$50.00	\$ 550.00	\$75.00	\$ 825.00	\$100.00	\$ 1,100.00	\$40.00	\$ 440.00
DAY	40	TMA (STATIONARY)	\$350.00	\$ 14,000.00	\$150.00	\$ 6,000.00	\$275.00	\$ 11,000.00	\$150.00	\$ 6,000.00
FM 1382 Subtotal			\$	175,078.00	\$	192,925.00	\$	192,675.00	\$	231,065.00

Item Number		Description	XIT PAVING & CONSTRUCTION		ESTRADA CONCRETE CO. LLC		3S SERVICES		AXIS CONTRACTING, INC.	
Unit	Bid Quantity		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
CY	232	RIPRAP (MOW STRIP) (4IN)	\$450.00	\$ 104,400.00	\$650.00	\$ 150,800.00	\$400.00	\$ 92,800.00	\$550.00	\$ 127,600.00
SCHEDULE 2 TOTAL			\$	104,400.00	\$	127,600.00	\$	92,800.00	\$	127,600.00
BID TOTAL			\$	279,478.00	\$	320,525.00	\$	285,475.00	\$	358,665.00