



TO: Mayor and Members of the Town Council

FROM: Rich Olson, Town Administrator

REF: Town Administrator's Weekly FYI – June 4, 2021

COPY: Email Distribution

1. On May 18, 2021, the Town opened bids on the remaining 2021 Street Improvements. The three streets included in the bid package were Harpole Road, South Gibbons Road, and Charyl Lynn Drive. The Town had previously opened bids on these streets on March 25, 2021, but subsequently rejected all the bids. The bid document was modified to include utilizing Competitive Seal Proposals (CSB) bid process along with ride quality standards. The evaluation criteria for the CSB are 60% cost, 20% bidder reputation, and 20% bidder qualifications and experience. In the bid document, this scoring criterion is broken down further. The Town received a total of seven bids. Those bids ranged from \$1,040,228.00 to \$1,199,230.00 (bid tab sheet attached). The three lowest bidders were Reliable Paving, Texas Bit, and Jagoe Public. Since the Town utilized the CSB process, all bidders were evaluated based on the references they provided or failed to provide to TNP. The scoring was done by Jeff Sears and Chris Hartke of TNP and myself. The low bidder to utilize the CSB system was Jagoe Public at \$1,100,072.50. A recommendation to award the bid to Jagoe Public will be on the Town Council agenda for the meeting on Monday, June 7, 2021. If approved, work should start after July 4, 2021.
2. The Town has received our 6<sup>th</sup> payment application from Jagoe for the Crawford Road project. The amount included in the payment request is \$227,829.43. After the retainage is subtracted, the net payment will be \$216,437.96. Based on this payment request, the project is 47.15% complete. This payment request covers the work performed from April 20, 2021 through May 19, 2021. Town Staff has requested a revised schedule from Jagoe Public. Construction has been a challenge so far this year mainly due to weather issues. In February, we had the deep freeze which caused damage to one of the cement plants and now cement is being rationed. The constant rain has also affected the construction schedule. However, Jagoe still believes that the project should be completed by August 26, 2021. Staff hopes Jagoe will be substantially completed before the start of school.
3. Tomorrow morning – Saturday, June 5, 2021 – is the first Mornings with the Mayor hosted by Mayor Livingston at Town Hall. Mayor Livingston invites

residents for coffee, donuts, and discussion from 9 a.m. to 10 a.m. This event will be hosted on every first Saturday of the month for residents to come and talk with the Mayor about what is on their mind.

4. The Planning & Zoning Commission met for their regularly scheduled monthly meeting Wednesday, June 2, 2021 and discussed possible Town Development Standard amendments to the following items:
  - Setbacks and bufferyards for commercially zoned districts adjacent to residentially owned districts (TDS-21-001).
  - Setbacks, lot coverage, and accessory building requirements for SF-1, SF-2.5, and Agricultural zoned districts (TDS-21-002).
  - Article V, Tree Preservation, regarding approval procedure, tree survey, and other related tree ordinance provisions in the Town Development Standards (TDS-21-004).
  - Specific Use Permit (SUP) requirements for solar energy systems (TDS-21-005).

Commissioners gave Town staff direction on text amendments on each of the items above so that staff could draft the recommended changes to present at a future meeting date.

5. Town Communications Coordinator Julia Falcon met with DHD Films, who is creating a video for the Metroport Chamber featuring all seven communities in the Chamber. The Town will proceed to make a separate video that will cost \$5,400. Filming will take place in the coming weeks, pending weather. Filming will include restaurants, schools, neighborhoods, and other landmarks around town.
6. Thanks to the volunteer efforts of five Master Gardeners, a lot of garden upkeep was completed at Unity Park over the span of a few weeks. Current additions to Unity Park include adding five new flowerbeds, shrubs on the back corners of the pavilion yucca plants by the benches along the walkway and pampas grass in front of the electrical junction box by the walkway. Once it stops raining, summer annuals will be in the front flowerbeds and a number of plants that were lost in the winter storm will be replaced. This should be done by July. Future plans include three more large flowerbeds, adding landscape rock along the walkway, and a small flowerbed by the pedestrian crosswalk once construction is complete.