

MEMORANDUM

TO: Mayor and City Council

FROM: Shawn Raborn, City Manager

DATE: February 19, 2021

SUBJECT: City Council Meeting

Attached is your information packet for the Monday, February 22, 2021, City Council Meeting. If you have any questions about a particular item, please contact me.

**NOTICE OF REGULAR MEETING
OF THE CITY COUNCIL OF THE
CITY OF LA GRANGE, TEXAS**

In accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code notice is hereby given that a Regular Meeting of the governing body of the City of La Grange, Texas, will be held on the 22nd day of February, 2021 at 6:00 P.M. in the City Hall Council Chambers at 155 E. Colorado St., La Grange, Texas.

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL

PETITIONS

SUBJECTS TO BE CONSIDERED FOR DISCUSSION AND/OR ADOPTION, APPROVAL, AMENDMENT, RATIFICATION OR OTHER ACTION AT SUCH MEETING INCLUDE:

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items that the Council may act on with one single vote. The Mayor or a Councilmember may pull any item from the Consent Agenda in order that the Council discuss and act upon it individually as part of the Regular agenda.)

REGULAR AGENDA

1. Discuss and or Consider awarding the engineering services contract for the preparation of the City of La Grange's 2021-22 TxCDBG Community Development Fund Application and subsequent contract implementation if application is funded. **Pg. 1**
2. Report on 2021 Snow Storm

CITY COUNCIL COMMITTEE REPORTS

1. Airport Board
2. Library Board
3. Tax Appraisal Board
4. Main Street Board

CHIEF OF POLICE UPDATE

Review of Current issues and projects

CITY MANAGER UPDATE

Review of Active Projects and Issues

Pg. 6

CITY SECRETARY

The Council will meet in closed Executive Session as authorized by the listed section(s) of The Open Meetings Act, Section 551, Texas Government Code, to discuss the following matters:

The Council may take final action on any of the before mentioned matters while convened in open session pursuant to Chapter 551 of the Texas Government Code; it may also take certain action in executive session on competitive electric matters pursuant to Section 551.086. The Council may also meet in closed Executive Session, pursuant to Section 551.071, to receive advice from legal counsel (consultation with attorney) on any items listed in this notice.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact, Janet Bayer at 979/968-5805 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

More information on the above listed matters is available from the City of La Grange - Office of the City Manager at 979/968-5805.

Posted at 2:00 P.M. on this the 19th day of February, 2021.



Janet Bayer, City Secretary

MEMORANDUM

TO: Mayor and City Council

FROM: Shawn Raborn, City Manager

DATE: February 19, 2021

SUBJECT: Consideration, discussion and possible action concerning award of the engineering services contract for the preparation of the City's 2021-2022 Texas Community Development Block Grant (TxCDBG) application and subsequent engineering contract if funded

Staff recently issued a Request for Qualifications for Preliminary engineering services and design engineering services related to our proposed 2021-22 CDBG grant application. We evaluated proposals from four engineering firms to serve as the project engineer for the CDBG project. The firms that submitted proposals included BEFCO Engineering, TRC Engineers, M&S Engineering and FCM Engineers.

An evaluation committee was formed to review the Engineering firms and was comprised of Frank Menefee, Andy Blaha and Mayor Moerbe who independently reviewed and scored the proposals. The ranked result of the scoring process was BEFCO Engineering, TRC Engineers, M&S Engineering and FCM Engineers

Staff recommends the selection of BEFCO Engineering as the project engineer. We have utilized the services of BEFCO in the past on Community Development applications and have been satisfied with the services provided.

Attachments:

1. Request for Proposals Engineering Services
2. Sample rating Sheet

January 29, 2021

To All Interested Parties:

RE: Proposed Contract Funding for the *2021-2022 Texas Community Development Fund*

Attached is a copy of the City of LaGrange's Request for Qualifications for *preliminary engineering services and design engineering services*. These services are being solicited to assist the City in its application and project implementation of a contract, if awarded, from the *2021-2022 Texas Community Development Fund* of the Texas Community Development Block Grant Program of the Texas Department of Agriculture (TDA). The City will be applying for funding for an infrastructure improvement project in the City of LaGrange.

The submission requirements for this proposal are also included on the attached Request for Qualifications (RFQ) form. Firms and/or individuals should have past experience with federally funded programs. **All respondents must be registered with SAM.gov.**

Please submit three (3) copies of a proposal of services and statement of qualifications to:

Shawn Raborn, City Manager, 155 E. Colorado St, LaGrange, TX 78945

The deadline for submission of proposals is 4:00 PM, Wednesday, February 10, 2021.

The City of LaGrange reserves the right to negotiate with all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards

The City of LaGrange is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

Shawn Raborn
City Manager
City of LaGrange

Attachment: RFQ for Engineering Services

Request for Qualifications (RFQ) for Engineering

The City of LaGrange is seeking to enter into an engineering services contract with a state-registered engineer. The following outlines this request for qualifications.

- I. Scope of Work #1 – The Engineering contract will include the development/preparation of a Table 2 (cost estimate), project map and certification documents for the City’s TDA application.

Scope of Work #2 – With funding of project, the Engineering contract will encompass all project-related engineering/architectural/surveying services to the City of LaGrange, including but not limited to the following:

- Preliminary and final design plans and specifications;
- Preparation of the bid packet;
- Conduct all field testing and inspections (interim and final); and
- Other special services.

Please specify actual tasks to be performed under each of these categories. The specific project will be developed as part of the application which will include an infrastructure improvement project.

- II. Statement of Qualifications - The City of LaGrange is seeking to contract with a competent engineering firm, registered to practice in the State of Texas, that has had experience in the following areas:

- Municipal construction including but not limited to water, sewer, and/or other infrastructure improvements projects;
- Registered and in good standing as a professional engineer per the Texas Engineering Practice Act
- Federally-funded construction projects; and
- Projects located in this general region of the state
- Engineer/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) of the System for Award Management (SAM) www.Sam.gov .

As such, please provide within your proposal a list of past local government clients, as well as resumes of all engineers that will or may be assigned to this project if you receive the engineering services contract award.

Also, please provide a copy of your current certificate of insurance for professional liability.

- III. Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100

- IV. For this RFQ, Respondent's qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.
- For costs of architectural/engineering (A/E) professional services, negotiations must occur after the initial selection of the engineer or architect as price cannot be used as a selection factor. (See 2 CFR 200.320(d)(5) and Texas Government Code § 2254.004)
- V. Affirmative Action/EEO: The City of LaGrange is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals.
- VI. Deadline for Submission - The proposals received will be received no later than **4:00 pm on Wednesday, February 10, 2021** at the following address:

Shawn Raborn, City Manager, 155 E. Colorado St, LaGrange, TX 78945

Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of LaGrange
 Name of Respondent _____
 Evaluator's Name _____

TxCDBG Contract 2021 Community Development
 Date of Rating _____

Experience -- Rate the respondent for experience in the following areas:

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>	<u>Comments</u>
1. Has previously designed _____ type of projects	20	_____	
2. Has worked on federally funded construction projects	10	_____	
3. Has worked on projects that were located in this general region.	10	_____	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)			
4. Extent of experience in project construction management	15	_____	
5. Current Certification of TxCDBG Project Implementation Training	5	_____	
Subtotal, Experience	60	_____	

Work Performance

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Past projects completed on schedule	10	_____
2. Manages projects within budgetary constraints	5	_____
3. Work product is of high quality	10	_____
Subtotal, Performance	25	_____

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	_____
2. Adequacy of Resources	5	_____
3. Professional liability insurance is in force	5	_____
Subtotal, Capacity to Perform	15	_____

TOTAL SCORE

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	60	_____
<input type="checkbox"/> Work Performance	25	_____
<input type="checkbox"/> Capacity to Perform	15	_____
Total Score	100	_____

SALES TAX COLLECTIONS

MONTH	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Difference FY20 to 21	Percent Increase	7 Year Average
OCT	\$112,415	\$128,969	\$96,966	\$108,941	\$96,285	\$115,257	\$120,560	\$109,459	(\$11,101)	-9.21%	\$111,342
NOV	\$135,735	\$138,673	\$124,066	\$111,012	\$128,310	\$140,893	\$143,395	\$126,073	(\$17,322)	-12.08%	\$131,726
DEC	\$121,216	\$128,156	\$106,289	\$101,451	\$98,649	\$118,667	\$100,878	\$118,822	\$17,945	17.79%	\$110,758
JAN	\$116,786	\$136,034	\$101,724	\$114,082	\$105,348	\$107,465	\$107,433	\$118,288	\$10,855	10.10%	\$112,696
FEB	\$149,135	\$164,131	\$153,116	\$138,130	\$128,927	\$145,395	\$130,911	\$149,717	\$18,806	14.37%	\$144,249
MAR	\$104,319	\$109,617	\$92,534	\$94,282	\$101,190	\$106,253	\$86,564				\$99,251
APR	\$101,662	\$115,051	\$95,475	\$102,144	\$102,146	\$136,546	\$101,184				\$107,744
MAY	\$146,279	\$142,630	\$128,372	\$130,841	\$132,046	\$123,809	\$124,555				\$132,647
JUN	\$132,360	\$123,250	\$95,427	\$108,757	\$107,166	\$119,177	\$113,583				\$114,246
JUL	\$107,373	\$100,594	\$109,033	\$104,711	\$121,890	\$116,291	\$121,185				\$111,583
AUG	\$139,608	\$144,875	\$124,776	\$115,273	\$121,323	\$128,149	\$137,193				\$130,171
SE	\$127,001	\$102,480	\$100,192	\$101,896	\$96,920	\$129,047	\$111,481				\$109,860
LOCAL											
TOTAL	\$1,493,890	\$1,534,460	\$1,327,971	\$1,331,519	\$1,340,199	\$1,486,948	\$1,398,921	\$622,358			\$1,416,273
Year to Date	\$635,287	\$695,963	\$582,162	\$573,615	\$557,518	\$627,677	\$603,176	\$622,358	\$19,182	3.18%	
BUDGET	\$1,063,433	\$1,169,776	\$1,193,171	\$1,234,932	\$1,196,058	\$1,281,939	\$1,320,397	\$1,360,008			
PERCENT OF BUDGET	59.74%	59.50%	48.79%	46.45%	46.61%	48.96%	45.68%	45.76%			

* Includes Local Quarterly Sales Tax Payment

SALES TAX COLLECTIONS
Economic Development Corporation
February 10, 2021

MONTH	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Difference FY 20 to 21	Percent Increase	7 Year Average
OCT	\$56,207.57	\$64,484.71	\$48,483.23	\$54,470.62	\$48,142.35	\$57,628.60	\$60,279.95	\$54,729.51	(\$5,550.44)	-9.21%	\$55,671.00
NOV	\$67,867.27	\$69,336.47	\$62,033.20	\$55,505.80	\$64,154.69	\$70,446.25	\$71,697.26	\$63,036.35	(\$8,660.91)	-12.08%	\$65,862.99
DEC	\$60,607.95	\$64,018.20	\$53,144.54	\$50,725.50	\$49,324.63	\$59,333.71	\$50,438.82	\$59,411.08	\$8,972.26	17.79%	\$55,370.48
JAN	\$58,393.01	\$68,016.77	\$50,862.19	\$57,040.96	\$52,673.88	\$53,732.70	\$53,716.56	\$59,143.83	\$5,427.27	10.10%	\$56,348.01
FEB	\$74,567.73	\$82,065.53	\$76,557.99	\$69,064.78	\$64,463.25	\$72,697.40	\$65,455.39	\$74,858.27	\$9,402.88	14.37%	\$72,124.58
MAR	\$52,159.45	\$54,808.34	\$46,267.01	\$47,140.75	\$50,594.88	\$53,126.42	\$43,281.99				\$49,625.55
APR	\$50,831.14	\$57,525.37	\$47,737.47	\$51,072.17	\$51,073.24	\$68,272.85	\$50,591.77				\$53,872.00
MAY	\$73,139.65	\$71,315.19	\$64,185.80	\$65,420.30	\$66,022.96	\$61,904.58	\$62,277.59				\$66,323.72
JUN	\$66,179.81	\$61,624.99	\$47,713.60	\$54,378.74	\$53,582.70	\$59,588.26	\$56,791.74				\$57,122.83
JUL	\$53,686.68	\$50,297.15	\$54,516.34	\$52,355.37	\$60,944.93	\$58,145.65	\$60,592.62				\$55,791.25
AUG	\$69,804.11	\$72,437.32	\$62,387.90	\$57,636.82	\$60,661.48	\$64,044.42	\$68,596.36				\$65,081.20
SEP	\$63,500.39	\$51,239.93	\$50,096.21	\$50,948.05	\$48,459.97	\$64,523.32	\$55,740.60				\$54,929.78
Local											
TOTAL	\$746,944.76	\$767,169.97	\$663,985.48	\$665,759.86	\$670,098.96	\$743,444.16	\$699,460.65	\$311,179.04			\$708,123.41

Year to Date \$317,644 \$347,922 \$291,081 \$286,808 \$278,759 \$313,839 \$301,588 \$311,179 \$9,591.06 3.18%

BUDGET \$526,793 \$579,472 \$591,061 \$614,703 \$598,028 \$643,669 \$662,979 \$680,004

PERCENT 60.30% 60.04% 49.25% 46.66% 46.61% 48.76% 45.49% 45.76%

*Includes Local Quarterly Sales Tax Payment