



**CITY OF KYLE
WINDY HILL ROAD AT RICHMOND BRANCH
RECONSTRUCTION AND WIDENING
PRE-SUBMISSION MEETING
AGENDA**

1. Welcome

This is a Pre-Submission Meeting for the Windy Hill Road at Richmond Branch Reconstruction and Widening Disaster Recovery project for the City of Kyle, Texas. This project is being developed by the City of Kyle in coordination and direction of the General Land Office. Submissions for the project are to be submitted no later than 2:00 PM on October 23, 2019 at the City of Kyle City Hall located at 100 W. Center St., Kyle, TX 78640. This conference is not mandatory for the submission of a proposal. All participants need to sign the Pre-Submission Meeting Attendance Record.

2. Project Team and Introductions

A. Federal Housing and Urban Development Administrator: General Land Office

Manager Infrastructure/Housing Grant Administrator: Esmeralda Sanchez, MPH
Administrator representative for the project: Susan Cerf

B. Owner and Subrecipient: City of Kyle

City Engineer: Leon Barba, P.E.

Owner's representative for the project: Jo Ann Garcia, P.E.

City Inspector: Public Works to be determined.

3. Written questions for the project should be directed to the following individuals:

a. Leon Barba, P.E. lbarba@cityofkyle.com

b. The project information may be viewed electronically on the City's website.

<https://www.cityofkyle.com/rfps>

4. Project Description

A. Overview of project

1. Project Limits: 500 ft. W of Cherrywood to 500 ft. E of Purple Martin Avenue
2. Length: Approximately 2,100 ft
3. Existing typical section – 2 lane with left turn lane at Purple Martin Avenue
4. Existing structure at Richmond Branch designed to convey a 2 year storm event.
5. Reconstruction and widening of Windy Hill Road, culvert structure improvements, safety lighting, grading, drainage and channel improvements, pavement improvements, pedestrian enhancements, signing, and pavement markings.
6. City of Kyle preliminary construction estimate \$2.9 M.



5. Possible coordination with other entities

1. City of Kyle Public Works waste water utility
 - a. Warren Christian 512.738.7292
2. Utility owners as needed, unknown conflicts
 - a. PEC – Blair Smith – 512.590.0267
PEC – Ricky Hess – 830.992.5396
 - b. Centerpoint – Clifford Wharton – 830.643.6927
 - c. Frontier – Brenda McWilliams 325.949.0884
Frontier - Robert Downs 830.997.5937
 - d. Time Warner – Ryan Lovelace – 512.485.5678
Time Warner – Jesus Gutierrez 830.263.0519
 - e. Goforth Water – Mario Tobias mario@goforthwater.org
Goforth Water – Southwest Engineers – Neal Goedrich, P.E. – 830.672.7546
 - f. Monarch Water – Joe Torralva 512.219.2260
Monarch Water – Mike Ybarra 512.378.0946
 - g. AT&T - Hugo Vasquez - 512.870.4943
3. General Land Office – Susan Cerf 512.475.5012
4. Adjacent Land Owners – specific info. unknown at this time.
5. Texas Disposal System – Ray Bryant 512 487 2716
6. United States Post Office – Henry Seiley 512.775.3876
7. Federal Emergency Management Agency
8. Hays CISD
9. General Public

6. Pertinent Dates & Information

A. City of Kyle & GLO Contract Period 11/15/2019 – 11/15/2021

- | | |
|---|-----------------------|
| 1. Deadline for questions/clarifications | 10/18/2019 (2:00 p.m) |
| 2. Submittals | 10/23/2019 (2:00 p.m) |
| 3. City Council Approval of Consultant | 11/04/2019 |
| 4. City Council approval of Consultant(s) Contracts | 12/3/19 |

B. Special Requirements

1. Engineering services must be performed in compliance with the U.S. Dept. of Housing and Urban Development and guidelines issued by GLO.
2. Compliance with 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
3. Entity/Individual/Firm be registered with U.S. Government System for Award Management, SAM.
4. Entity/Individual/Firm have capability to provide/load records to GLO TIGR software for Disaster Recovery projects.
5. Payment to consultants/providers per GLO fixed rates and milestones

7. Questions from Attendees:



COMMUNITY DEVELOPMENT & REVITALIZATION

2015 and 2016 Flood and Storms

Texas General Land Office
P.O. Box 12873, Austin, Texas 78711-2873
866.206.1084 or 512.475.5000
cdr@glo.texas.gov

Project Delivery, Administration, and Engineering Fees

HOUSING

The applicant may choose to self-administer, utilize a third-party grant administrator, or a combination of self-administration and third-party administration. Public Housing Authorities will only be awarded Project Delivery funds.

Administration Expenses: Administration fees are capped at **2%** of the total CDBG-DR award amount. Any expenses incurred in carrying out the program that are not directly connected to a specific project.

Project Delivery Expenses: Project delivery (PD) fees are capped at **10%**. Anything DIRECTLY connected to the delivery of a specific project.

NON-HOUSING

The applicant may choose to self-administer, utilize a third-party grant administrator, or a combination of self-administration and third-party administration

Project delivery (PD) fees are capped at maximum rates based on the fixed rate pricing limits as follows:

Total CDBG-DR Award	Project Delivery Fees
\$249,999.99 or less	11%
\$250,000.00 to \$749,999.99	9%
\$750,000.00 to \$999,999.99	8%
Over \$1,000,000.00	6%

Project delivery may include but is not limited to grant administrator fees, costs associated with environmental clearance, and costs of in-house staff administering the grant. Applicants may choose to utilize a portion of their project delivery grant funds for their single audit and/or to pay for city/county staff administering the grant.

The cap for engineering costs has been established at twelve percent (12%) of the total estimated construction costs. Engineering costs include the cost of all engineering (design, bidding, and construction phase services) and associated work and special services (surveying, materials testing, on-site inspections, environmental support, etc.) required to deliver the project included in the application. The applicant must attach to the application justification by the engineer for engineering fees being higher than 12% of the total construction. GLO-CDR will review the justification for reasonability.

