



**NOTICE OF WORKSHOP
OF THE WESLACO CITY COMMISSION
TUESDAY, JUNE 3, 2025**

NOTICE IS HEREBY GIVEN THAT the City Commission of the City of Weslaco, Texas will hold a Workshop in on Tuesday, June 3, 2025 at 4:00 PM for the purpose of discussing the following items:

NOTE: If during the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Weslaco City Commission will convene in such executive or closed session whether such item is posted as an executive session item at any time during the meeting when authorized by the provisions of the Texas Open Meetings Act.

Pursuant to Texas Government Code Section 551.127, on a regular, non-emergency basis, the Weslaco City Commission may attend and participate in the meeting remotely by telephonic conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

I. CERTIFICATION

- A. Certification of Public Notice.
- B. Roll call.

II. NEW BUSINESS

- A. Questions from the Mayor and City Commission on any items regarding the Regular City Commission meeting to be held June 3, 2025. (Staffed by Assistant City Manager.)
- B. Discussion and presentation on Airport Improvement projects. (Staffed by Airport Department.) Attachment.
- C. Discussion and presentation on the Library Furniture, Fixtures, and Equipment plan for New Library/Library Renovation project. (Staffed by Library Department.) Attachment.
- D. Discussion and presentation on Employee Insurance by Roger Garza, Valley Risk Consulting. (Staffed by Human Resources Department.)
- E. Discussion and presentation on 2025 Bond projects. (Staffed by Assistant City Manager.)

III. EXECUTIVE SESSION

- A. Personnel - Discussion regarding the goals, objectives, and evaluation of the Assistant City Managers for the City of Weslaco as authorized by Section §551.074 of the

Texas Government Code.

- B. Legal Consultation – Discussion relating to the City’s rights, duties, privileges, and obligations in connection to the Collective Bargaining Agreement with the Fire Union (IAFF-WFFA Local 3207) FY October 1, 2022 – September 30, 2025, as authorized by Section §551.071 of the Texas Government Code.
- C. Legal Consultation – Discussion relating to the City’s rights, duties, privileges, and obligations in connection with final contract negotiations with the Weslaco Municipal Police Union (Collective Bargaining Agreement) authorized by Section §551.071 of the Texas Government Code.
- D. Real Property - Discussion regarding the sale, purchase, exchange, lease or value of state-owned property being the northeast and southwest jughandles located along IH 2 and FM 1015 (International Blvd.) in Weslaco, Hidalgo County, Texas as authorized by Section §551.072 of the Texas Local Government Code.
- E. Real Property - Discussion on a land lease located at the Mid-Valley Airport, 1909 Joe Stephens as authorized by Section §551.072 of the Texas Government Code.

IV. ADJOURNMENT

I hereby certify this **Notice of a Workshop of the Weslaco City Commission** was posted in accordance with the Open Meetings Act on the outside bulletin board at City Hall of the City of Weslaco, located at the 255 South Kansas Avenue entrance, visible and accessible to the general public during and after regular working hours. This notice was posted on this 30th day of May on or before 4:00 pm and will remain so posted continuously for at least 72-hours preceding the scheduled time of this meeting in accordance with Chapter 551 of the Texas Government Code.

/s/ Norma A. Cantu, City Secretary

NOTE: If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the City Commission will convene in such executive or closed session whether or not such item is posted as an executive session item at any time during the meeting when authorized by the provisions of the Texas Open Meetings Act.

If any accommodation for a disability is required, please notify the City Secretary Office at (956) 968-3181, Ext. 1001 prior to the meeting date.

Removed from Bulletin Board	Date:	Initials:
------------------------------------	-------	-----------

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN".

“DE ACUERDO CON LA SECCION 30.06 DEL CODIGO PENAL (INGRESO SIN AUTORIZACION DE UN TITULAR DE UNA LICENCIA CON UNA PISTOLA OCULTA), UNA PERSONA CON LICENCIA SEGUN EL SUBCAPITULO H, CAPITULO 411, CODIGO DEL GOBIERNO (LEY SOBRE LICENCIAS PARA PORTAR PISTOLAS), NO PUEDE INGRESAR A ESTA PROPIEDAD CON UNA PISTOLA OCULTA”.

"PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY".

“DE ACUERDO CON LA SECCION 30.07 DEL CODIGO PENAL (INGRESO SIN AUTORIZACION DE UN TITULAR DE UNA LICENCIA CON UNA PISTOLA A LA VISTA), UNA PERSONA CON LICENCIA SEGUN EL SUBCAPITULO H, CAPITULO 411, CODIGO DEL GOBIERNO (LEY SOBRE LICENCIAS PARA PORTAR PISTOLAS), NO PUEDE INGRESAR A ESTA PROPIEDAD CON UNA PISTOLA A LA VISTA”.



Standardized Agenda Request Form

Date of Meeting: June 3, 2025		Agenda Item No. (to be assigned by CSO): 2025-598	
From:			
Subject: Questions from the Mayor and City Commission on any items regarding the Regular City Commission meeting to be held June 3, 2025. (Staffed by Assistant City Manager.)			
Background:			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted:			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA Martin Garza		Created	
City Manager Comments:			
Staff Recommendation:			
Attachments, if any:			
Responsibilities upon Approval:			



Standardized Agenda Request Form

Date of Meeting: June 3, 2025		Agenda Item No. (to be assigned by CSO): 2025-614	
From:			
Subject: Discussion and presentation on Airport Improvement projects. (Staffed by Airport Department.)			
Background:			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted:			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
ADELAIDA VEGA Martin Garza		Created	
City Manager Comments:			
Staff Recommendation:			
Attachments, if any: KSA CO2 Presentation, Current Ltr Head KSA Memo CO2 536K, Hangar Project Budget, 102423 KSA Project Schedule - 2025.05.27, CO No. 2 (SA3) REV 2025.05.13 - 102423			
Responsibilities upon Approval:			



Mid Valley Airport

Hangar Project
KSA Agreement



Original Agreement

- KSA Agreement executed on 11/16/2023 for Hangar Project
 - Site Analysis and Conceptual Design = \$97,816
 - Final Design Phase (Estimated) = \$161,920
 - Bidding Phase (Estimated) = \$15,793
- Total = \$275,529

Contract Amended



September 2024



TxDOT advises City that the original specifications were in violation of State Law (were missing the HUB requirements) and therefore the grant was at risk of being funded



TxDOT, KSA, Airport Dir, and City Purchaser (through endless meetings) conclude to modify the language and “amended” the original KSA agreement to meet specifications



Change Order 1

January 2025

This CO added
construction phase
services for airfield
drainage
improvements

Other delays throughou t the way



Original location of hangar would require too much ramp & taxiway build up (excessive expense)



The City saw a possibility to (perhaps) make the hangar a training facility for PD. Time was spent reviewing options.



Funding had not yet posted to eGrants through TxDOT

Today

New site has been surveyed and geo tested

TxDot has provided airport reimbursable forms to begin seeking reimbursement for design

Timeline has been provided by KSA

Change Order 2 – What Airport is seeking



KSA progressed through changes in an effort to support Airport and City meet strict funding deadlines.



This CO includes additional scope item fees AND estimated Construction Administration & Close Out Phase items not previously included on original scope.

Proposed Change Order 2

Compensation

A summary of the Extra Work Items included in this Supplemental Agreement No. 3 is shown below:

Item 1 – HUB Contract Modifications and Alternate Site Selection	\$ 26,996.00
Item 2 – Drainage Improvements Design and Bidding	\$ 15,582.00
Item 3 – Hangar Final Design for selected Site and Floorplan Layout	<u>\$ 18,803.00</u>
Design Subtotal:	\$ 61,381.00

Construction/Closeout	
Construction Administration (10 months)	\$ 160,000.00
Resident Project Representative (RPR) (2,500 hours)	\$ 225,000.00
Construction Material Testing	\$ 75,000.00
Closeout	<u>\$ 15,000.00</u>
Construction Subtotal:	\$ 475,000.00

Change Order No. 2 TOTAL: \$ 536,381.00

City of Weslaco

"The City on the Grow"



Adrian Gonzalez, Mayor
Israel Gonzalez, Jr., Mayor Pro-Tem, Commissioner At-large
Pete Garcia, Jr. Commissioner At-large
Josh Pedraza, Commissioner, District 1
Letty Lopez, Commissioner, District 2
Jose "JP" Rodriguez, Commissioner, District 3
Adrian Farias, Commissioner District 4

Martin Garza, City Manager

MEMORANDUM

Date: May 25, 2025

From: Mid-Valley Airport Director

To: Commission Board

Subject: Request approval of Change Order 2 to KSA Hangar Development Project Agreement

KSA was awarded a contract on November 16, 2023 to provide "design and bidding phase services for an aircraft storage hangar."

Since then, this project has evolved and then evolved some more. The specifics of the changes are detailed and outlined in KSA letter to Airport Director (attached). This request is also to be presented at Commission Workshop of June 3, 2025.

I want to emphasize that KSA helped save the Stormwater Improvement Project funded through ARPA that might otherwise have been lost – they did so by supporting the City's request with design and bidding. Although it was originally part of the "hangar project scope" it was not all inclusive (details included in KSA letter).

At City's request we have asked KSA to provide estimates to see the entire Hangar project through. KSA knows the history of Mid-Valley Airport and began this hangar project with the City.

The Budget Operating expense page outlines the specific amounts requested in this Change Order (attachment).

Included is also a timeline to ensure accountability of project (attachment).

Today, staff recommends approval of Change Order 2 to KSA Hangar Development Project in the amount of \$536,381.00

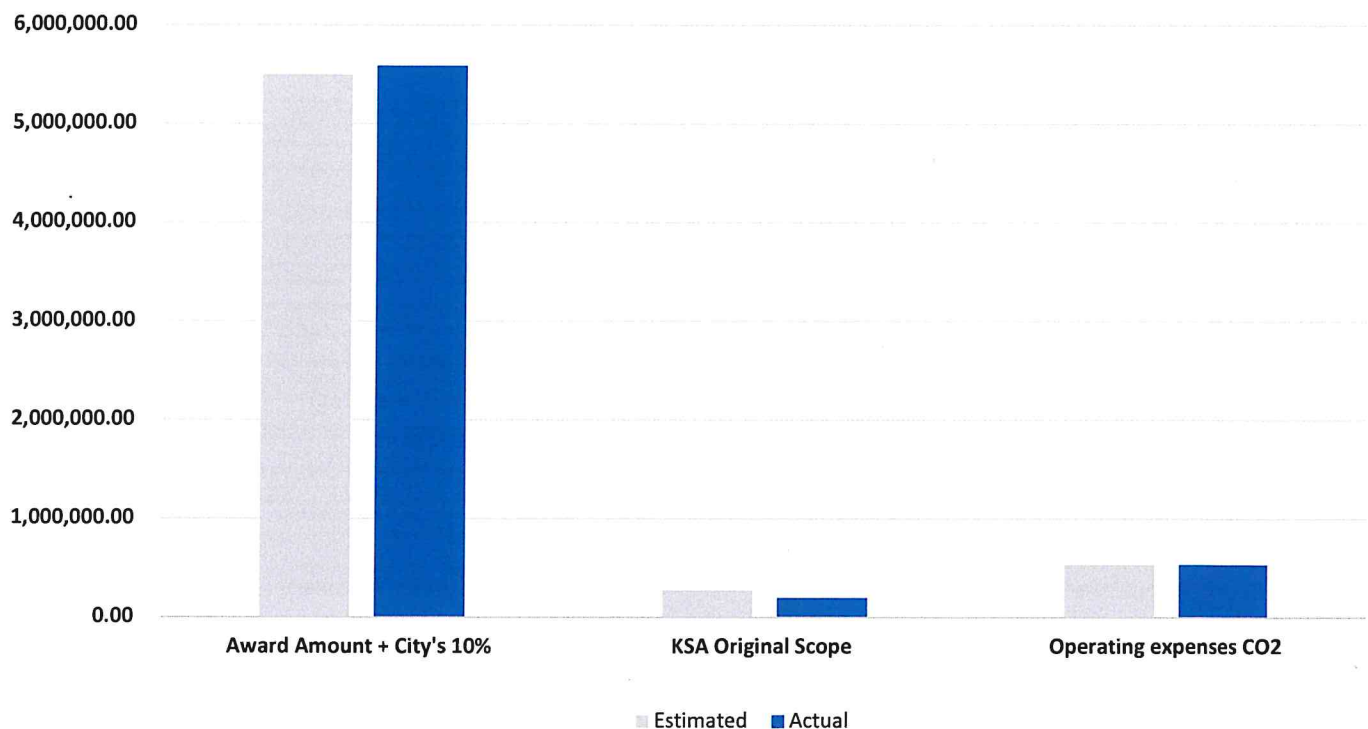
Hangar Budget Summary

Date: 5/25/25



Budget area	Estimated	Actual	Difference
Award Amount + City's 10%	5,500,000.00	5,585,880.00	(85,880.00)
KSA Original Scope	275,529.00	196,516.00	79,013.00
Operating expenses CO2	536,381.00	536,381.00	0.00
Balance (income minus expenses)	4,688,090.00	4,852,983.00	(6,867.00)

Budget overview



CO2 Operating expenses

Date: 5/25/25



Expenses	Estimated	Actual	Difference
Original KSA Awarded amount see KSA Tab			0.00
Final Design Phase Difference from Original Scope	17,853.00	17,853.00	0.00
Bidding Phase Difference from Original Scope	950.00	950.00	0.00
HUB Coordination	1,160.00	1,160.00	0.00
Alternate Site and layout	25,836.00	25,836.00	0.00
Drainage Improvements Design	13,352.00	13,352.00	0.00
Drainage improvements Bid Phase	2,230.00	2,230.00	0.00
Construction Adminstration 10 months Estimate	160,000.00	160,000.00	0.00
Resident Project Representative RPR 2500 Estim	225,000.00	225,000.00	0.00
Construction Material Testing Estimate	75,000.00	75,000.00	0.00
Closeout Esitmate	15,000.00	15,000.00	0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Other			0.00
Total operating expenses	536,381.00	536,381.00	0.00

May 27, 2025

Maria 'Lily' Alvarez
Director, Mid-Valley Airport
1909 Joe Stephens Ave
Weslaco, TX 78596

via email
mlalvarez@weslacotx.gov

Re: Mid Valley Airport
Hangar Development Project
Project Schedule
KSA Project No. 102423

Dear Ms. Alvarez:

This letter shall serve as an outline for the project schedule, beginning with the NTP for Final Design through Construction Closeout.

- | | |
|--|--------------------|
| 1. Notice to Proceed for Final Design | May 30, 2025 |
| 2. Submit Final Design Contract Documents (13 Weeks) | August 29, 2025 |
| 3. City & Airport Review* | Two Weeks |
| 4. Notice to Proceed for Signed and Sealed Documents | September 12, 2025 |
| 5. Submit Signed and Sealed Contract Documents (4 Weeks) | October 10, 2025 |
| 6. Advertise for Bids (Est.) | October 24, 2025 |
| 7. Pre-Bid Meeting (Est.) | November 4, 2025 |
| 8. Bid Opening (Est.) | November 21, 2025 |
| 9. Award Construction | 4 weeks |
| 10. Begin Construction (Est.) | January 5, 2026 |
| 11. Complete Construction (Est.) (300 days) | October 30, 2026 |
| 12. Project Closeout (Est.) (6 weeks) | December 11, 2026 |

Sincerely,

KSA



Craig A. Clairmont, P.E.
Aviation Practice Leader

Attachments: None
Email Copy: Nathan Mikell, KSA

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Change Order No. 2

1. Background Data:

- a. Effective Date of Owner-Engineer Agreement: November 16, 2023
- b. Owner: City of Weslaco
- c. Engineer: KSA Engineers, Inc.
- d. Project: 102423 Hangar Development

2. Description of Modifications:

- a. Engineer shall perform or furnish the following Additional Services: N/A
- b. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows: Add Additional Final Design Services for Hangar Development and Design/Bid Services for Storm Water Sewer Improvements Project 1.

KSA proposes to provide the services outlined below.

Item 1 - Hangar Development Project

- o Additional Services for Coordination on HUB Requirements
- o Additional Services due to change in Project site

Item 2 - Storm Water Sewer Improvements - Project 1

- o Design and submit final Engineering Documents for Storm Water Sewer Improvements - Project 1
- o Provide Bid Phase Services for Storm Water Sewer Improvements - Project 1.

Item 3 - Hangar Development Project

- o Additional Final Design Services for Hangar Development associated with additional finished space inside the Hangar.

Hangar Construction and Closeout Phase Services

- c. The responsibilities of Owner are modified as follows:

- d. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation: As shown on Page 2:

Item 1 - \$ 26,996.00, Lump Sum
Item 2 - \$ 15,582.00, Lump Sum
Item 3 - \$ 18,803.00, Lump Sum
Construction Administration - \$160,000.00, Lump Sum
RPR - \$225,000.00, Lump Sum
Construction Material Testing - \$ 75,000.00, Lump Sum
Closeout - \$ 15,000.00, Lump Sum

TOTAL - \$536,383.00, Lump Sum

- e. The schedule for rendering services is modified as follows: N/A
- f. Other portions of the Agreement (including previous amendments, if any) are modified as follows: N/A

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$275,529.00
b. Net change for prior amendments:	\$ 26,916.00
c. This amendment amount:	<u>\$536,381.00</u>
d. Adjusted Agreement amount:	<u>\$841,826.00</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

OWNER: City of Weslaco

ENGINEER: KSA Engineers, Inc.

By: _____

By:  _____

Name: Adrian Gonzalez

Name: Craig H. Phipps, P.E.

Title: Mayor

Title: Aviation Practice Director

Date
Signed: _____

Date Signed: _____

May 13, 2025

Maria “Lily” Alvarez
Airports Director
City of Weslaco
255 S. Kansas Ave.
Weslaco, TX 78596

via email
mlalvarez@weslacotx.gov

**Re: Mid Valley Airport
Hangar Development Project
Change Order No. 2 (SA3) for Professional Engineering Services
KSA Project No. 102423**

Dear Ms. Alvarez:

KSA and the City of Weslaco executed a contract on November 16, 2023, to provide Design and Bidding Phase Services for an Aircraft storage hangar and associated airfield and parking lot pavements. This contract was amended by Supplemental Agreement No. 1 in September 2024 to include contract language modifications pertaining to HUB requirements and by Change Order No. 1 (SA2) in January 2025 to add construction phase services for airfield drainage improvements.

As KSA progressed through the Preliminary Design of the Hangar Development project, several changes were incurred that were outside of our scope of work. We progressed through those changes in an effort to help the Airport and City meet strict deadlines for funding.

The original proposal included services for Preliminary Design, Final Design and Bidding Phase services. The fees for Final Design and Bidding were stated to be estimates, pending review of the preliminary design submittal and a conceptual layout is selected by the City. A screenshot of the approved fee amounts follows:

Compensation

We propose to perform the services described in Item A/B – Site Analysis and Conceptual Design, Item C – Final Design Phase and Item D – Bidding Phase services as shown below. The amounts for Final Design and Bidding are Estimates at this time for budgetary purposes, and will be evaluated/revised after the first phase is completed.

Site Analysis and Conceptual Design	\$ 97,816
Final Design Phase (Estimated)	\$161,920
Bidding Phase (Estimated)	<u>\$ 15,793</u>
TOTAL:	\$275,529
Construction Administration	Not Included
Closeout Phase	Not Included

The following sections will discuss and provide context for each of the additional scope items.

Item 1 – Contract modifications to meet Historically Underutilized Business (HUB) requirements and Alternate Site Layouts.

The original site for the project was located at the west side of the intersection of Joe Stephens Avenue and Sugar Cane Drive. Immediately upon contract execution, KSA engaged its Survey and Geotechnical subconsultants to perform their work on this site so that preliminary design could commence. The original hangar was to include no finished office space with the exception of some shower and restroom facilities for emergency personnel to utilize. During the Preliminary Design phase, KSA was asked by the City to look at some alternate sites for the Hangar. Several alternate sites were evaluated, and new cost estimates developed. The configuration of the Hangar was also changed by the City to include finished office space for Emergency

Operations Center (EOC) in addition to Fixed Base Operator (FBO) spaces. This required additional efforts by the architect (BSG) as well. Items SA3.1.1 and SA3.1.2 in the attached spreadsheet detail the additional effort incurred by KSA and BSG for the alternate site evaluation and floor plan configuration. Also included, are the proposal amounts for the surveyor and geotechnical subconsultants for the new site. This task amounts to \$25,836.00

After the contract was executed between KSA and the City of Weslaco, TxDOT notified the City that in order to be reimbursed for Design with the grant being administered through TxDOT Aviation Division, the requirements for HUB would need to be met. Although the HUB requirements were not part of the RFQ, KSA did engage the services of several HUB certified subconsultants on its team for the scope improvements. KSA assisted City staff in coordinating with TxDOT to modify the contract language to include the required HUB terms in a way that was acceptable to, and approved by, TxDOT. This contract language was made a part of KSA's contract in Supplemental Agreement No. 1. The Supplemental Agreement contained the modified language only, and no adjustment to KSA's fee for the extra effort. The labor effort for this task amounted to \$1,160.00 and is shown as Task Item SA3.1.3 in the attached spreadsheet.

HUB Coordination	\$ 1,160.00
<u>Alternate site and layout</u>	<u>\$ 25,836.00</u>
SA 3 Item 1 Subtotal	\$ 26,996.00

Item 2 – Design for Drainage Improvements.

The original scope of the project included grading and drainage improvements attributable to the included hangar and pavement site. At the project kickoff meeting, City staff requested that any drainage improvements designed be compliant with the ultimate drainage design depicted in the Airport's Master Drainage Plan. During the preliminary design phase for the hangar, the City reached out to KSA to indicate that it had a \$750,000 grant to construct drainage improvements, and wanted to know how much of the ultimate drainage improvements could be constructed for that amount. KSA provided a high-level cost estimate indicating the areas that could most likely be constructed for that amount, including any design and construction phase engineering costs for the work. Later, KSA was asked to prepare a set of bid documents for the work to avoid expiration of the grant funds. The design and bid phase tasks were out of scope but undertaken by KSA to assist the city and avoid the forfeiture of the grant funds. The additional survey and KSA labor effort for this task amounted to \$15,582.00 and is shown as Task Items SA3.2.1 through SA3.2.4 in the attached spreadsheet. This effort is actual hours expended and is likely significantly less than what a typical fee would be for a standalone project.

It should be noted that the design and bidding phase services in this Supplemental Agreement are for the Phase 1 Improvements only. Phase 2 has not yet been designed nor bid, and that effort is not included in this request.

Drainage Improvements Design	\$ 13,352.00
<u>Drainage Improvements Bid Phase</u>	<u>\$ 2,230.00</u>
SA 3 Item 2 Subtotal	\$ 15,582.00

As noted earlier, Construction Phase services for the Drainage Improvements have already been added to KSA's contract via Supplemental Agreement No. 2.

Item 3 – Final Design for Hangar.

Once an alternate site was selected by the City, and a revised floorplan layout approved, KSA reached out to each of the design subconsultants for their projected fees for the identified work. The attached spreadsheet depicts the revised efforts for Final Design. The effort reflects KSA's current hourly rates. The current hourly rate schedule is also attached this proposal. The effort for the bid phase remains the same, but the hourly rate adjustments have resulted in a slight increase from the original contract for the bid phase services. A comparison of the originally estimated fees and the revised proposed fees appears below:

	Original	Revised	Difference
Final Design	\$ 161,920.00	\$ 179,773.00	\$ 17,853.00
<u>Bidding</u>	<u>\$ 15,793.00</u>	<u>\$ 16,743.00</u>	<u>\$ 950.00</u>
SA 3 Item 3 Subtotal	\$ 177,713.00	\$ 196,516.00	\$ 18,803.00

As noted earlier, Construction Phase services for the Drainage Improvements has already been added to KSA's contract via Change Order No. 1 (SA2).

Compensation

A summary of the Extra Work Items included in this Supplemental Agreement No. 3 is shown below:

Item 1 – HUB Contract Modifications and Alternate Site Selection	\$ 26,996.00
Item 2 – Drainage Improvements Design and Bidding	\$ 15,582.00
Item 3 – Hangar Final Design for selected Site and Floorplan Layout	\$ <u>18,803.00</u>
Design Subtotal:	\$ 61,381.00

Construction/Closeout	
Construction Administration (10 months)	\$ 160,000.00
Resident Project Representative (RPR) (2,500 hours)	\$ 225,000.00
Construction Material Testing	\$ 75,000.00
Closeout	\$ <u>15,000.00</u>
Construction Subtotal:	\$ 475,000.00

Change Order No. 2 TOTAL: \$ 536,381.00

Construction phase, closeout and construction inspection services are estimated at this time based on an anticipated construction duration of 10 months and in anticipation of TxDOT AVN requirements for full time RPR and Construction Material Testing.

Revised fee proposals for each sub consultant are attached for your review and comment. Sub consultant fees have been incorporated into KSA's Manhour Projection and Fee Calculation for Engineering Services. On the Manhour Projection a 15% carrying factor has been included on each sub consultants fee to cover our associated expenses, such as administration costs and additional liability insurance.

Sincerely,

KSA



Craig A. Clairmont, P.E.
Associate Vice President

Attachments: - Manhour Projection and Fee Calculation
 - Surveying Fee Proposal – New Site Design (SAMES)
 - Geotechnical Fee Proposal – New Site (RKCI)
 - Structural Engineering Fee Proposal (Chanin) (Unchanged from Original Proposal)
 - MEP Engineering Fee Proposal – New Floorplan (Trinity)
 - Architect Fee Proposal – New Floorplan (BSG)
 - Schedule of Hourly Fees 2025

Email Copy: Nathan Mikell, KSA



Engineering Firm Reg # 10602 Surveying Firm Reg # 101416-00
200 S. 10th Street, Suite 1500, McAllen, Texas 78501 Phone: (956) 702-8880 Fax: (956) 702-8883

March 18, 2025

Nathan Mikell
Project Manager
KSA
nmikell@ksaeng.com
281-494-3252

Re: Professional Surveying Services: Existing Conditions w/ Design Topo Survey for
Mid Valley Airport Hanger Project (KSA No. 102423)

Mr. Mikell,

As per your request, please accept this proposal for providing Surveying Services in relation to the above-mentioned project and to the limits depicted in the attached exhibit outlined in red, provided via email 3/18/25.

Our lump sum fee for surveying services is **\$6,707.50** for all scope of services as identified below:

- Existing Conditions of area Depicted in red via email on 3/18/25.
- Grid of Natural Ground areas 50x50.
- Grid of Pavement areas 25x25.
- Horizontal and vertical project control. (4)
- All topography to be completed via total station.
- Temporary Benchmark for Construction (2)

The submittal will include all items stated below:

- (1) CAD File with Design Topography.

This fee is subject to change depending on additional work ordered or change of project scope based on client request. This proposal does not include land clearing for access to boundary corners. The client will need to provide access to the property.



Engineering Firm Reg # 10602 Surveying Firm Reg # 101416-00
200 S. 10th Street, Suite 1500, McAllen, Texas 78501 Phone: (956) 702-8880 Fax: (956) 702-8883

We will commence work 2 business days after receiving a written authorization to proceed. We will provide the survey within approximately 10-12 business days from notice to proceed or date of access granted by Mid valley International Airport. The deadline for this contract will be pending existing monumentation found on the property. Presuming that there are no delays affecting performing obligations under this signed proposal to the extent that the delay is caused by Force Majeure that directly impacts the ability to meet the scheduled deadline.

Your signature below will act as your authorization and agreement to this proposal. Should our services be canceled once commenced, payment for work completed to date will remain billable.

If you have any questions or would like to discuss this proposal, please contact me at (956) 702-8880.

Respectfully Submitted,

Proposal Accepted:

 3/18/25

Bryan J. Pena
Director of Surveying Services
SAMES, Inc.

Authorized Agent

Date:

Proposal No. PMA25-012-00
March 18, 2025

Mr. Nathan Mikell, P.E.
Project Manager
KSA Engineers, Inc.
816 Park Two Drive
Sugar Land, Texas 77478

**Re: Proposal for Geotechnical Engineering Services
Proposed New Hangar with FBO and EOC Offices
Within the Weslaco Mid-Valley Airport
1909 Joe Stephens Avenue
Weslaco, Hidalgo County, Texas**

Dear Mr. Mikell

On the basis of the documents received by our office via electronic-mail attachment from you on Monday, March 17, 2025, **RABA KISTNER, INC. (RKI)** is pleased to submit this proposal for Geotechnical Engineering Services to KSA Engineers, Inc. (CLIENT) for the above-referenced project. The broad objectives of our study will be to evaluate subsurface conditions at the subject site, and to develop information concerning foundation and pavement design and construction recommendations for the proposed structure addition. Described in this letter are:

- our understanding of pertinent project characteristics;
- our proposed scope for field and laboratory study;
- our proposed scope for engineering evaluation and reporting;
- our tentative project schedule; and
- our project lump sum fee.

PROJECT DESCRIPTION

We understand that the proposed project consists of the design and construction of an irregular-shaped, about 14,720 ft² new hangar building (including a 9,297 ft² hangar structure and 5,423 ft² FBO and EOC offices) and its associated parking and driveway areas. The project will also include an airfield access drive. The proposed structure addition is planned to be located along the east side of the existing Weslaco Mid-Valley Airport facility, situated at 1909 Joe Stephens Avenue in Weslaco, Hidalgo County, Texas.

The proposed hangar building is expected to create relatively light to moderate loads to be carried by the foundation system, which is anticipated to consist of either a shallow or deep foundation system. The pavement areas are anticipated to consist of flexible (asphalt) and/or rigid (concrete) pavement systems.

FIELD STUDY

On the basis of the information provided to us by the CLIENT, geologic evidence, and our past experience with subsurface conditions in the vicinity of this site, we propose to conduct the following drilling scheme:

Proposed Structure	Number of Borings	Depth, ft. *
Hangar Building	2	30
	1	20
Parking and Driveway Areas	2	5
Airfield Access Drive	1	5

* below the existing ground surface elevations, or auger refusal, whichever occurs first.

The borings will be located in the field utilizing tape and right angle measurements from existing benchmarks. Our scope of services does not include surveying of the boring locations. However, **RKI** recommends that the final boring locations be surveyed in the field by the CLIENT or their representative. **RKI** will perform the necessary State One-Call notifications prior to the field work.

We understand that the field operations for this study will be conducted during regular working hours (8:00 AM to 5:00 PM Central Time). Samples will be taken using conventional split-spoon and/or Shelby tube sampling techniques in general accordance with applicable American Society for Testing and Materials (ASTM) standards. Representative portions of the samples will be sealed, identified, packaged, and transported to our laboratory for subsequent testing and classification.

Upon completion of drilling activities, water level readings, if applicable, will be recorded in the open boreholes and will be backfilled using the auger cuttings generated during the drilling operations.

LABORATORY STUDY

Upon completion of the subsurface exploration, a general testing program will be designed to define the classification and engineering characteristics of the subsurface strata. The laboratory testing is anticipated to include moisture content tests, Atterberg Limits (plasticity) tests, unconfined compressive strength tests, dry unit, and grain size analyses. The laboratory testing will be performed in general accordance with applicable ASTM standards. For pavement design analysis, a California Bearing Ratio (CBR) test value will be assumed based on the laboratory test results performed to determine the classification and to estimate the strength characteristics of the subgrade soils.

ENGINEERING REPORT

The results of the field and laboratory phases of the study will be reviewed by our staff of engineers. The results of our review, together with the supporting field and laboratory data, will be presented in a

written engineering report. Included therein will be recommendations concerning the design and construction of the foundation and pavement systems for the proposed structure additions. The Geotechnical Engineering Report may also include the following information and recommendations:

- A summary of the field and laboratory sampling and testing program;
- Boring logs and laboratory testing results;
- A review of the general site conditions including a description of the site, the subsurface stratigraphy, groundwater conditions, and the presence and condition of fill materials, if encountered.
- Foundation design considerations and recommendations, including:
 - expansive, soil-related movements using an empirical method for predicting Potential Vertical Rise (PVR) developed by the Texas Department of Transportation (TxDOT);
 - methods for reducing expansive, soil-related movements to about 1 inch;
 - shallow and deep foundation recommendations;
 - available soil-bearing pressures;
 - settlement estimations, where applicable; and
 - groundwater considerations.
- Foundation construction considerations, including:
 - site drainage;
 - site preparation;
 - select fill materials;
 - shallow and deep foundation excavations;
 - potential reuse of on-site materials as select fill materials;
 - excavation considerations; and
 - fill placement compaction requirements.
- Seismic region condition evaluations.

Also included in the report will be general guidelines for the construction of pavements for the proposed parking lot and driveway areas. These guidelines will be based on the results of classification testing completed on specimens from the pavement areas and on our experience with similar soils.

Since site grading plans can result in changes in the foundation and pavement subgrade conditions, final site grading plans will be helpful information in the preparation of engineering recommendations. In the absence of final site grading information, we will prepare recommendations based on the existing ground surface elevations. Also, specific information concerning anticipated traffic loadings and frequencies for the pavement areas will be critical in the preparation of pavement recommendations.

The final report will be submitted in a PDF format via electronic-mail attachment. Only upon the CLIENT's request, we will reproduce the report in a spirally-bound copy.

TENTATIVE PROJECT SCHEDULE

Based on our present workload and weather permitting, it is anticipated that the field exploration phase of this study can begin within three working days of receiving written authorization to proceed, provided that the site is accessible to our truck-mounted drill rig and the CLIENT has supplied us with all available information regarding existing utilities and below-grade structures on site. The field exploration and laboratory testing phases of the study are expected to take approximately twelve working days to complete. The engineering report will be submitted within an additional twelve working days following completion of the laboratory testing. The above schedule does not account for delays due to inclement weather. We will be pleased to provide the design team with verbal design information as the data becomes available.

LUMP SUM FEE

The total lump sum fee for the study outlined herein is \$7,500.00. Should unusual subsurface conditions be encountered in the field which indicate the desirability of significantly broadening the scope of the study, we will contact you to receive written authorization before proceeding with any additional work. Additional services will be billed on a unit basis in accordance with our standard fees as indicated on the attached Schedule of Fees for Professional Services.

RKI has been provided with a site plan of the project site by the CLIENT, illustrating the location of the proposed structure addition. It is our understanding that access to all boring locations for a conventional, truck-mounted drilling rig and underground utility clearance will be provided by the CLIENT prior to our field exploration services. Our lump sum fee also assumes that the field operations will be conducted during regular working hours (8:00 AM to 5:00 PM Central Time).

Further, **RKI** will take reasonable efforts to locate underground utilities prior to performing any underground exploration activities by contacting the local "one call" utility locating service for commercial utility companies (such as natural gas, electric, water, etc.) to locate and mark in the field all utilities within the limits of the subsurface exploration activities. We also request the airport's maintenance personnel's assistance in identifying and marking any utility line located within the project site, prior to our field exploration operations. **RKI** will not be responsible for any damage to utilities not properly located by the aforementioned method or to any utility not located by the aforementioned method but encountered and damaged during the subsurface exploration process.

It should be noted that our study scope (and project fee) does not include plan review or earthwork and foundation excavation observations during the construction of the project. However, plan review and construction observation costs should be included in the project budget.

It should also be noted that our study scope (and project fee) does not include professional time or travel expenses for participation in design team meetings. If these services are required, they will be billed at our standard billing rates for professional time plus expenses.

ACCEPTANCE

We appreciate the opportunity of submitting this proposal and look forward to working with you in the development of this project, which will be carried out accordance with this letter and the following attachments:

<u>Attachment</u>	<u>Description</u>
I	Standard Terms and Conditions
II	Schedule of Fees

Please return one signed original of this contract proposal to provide written authorization for our firm to perform the services outlined herein. Our invoices are due and payable upon receipt at P.O. Box 971037, Dallas, Texas 75397-1037.

RKI considers the data and information contained in this proposal to be proprietary. This statement of qualifications and any information contained herein shall not be disclosed and shall not be duplicated or used in whole or in part for any purpose other than to evaluate this proposal.

Very truly yours,

RABA KISTNER, INC.



Adamari T. Davila, P.E.
Project Engineer



Katrin M. Leonard, P.E.
Vice President

ATD/KML

Copies submitted: Above (1)

Accepted By: _____
(Signature)

(Typed or Printed Name)

(Title)

(Date)

SERVICE CONTRACT

October 30, 2023

Craig A. Clairmont, P.E. | Aviation Practice Leader
KSA | www.ksaeng.com
Main: 281.494.3252 Ext. 1412 | Direct: 832.685.2137 | Cell: 615.663.3549
cclairmont@ksaeng.com

**Re: Mid Valley Airport Hangar
Weslaco, Texas
Project No. 23-332**

Dear Craig A. Clairmont:

Chanin Engineering, LLC appreciates the opportunity to submit this proposal for professional design services for the proposed office space and hangar in Weslaco, Texas. We understand this project consists of the following:

- The project consists of approximately 4,500 SF of office space and 10,500 SF of hangar space.
- Exact overall dimensions of hangar, including office spaces, to be determined during the first phase of the project.
- The new hangar will be built on the existing airport property located at 1909 Joe Stephens Ave, Weslaco, Texas.

SCOPE OF WORK

Our scope of work, as determined by assumed general structural, architectural and site conditions, is as follows.

Structural Engineering:

1. Establish structural design criteria
2. Generate structural drawing set, signed and sealed by a Texas Registered Professional Engineer
 - a. General Notes
 - b. Typical Details
 - c. PEMB Foundation Design & Details
 - d. PEMB Framing layout plan
 - e. Uplift, Component & Cladding Plan
3. Preparation of structural specifications
4. Construction Administration
 - a. Review of Structural scope of work submittals;
 - b. Attendance at OAC meetings as needed

- c. Answering contractor generated RFI's
- d. Construction Administration site observation visits
 - i. Foundation reinforcement prior to concrete pour.
 - ii. Steel framing during progress and at completion

PROFESSIONAL SERVICES FEE

For the scope of work as described above we propose the following fees, this number is exclusively based on assumed general structural, architectural and site conditions. **Significant changes to the described scope of work, or project costs, may result in a change of fee.**

Structural Engineering Fee: \$12,500

Our proposal is based on the following assumptions and exclusions:

- Owner to provide Geotechnical Report.
- Assumes (1) one in-person OAC meeting, any additional OAC meetings will be charged at an hourly rate.
- Foundation is assumed to be Slab-On-Grade, excludes piers and structurally suspended foundation design.
- Excludes design and detailing of sitework including paving, sidewalks, fencing, retaining walls, dumpster pads, sign foundations, etc. unless specifically included above.
- Excludes Special Inspections or responsibility for special inspections as the registered design professional in responsible charge (as defined by the International Building Code).
- Engineering fees included in this proposal only apply to items specifically listed in this proposal. No additional items are assumed or included unless requested in writing prior to signing the Professional Services Agreement. Engineering fees for additional work are not included in this proposal.

FEE SCHEDULE

Invoices for progress payments of the basic fee will be billed each month for services performed during the prior month on a percentage of completion basis in accordance with the above shown fee schedule.

Additional design services required by the Client that may arise and are not outlined above shall be compensated on an hourly basis per work authorization by Client.

Authorized additional services will be billed at the following hourly rates:

Principal	\$175.00/HR
PE	\$145.00/HR
Project Engineer	\$135.00/HR
Construction Project Manager	\$95.00/HR
CAD Technician	\$75.00/HR
Administrative	\$55.00/HR

Chanin Engineering, LLC
400 Nolana, Suite H2
McAllen, Texas 78504
T: (956) 687-9421 | F: (956) 687-3211
ChaninEngineering.com
TBPE Firm Registration No. F-9369

Additional site visits requested and/or required \$ 500.00 per visit

Provided this Scope of Services and basis of compensation is acceptable to you, please sign at the bottom and return a copy to our office.

We appreciate the opportunity to work with you on this project. Please do not hesitate to contact our office should you have any questions.



Miguel Chanin, PE.
President

10/30/23

Date

Client Approval:

Signature

Date

Print Name

PROFESSIONAL SERVICE AGREEMENT

March 26, 2025

Project Name: **Mid Valley Airport**

KSA

Nathan Mikell

Hereby requests and authorizes Trinity MEP Engineering, LLC ("Trinity") to perform the following engineering consulting services.

Dear Client,

Trinity MEP Engineering, LLC is pleased to submit a proposal to render MEP Engineering Design Services for Additional Services to the "**Mid Valley Airport Office and Hanger Bay**" project located in Weslaco, Texas. Our scope of work will be as described below a new 5,500 SF office with a 9,300 SF Hanger Bay.

Basic Services:

Construction Documents:

- Mechanical Design
 - Heating and Cooling Loads for the facility "Manual J" Calculations"
 - HVAC design and engineered construction documents for the project inclusive of all mechanical equipment selection "Manual S", ductwork sizing, ductwork accessories, piping, and equipment controls. Design shall conform to the Mechanical Code adopted by the local municipality.
- Electrical Design
 - Electrical design and engineered construction documents for the project inclusive of building interior and exterior lighting, data and special systems rough-ins, general power distribution, equipment power connections, electrical service size and power demand load calculation, & site lighting. Design shall conform to the National Electrical Code as adopted by the local municipality.
 - Technology Design and engineered construction documents for the security system, access controls, and fire alarm system.
- Plumbing Design
 - Plumbing design and engineered construction documents, in 2D and isometric, for the project inclusive of all work to 5 feet outside the foundation for the sanitary / vent / water / condensate / gas piping, plumbing fixtures, piping accessories. Design shall conform to the Plumbing & Gas Codes as adopted by the local municipality.
- Fire Protection performance drawings and specifications for the fire sprinkler & fire alarm systems.
- Energy Conservation Report (ComCheck) for the Mechanical Equipment, Lighting System, and Water Heaters.
- Project Manual with Specifications in format to match Architectural.

Construction Administration:

- We will attend jobsite meetings and site inspections during construction phase.
- We will review and answer RFI's and Clarifications.
- We will review all project submittals and shop drawings.

Base Fee:

For the services stated above, Trinity MEP Engineering, LLC proposes a fee of:
\$17,000 - Seventeen Thousand Dollars

Billing Schedule:

- **70% CD's (plans and specs) – 70% of Proposed fee**
- **100% CD's (sealed plans and specs) - 10% of Proposed fee**
- **Bidding Services - 5% of Proposed fee**
- **Construction Administration – 15% of Proposed fee**

Engineering fees included in this proposal only apply to items specifically listed on this proposal. No additional items are assumed or included unless requested in writing prior to signing the Professional Services Agreement. Engineering fees for additional work are not included in this proposal.

Additional services required by the Client that may arise and are not outlined above shall be compensated on an hourly basis or per work authorization by Client.

Provided this Scope of Services and basis of compensation is acceptable to you, please sign at the bottom and return a copy to our office.

We appreciate the opportunity to work with you on this project. Please do not hesitate to contact our office should you have any questions.

Client Approval:

Leo Munoz, P.E. – Principal Date

Signature Date

Print Name

PROVISIONS

1. **AUTHORIZATION TO PROCEED.** Signing this Agreement shall be construed as authorization by CLIENT for Trinity MEP Engineering, L.L.C. to proceed with the Services, unless otherwise provided for in this Agreement.
2. **DIRECT EXPENSES.** Trinity MEP Engineering, L.L.C.'s Direct Expenses shall be those costs incurred on or directly for the CLIENT's Project, including but not limited to necessary transportation costs including mileage at Trinity MEP Engineering, L.L.C.'s current rate when its automobiles are used, meals and lodging, laboratory tests and analyses, computer services, word processing services, telephone, printing and binding charges. Reimbursement for these expenses shall be on the basis of actual charges when furnished by commercial sources and on the basis of usual commercial charges when furnished by Trinity MEP Engineering, L.L.C..



April 10, 2025

Mr. Nathan Mikell
KSA Engineers
2107 CityWest Blvd., Third Floor
Houston, TX 77042

Re: Proposed New FBO Hangar & Offices + New EOC Office
Mid-Valley Airport, Weslaco, Texas

Dear Nathan:

I am pleased to submit this *revised* proposal for Architectural services for the new hangar building to be located at the Mid-Valley Airport in Weslaco.

Our role as Architects for this project would be to provide design assistance to KSA Engineers in developing and producing a design for the New Hangar building with FBO & EOC offices. These services would include Architectural services only, and would exclude MEP Engineering and Structural Engineering. Construction Phase Observation services would be performed under a separate fee optional proposal, or as an amendment to our agreement.

Civil Engineering Services would be performed by KSA under a separate prime agreement with the City.

We propose that our basic services be divided into the following phases:

Schematic Design Phase:

Space Programming, Conceptual Design Studies, Building Code Analysis, City Ordinance Reviews, Schematic Design Drawings: Site Design, Floor Plans, Building Sections & Exterior Elevations, Meetings with KSA & Owner.

Final Design & Construction Documents Phase:

Design Development: Design Review with KSA & other Consultants;
Architectural Design Drawings: Floor Plans, Building Sections, Exterior Elevations, Interior Elevations, Wall Sections, Openings Schedules, Millwork Design, Ceiling Plans, & Interior Finish Options
Final Architectural Construction Drawings:
Architectural Technical Specifications for project manual assembled by others.

Our fees will be based on the 'level of effort' strategy using an hourly fee rate for the various employees working on the project. I have attached hereto a project manhour spreadsheet which lists the various tasks necessary to perform the above stated work.

Basic Services Fee:

Schematic Design Phase: (30% of total)	\$ 34,770.00
Construction Documents Phase: (70% of total)	\$ 80,650.00
Sub-Total Basic Services:	\$115,420.00

Excluded from our Basic Services and our fee are the additional services for the following:

Bidding and Contract Negotiation Phase Services

Construction Administration Phase Services

Civil Engineering

MEP Engineering

Structural Engineering

Landscaping Design

Furniture & Equipment Design & Selection

Building Security System Design

Voice, Data or Audio Visual System Design

*Texas Accessibility Standards - Architectural Barriers Project Registration, Plan Review and Inspection Fees.

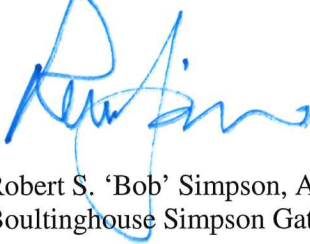
*Printing Costs for Construction Documents for Bidding and Construction Phases.

Items identified with an asterisk (*) above would be invoiced at cost.

If this proposal is acceptable to you, I would recommend that we use the AIA Document C403 - 2021-Standard Form of Agreement between Client and Consultant for our agreement.

If you have any questions regarding this proposal, please don't hesitate to call me.

Sincerely,



Robert S. 'Bob' Simpson, AIA
Boultinghouse Simpson Gates Architects

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. Texas Board of Architectural Examiners, P.O. Box 12337, Austin, TX 78711-2337, (512)305-9000.

Mid-Valley Airport

Weslaco, Texas

Proposed New Hangar & FBO Project

Thursday, April 10, 2025

Architectural Services - Manhour Task List

Boultinghouse Simpson Gates Architects



Bouringhouse Simpson Gates Architects		Projected Manhours					
TASK ID	TASK DESCRIPTION	Principal Architect	Project Architect	Technician - Level I	Technician - Level II	Technician - Level III	Administrative
	SCHEMATIC DESIGN						
SD1	Project Management	12	6	0	0	0	12
SD2	Design Team Meetings	8	36	16	8	0	0
SD3	Owner Meetings						
SD4	Site Information Analysis	4	8	4	0	0	0
SD5	Preliminary Code Review	2	6	0	0	0	0
SD6	Space Programming	5	10	0			
SD7	Conceptual Design Site Plan, Floor Plan	5	48	40	40	0	0
SD8	Design Presentations & Meetings KSA, Airport Mgmt., City Building Officials	8	30	0	0	0	0
SD9	Outline Specification Preparation	4	6	0			12
		48	150	60	48	0	24
	FINAL DESIGN & CONSTRUCTION DOCUMENTS						
DD1	Design Review Meetings - In -House	8	8	8	8	8	0
DD2	Design Modifications Site Plan, Floor Plan	4	20	60	40	20	0
DD3	Coordination with Engineering Team: Civil, Structural & MEP	8	8	8	6	2	0
DD4	Coordination with Client & Owner	8	4	0	0		
DD6	Design Presentations & Meetings KSA, Airport Mgmt., City Building Officials	8	8	0		0	0
DD7	Design Revisions	0	12	40	60	32	0
DD5	FINAL DESIGN & CONSTRUCTION DOCUMENTS Site Plan, Floor Plan, Enlarged Plans, Bldg. Sections Wall Sections, Exterior Elevations, Roof Plan Openings Schedules, Finish Plan & Schedule, Ceiling Plan Interior Elevations, Plan Details,	8	80	240	168	44	0
DD8	SPECIFICATION PRODUCTION	12	6	0	0	0	60
		48	146	356	282	106	60
	Total Project Manhours	96	300	420	328	100	84
	Hourly Rate	\$150	\$125	\$75	\$65	\$65	\$50

EXTENDED FEES

\$14,400

\$37,500

\$31,500

\$21,320

\$6,500

\$4,200

TOTAL FEE
\$115,420



2025 SCHEDULE OF HOURLY FEES - Aviation

Principal	\$360.00/hour
Senior Aviation Planner	\$260.00/hour
Aviation Planner	\$185.00/hour
Electrical Engineer	\$225.00/hour
Electrical Design Engineer	\$160.00/hour
Senior Project Manager	\$280.00/hour
Project Manager	\$215.00/hour
Senior Project Engineer	\$200.00/hour
Project Engineer	\$180.00/hour
Senior Design Engineer	\$160.00/hour
Design Engineer	\$140.00/hour
Senior Project Architect	\$285.00/hour
Project Architect	\$145.00/hour
Design Architect	\$110.00/hour
Senior Engineering Technician	\$230.00/hour
Engineering Technician	\$125.00/hour
Senior Design Technician	\$160.00/hour
Design Technician	\$100.00/hour
Project Assistant	\$130.00/hour
Senior CAD Technician	\$120.00/hour
CAD Technician	\$ 95.00/hour
Senior Project Representative	\$130.00/hour
Project Representative	\$110.00/hour
Graphic Designer	\$ 80.00/hour
Grant Administrator	\$150.00/hour
Administrative Assistant	\$100.00/hour
Secretary	\$ 65.00/hour
Three-Man Survey Crew	\$235.00/hour
Two-Man Survey Crew	\$190.00/hour
Senior Registered Surveyor	\$215.00/hour
Registered Surveyor	\$175.00/hour
Senior Survey Technician	\$125.00/hour
Survey Technician	\$110.00/hour
Mileage	\$ 0.70/mile
ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day
Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually to reflect equitable changes in the compensation payable to Engineer.



Standardized Agenda Request Form

Date of Meeting: June 3, 2025		Agenda Item No. (to be assigned by CSO): 2025-616	
From: ARNOLDO BECHO			
Subject: Discussion and presentation on the Library Furniture, Fixtures, and Equipment plan for New Library/Library Renovation project. (Staffed by Library Department.)			
Background: MSR and BSG, our library architecture team, will provide an update on the Furniture, Fixtures, and Equipment (FF&E) portion of the New Library and Library Renovation project during the upcoming workshop on Monday, June 3. They will present an updated version of the FF&E work plan, focusing on the steps and timeline for ordering, delivering, and setting up the furniture and equipment. These revisions are based on recent discussions and additional coordination between our Purchasing Department and City Administration. The updated schedule is designed to meet a substantial completion date of February 1—it's a tight timeline, but achievable. MSR will walk through the attached materials, covering the following topics: • FF&E Work Plan and Schedule • Budget Overview • Example Layout of the Specifications Document • Bidder Form and Required Language • Bid Tabulation Form • Options for Cost-Saving Alternatives Please feel free to reach out with any questions before the workshop.			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted:			
If item previously considered, provide date and action by Commission: NA			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners: NA			
Advisory Review, if any (name of board/committee, date of action, recommendation): The Library Board has reviewed the material and is in accordance with moving forward with the proposed plan.			
ADELAIDA VEGA ARNOLDO BECHO OMAR RODRIGUEZ Xavier Salinas		Created/Initiated Approved New	

Martin Garza
City Manager Comments:
Staff Recommendation: NA
Attachments, if any: Commissioning Workshop Meeting_MSR PRESENTATION (003), Memo - FF&E for New Library-Library Renovation
Responsibilities upon Approval: Continue coordination with architecture team and procurement process.

Commissioning Meeting

June 3rd, 2025

Mayor Joe V. Sanchez Public Library

Furniture + Procurement Process

Agenda

Work plan + Schedule

Budget

Spec Document Layout Example

Bidder Form + Front End Language

Bid Tabulation Form

Deduct Alternate Opportunities

MSRDesign

F.F.E. Schedule – Procurement through Installation

1. **City Commission Workshop Material:** May 26.
 - Submitted to City of Weslaco by MSR Design.
 2. **City Commission Workshop:** June 3
 3. **Specifications Writing:** June 4 – June 27, 2025 **(3.5 Weeks)**
 4. **Owner Review:** June 30 – July 4, 2025 **(1 week)**
 5. **F.F.E and Shelving Packages Advertisement Dates:** July 16 & July 23, 2025
 6. **Pre-Bid Zoom Meeting:** July 24
 7. **Bidding and Addendum Period:** July 25 – August 18 **(4 weeks)**
 - Owner and AE team review of proposals: week of July 28
 - Last day for questions and deduct alternate proposals: July 31
 - Addendum and list of approved deduct alternates published: August 6
 - **Bid Opening: August 18, 2025**
 8. **Owner Review of F.F.E and Shelving Bids:** wk August 18 – August 27 2025 **(1.5 weeks)**
 - Bid Tabs to be furnished to city commission on Wednesday, August 27
 9. **Weslaco City Commission Review and Approval:** September 2
 10. **Notification of Award of Contract and Contract Finalizing:** Sept 3 – wk Sept 17, 2025 **(2 weeks)**
 11. **Fabrication:** Sept 18 – Feb 4, 2026 **(20 weeks)**
 12. **Furniture Delivery and Installation, including punch lists:** Feb 4 – Feb 18 **(2 week)**
- Owner Move-in (TBD)

budget

- budget planning in of January 2022 used \$30/sf @ 16,720 sf = **\$500,000**
- current budget planning in 2025 uses \$40/sf @ 16,743 sf= **\$656,800**
- current LIT estimated cost as of May 2025 = **\$619,219.62**
- **+ ~15% freight/install = \$712,102.56**
 - furniture subtotal: \$438,554.54
 - *(staff area subtotal: around \$60,000)*
 - shelving subtotal: \$ 180,665.08)
 - Freight & install (~15%): \$92,882.94

MSR EXAMPLE OF FURNITURE SPEC

Section 12500: Furnishings

Part 1: General

Related Documents

Drawings and general provisions of contract, including General and Supplementary Conditions, apply to work of this section.

Scope

The extent of furnishings and accessories are shown on the drawings, defined in this specification and listed with each item herein. Types of furnishings and accessories specified in the section include, but are not limited to, the following:

- children's furniture
- computer tables
- lounge seating
- ottomans
- study seating
- study tables
- laptop tables
- meeting room tables
- meeting room chairs
- desks
- storage
- task chairs
- collection storage
- outdoor furniture
- Pillows
- Shelving
- display

Submittals

Product Data: Manufacturer's descriptive literature shall be submitted, indicating materials, finish, construction installation instructions, and verifying that products meet requirements specified. Manufacturer's recommendations for maintenance and cleaning shall be included. Transmit a copy of each instruction to the Interior Designer.

Samples: Submit samples of any and all materials that have been specified. This includes, but is not limited to, fabric finish, wood finish (which will be used in the actual production), metal finish, polyurethane finish, solid surface finish, plastic laminate finish, linoleum finish. Samples will be reviewed for color, pattern, texture and finish only. Compliance with all other requirements is the exclusive responsibility of the Contractor. Submit to the Interior Designer for verification and approval prior to ordering.

Quality Assurance

Fire Hazard Classification: Provide fabric that meets or exceeds the California Flammability Code, Bulletin #117, and conforms to other requirements established herein. For items which, when installed become fixed, provide drawings and details of connection requirements, anchor, etc. for all provisions not included in manufacturer's standard data. Submit two (2) copies of manufacturer's written guarantee of standard warranty for items specified.

Supplier: The manufacturer, subsidiary or licensed agent shall be approved to supply the products specified, and to honor any claims against the product presented in accordance with the warranty.

Installer: The installer or agent shall be qualified to install the specified products by prior experience, demonstrated performance and acceptance of any requirement of the manufacturer or any subsidiary or licensed agent. The installer shall be responsible for an acceptable installation.

Delivery, Storage and Handling

Under the base bid, the Contractor shall deliver at the job site and install in its designated location all furniture and accessory items specified herein by the date designated in the Invitation to Bid. Product shall be delivered to the project site in manufacturer's original packaging.

All items shall be protected from damage during handling and deliver and during any storage that may be required by Contractor, prior to delivery.

Delivery shall be made to the job site during normal business hours, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday. The Contractor shall provide adequate facilities and labor for unloading.

Inspect items upon delivery for damage. Minor damages may be repaired provided finished repairs are equal to quality of new work and acceptable to the Owner.

Install furnishings and accessories at the location indicated on the drawings in accordance with manufacturer's instructions. Items shall be installed level, plumb and where indicated, secured. Replace all damaged units as directed by Interior Designer.

Provide protection for all installed units so they will be in perfect condition at the completion of the Project.

The Vendor shall keep the Project premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials, rubbish, the Vendor's tools, construction equipment, machinery, and surplus material from and about the Project.

Consider blanket wrapping pieces to reduce waste and protecting building walls (including elevator walls) from damage during installation.

Part 2: Products

Products specified herein are identified in terms and are accompanied by project data describing materials, construction and finishes of the specified products. To indicate particular character, quality and design of a specified item, each is listed as per a selected manufacturer and model number.

Burden of proof that proposed substitutions shall be equal in quality function and aesthetic to the specified product is on the Bidder and requires prior approval of the Interior Designer. Refer to Invitation and Instructions for Quotation for Furniture, Furnishings and Equipment for proposed substitution instructions.

Part 3: Execution

Contractor or any subcontractors shall be responsible for inspection on project site and approval of installation conditions for this work.

Installation shall comply with manufacturer's specification, standards, and procedures.

Clean finished installation of dirt and finger marks.
Leave work area clean and free of debris.

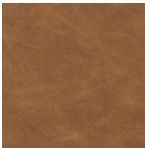
END OF SECTION 12500: FURNISHING

Group A: Andreu World

Code	Manufacturer (Model Model #)	
CH-1	Andreu World (Alia BU1524)	
	Description	Low Back Lounge Chair
	Overall Size	28.35"W x 28.35"D x 31.5"H
	Seat Height	16.93"SH
	Finish	COM A
	Leg Finish	301 Beech

Quantity Location

2 Adult study 115



COM A	Primary Upholstery
Manufacturer	Architex
Pattern	Steed
Color	Amaretto
Size	54"W
Content	100% Polyurethane
Finish	No Finish
Approved	Yes



301
Beech

Manufacturer’s Representative

Manufacturer	Andreu World
Company	Howard Roark Associates
Contact	Victoria Steidler
Phone	612.384.7424
Email	Victoria@howardroarkassociates.com
Address	

Group D: OFS

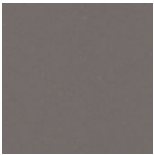
Code	Manufacturer (Model Model #)
CH-10	OFS (Heya Retreat 82-8353RT)
Description	Privacy Lounge Furniture
Overall Size	83.25"w x 34.5"d x 53"h
Seat Dim	20"w x 24"d x 19.25"h
Table Height	29"H
Leg Finish	MRO Linen
Table Finish	MRO Linen
Frame Finish	Warm Grey
Table Power	PS-62W

Quantity Location

1 Adult study 115



COM A	Surround Upholstery
Manufacturer	Camira
Pattern	Synergy
Product #	LDS42
Color	Intertwine
Size	54"W
Content	95% Pure New Wool, 5% Nylon
Finish	No Finish



COM B	Seat Upholstery
Manufacturer	Maharam
Pattern	Apt
Product #	466392-033
Color	Castle
Size	54"W
Content	100% Polyurethane/Silicone
Finish	Finish-Free



COM C	Seat Back Upholstery
Manufacturer	Camira
Pattern	Silk
Product #	SLK10
Color	Kingdom
Size	54"W
Content	70% Pure New Wool, 19% Flax, 11% Silk
Finish	None

Manufacturer's Representative

Manufacturer	OFS
Company	True North
Contact	Ben Wagner
Phone	612.384.6063
Email	ben@truenorthcf.com

MSR EXAMPLE OF BIDDERS FORM

Furnishing Bid Package Proposal

Mayor Joe V. Sanchez Public Library | August 18, 2025

Proposal for Mayor Joe V. Sanchez Public Library
525 S Kansas Ave
Weslaco, TX 78596

Company name City of Weslaco

Legal name of company

Street address 525 S Kansas Ave

City, State & zip code Weslaco, TX 78596

Telephone

Email

Contact name Homer Rhodes

Telephone 956-447-2240

Email hrhodes@weslacotx.gov

The undersigned, as the furniture dealer, declares that, before preparing this bid proposal, they have read carefully the specifications and is familiar with them. Said dealer proposes and agrees that if the proposal is accepted, they will provide the goods and services herein, at the prices stated after acceptance of this proposal by the City of Weslaco.

Bid Proposal:

- 1 Provide all labor, equipment, material and supplies necessary to deliver and install the furnishings for the Mayor Joe V. Sanchez Public Library in accordance with all specifications contained herein.
- 2 When requested, provide UNIT PRICE, EXTENDED PRICE, and TOTAL BID numerically and printed words.
- 3 In case of discrepancies between Unit Price and Extended Price, the Unit Price shall prevail.
- 4 List which contract (if any) you are purchasing from (i.e. GOODBUY, Sourcewell, TIPS, OMNIA, TXSmart etc.)
- 5 All bidders are required to provide pricing based on the full Basis of Design as specified. If a specified manufacturer cannot be sourced or procured for any reason, bidders must notify the project team in writing prior to submission, indicating the reason and proposing an equivalent alternative for review and approval.
- 6 Lower priced alterantes may be submitted for consideration; if accepted, they will be issued to all bidders via addendum
- 7 Any proposed alternates must be from open line manufacturers
- 8 The contract will be awarded in its entirety. If the project remains over budget following award, the project team reserves the right to further evaluate cost-saving measures, including the consideration of lower-cost alternates or removal of scope in coordination with the awarded bidder.
- 9 In submitting this bid proposal, it is understood that the Owner reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received and to accept any alternate in any order or combination.
- 10 This document can only be signed by an active officer of the firm.

Furnishing Bid Package Proposal
Mayor Joe V. Sanchez Public Library | August 18, 2025

The undersigned states that they have been engaged in contract work of this class for a period of years and invites your attention to the following work that has been completed under their direction:

Indicate Addenda received	
Legal name of company	
Street address	
City, State & zip code	
Name and title of authorized agent	
Signature	
Date	
Incorporated in the State of	
Type of company	
(Corporation Partnership Sole Proprietorship)	

Furnishing Bid Form
Mayor Joe V. Sanchez Public library | August 18, 2025

Company name here

CHAIRS (CH-___) BASIS OF DESIGN

Code	Qty	Unit price	Extended price
CH-1			\$0.00
CH-2			\$0.00
CH-3			\$0.00
CH-4			\$0.00
CH-5			\$0.00
CH-6			\$0.00
CH-7			\$0.00
CH-8			\$0.00
CH-9			\$0.00
CH-10			\$0.00
CH-11			\$0.00
CH-12			\$0.00
CH-13			\$0.00
CH-14			\$0.00
CH-15			\$0.00
CH-16			\$0.00
CH-17			\$0.00
CH-18			\$0.00
CH-19			\$0.00
CH-20			\$0.00
CH-21			\$0.00
CH-22			\$0.00
CH-23			\$0.00
CH-24			\$0.00
Subtotal			\$0.00
Tax Exempt			\$0.00
Freight			
Installation			

Contracts Used
Contracts Numbers

Total bid \$0.00

Total bid in writing

Fabrication and delivery in weeks.
Installation in work days.

Furnishing Bid Form
Mayor Joe V. Sanchez Public library | August 18, 2025

Company name here

CHAIRS (CH-___) BEST PRICE

Code	Qty	Unit price	Extended price
CH-1			\$0.00
CH-2			\$0.00
CH-3			\$0.00
CH-4			\$0.00
CH-5			\$0.00
CH-6			\$0.00
CH-7			\$0.00
CH-8			\$0.00
CH-9			\$0.00
CH-10			\$0.00
CH-11			\$0.00
CH-12			\$0.00
CH-13			\$0.00
CH-14			\$0.00
CH-15			\$0.00
CH-16			\$0.00
CH-17			\$0.00
CH-18			\$0.00
CH-19			\$0.00
CH-20			\$0.00
CH-21			\$0.00
CH-22			\$0.00
CH-23			\$0.00
CH-24			\$0.00
Subtotal			\$0.00
Tax Exempt			\$0.00
Freight			
Installation			

Contracts Used
Contracts Numbers

Total bid \$0.00

Total bid in writing

Fabrication and delivery in weeks.
Installation in work days.

Mayor Joe V. Sanchez Public library | August 18, 2025

Company name here

TABLES (T-__) BASIS OF DESIGN

[illegible]

Contracts Used

Contracts Numbers

Total bid	\$0.00
------------------	---------------

Total bid in writing

Fabrication and delivery in weeks.

Installation in work days.

Manufacturers to hold pricing shown above to Darrington Public Library for at least 90 days.

this bid form was prepared by MSR Design, to be completed by bidder

Mayor Joe V. Sanchez Public library | August 18, 2025

Company name here

TABLES (T-__) BEST PRICE

[illegible]

Contracts Used
Contracts Numbers

Total bid	\$0.00
------------------	---------------

Total bid in writing

Fabrication and delivery in weeks.

Installation in work days.

Manufacturers to hold pricing shown above to Darrington Public Library for at least 90 days.

this bid form was prepared by MSR Design, to be completed by bidder

Mayor Joe V. Sanchez Public library | August 18, 2025

Company name here

STORAGE (S-__) BASIS OF DESIGN

[illegible]

Contracts Used
Contracts Numbers

Total bid	\$0.00
------------------	---------------

Total bid in writing

Fabrication and delivery in weeks.

Installation in work days.

Manufacturers to hold pricing shown above to Darrington Public Library for at least 90 days.

this bid form was prepared by MSR Design, to be completed by bidder

Mayor Joe V. Sanchez Public library | August 18, 2025

Company name here

STORAGE (S-__) **BEST PRICE**

[illegible]

Contracts Used

Contracts Numbers

Total bid	\$0.00
------------------	---------------

Total bid in writing

Fabrication and delivery in weeks.

Installation in work days.

Manufacturers to hold pricing shown above to Darrington Public Library for at least 90 days.

this bid form was prepared by MSR Design, to be completed by bidder

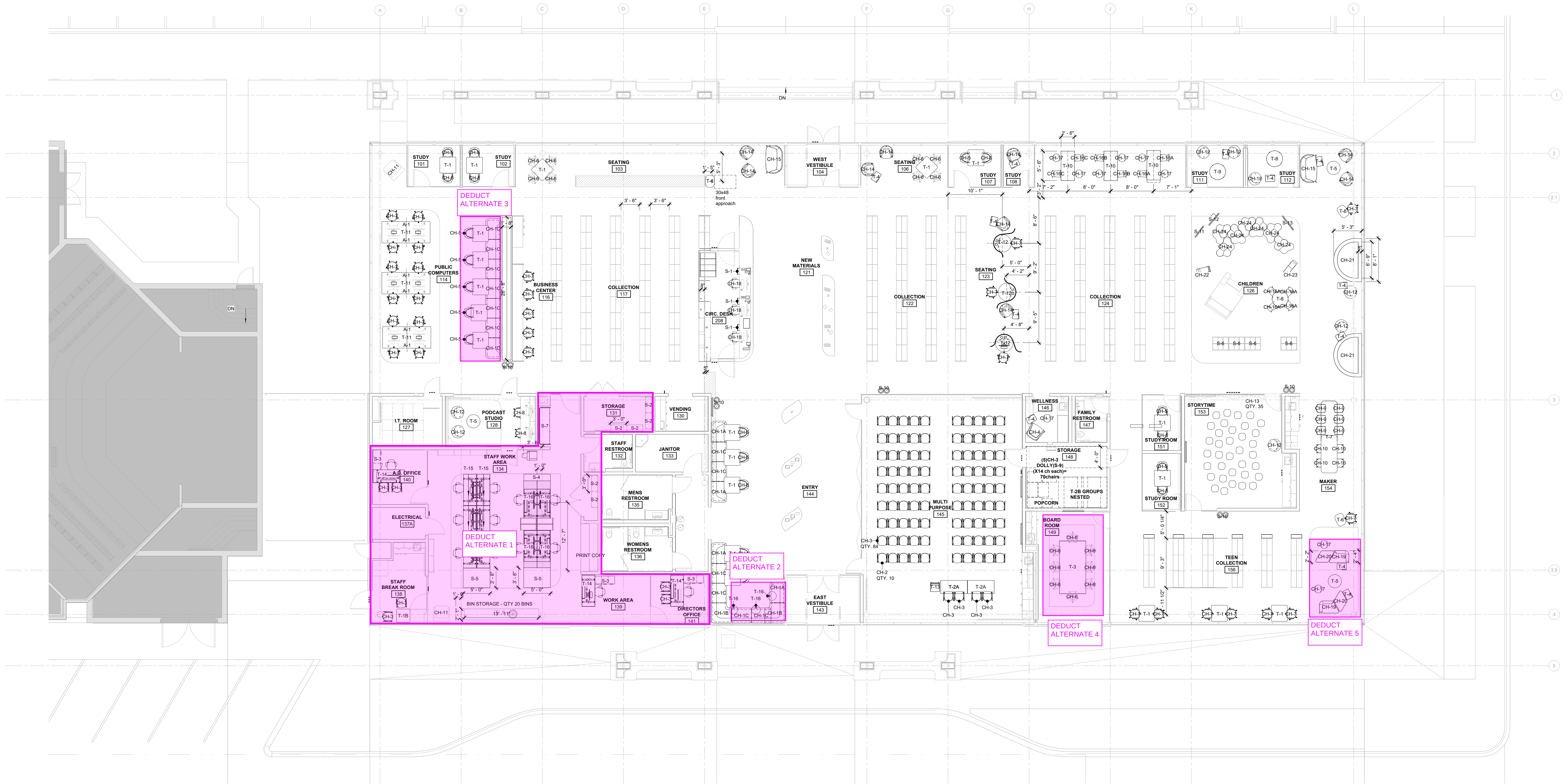
MSR EXAMPLE OF BID TABULATION FORM

Furnishing Bid Tabulation

Mayor Joe V. Sanchez Public library |

August 18, 2025

[illegible]



1 LEVEL 1 FURNITURE PLAN
A901 1/8" = 1'-0"

*FOR REFERENCE ONLY - FUTURE F.F.E. PACKAGE AT LATER DATE

CODED FURNITURE PLAN – AREAS FOR DEDUCT ALTERNATES

City of Weslaco

"The City on the Grow"



Adrian Gonzalez, Mayor
Israel Gonzalez, Jr., Mayor Pro-Tem, Commissioner At-large
Pete Garcia, Jr. Commissioner At-large
Josh Pedraza, Commissioner, District 1
Letty Lopez, Commissioner, District 2
Jose "JP" Rodriguez, Commissioner, District 3
Adrian Farias, Commissioner District 4

Martin Garza, City Manager

May 28, 2025

To: Adrian Gonzalez, Mayor; Israel Gonzalez, Jr. Mayor Pro-Tem; Adrian Farias, Commissioner;
Pete Garcia Jr., Commissioner; Josh Pedraza, Commissioner; Letty Lopez, Commissioner; Jose
"JP" Rodriguez, Commissioner; Martin Garza, City Manager

CC: Norma Cantu, Kayla Pena, Maricarmen Garcia, Xavier Salinas, Omar Rodriguez

Fr: Arnoldo Becho, Library Director

Re: Update on the Library Furniture, Fixtures, and Equipment plan for New Library/Library
Renovation project

MSR and BSG, our library architecture team, will provide an update on the Furniture, Fixtures, and Equipment (FF&E) portion of the New Library and Library Renovation project during the upcoming workshop on Monday, June 3.

They will present an updated version of the FF&E work plan, focusing on the steps and timeline for ordering, delivering, and setting up the furniture and equipment. These revisions are based on recent discussions and additional coordination between our Purchasing Department and City Administration. The updated schedule is designed to meet a substantial completion date of February 1—it's a tight timeline, but achievable.

MSR will walk through the attached materials, covering the following topics:

- FF&E Work Plan and Schedule
- Budget Overview
- Example Layout of the Specifications Document
- Bidder Form and Required Language
- Bid Tabulation Form
- Options for Cost-Saving Alternatives

Please feel free to reach out with any questions before the workshop. Please feel free to contact me with any questions, I will be happy to provide additional information. Thank you for the time.

Arnoldo Becho
Library Director, City of Weslaco
Phone: 956.973.3144
Email: abecho@weslacopl.us



Standardized Agenda Request Form

Date of Meeting: June 3, 2025		Agenda Item No. (to be assigned by CSO): 2025-550	
From:			
Subject: Discussion and presentation on Employee Insurance by Roger Garza, Valley Risk Consulting. (Staffed by Human Resources Department.)			
Background:			
Funding Source (budget code, if applicable):			
Amount:	Term of Impact:	Identified in Current Budget:	
Additional Action Prompted:			
If item previously considered, provide date and action by Commission:			
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:			
Advisory Review, if any (name of board/committee, date of action, recommendation):			
OMAR RODRIGUEZ Luz Galindo Martin Garza		Created	
City Manager Comments:			
Staff Recommendation:			
Attachments, if any:			
Responsibilities upon Approval:			



Standardized Agenda Request Form

Date of Meeting: June 3, 2025	Agenda Item No. (to be assigned by CSO): 2025-551	
From:		
Subject: Discussion and presentation on 2025 Bond projects. (Staffed by Assistant City Manager.)		
Background:		
Funding Source (budget code, if applicable):		
Amount:	Term of Impact:	Identified in Current Budget:
Additional Action Prompted:		
If item previously considered, provide date and action by Commission:		
If item requires Publication Notice, provide date and periodical of publication; indicate if comments received from letters mailed to property owners:		
Advisory Review, if any (name of board/committee, date of action, recommendation):		
OMAR RODRIGUEZ Rosalinda Cavazos Martin Garza		Created
City Manager Comments:		
Staff Recommendation:		
Attachments, if any:		
Responsibilities upon Approval:		