

**MINUTES OF THE MEETING OF THE  
MONTROSE MANAGEMENT DISTRICT  
BOARD OF DIRECTORS**

**April 6, 2015**

**DETERMINE QUORUM; CALL TO ORDER.**

The Board of Directors of the Montrose Management District held a special meeting, open to the public, on Monday, March 10, 2015, at 12:00 p.m. at 401 Branard Street, 2nd Floor, Room 106, Houston, Texas 77006, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 -	Claude Wynn, <i>Chairman</i>	Position 9 -	Kathy Hubbard, <i>Treasurer</i>
Position 2 -	<i>vacant</i>	Position 10 -	Michael Grover
Position 3 -	Randy Mitchmore, <i>Vice Chairman</i>	Position 11 -	<i>vacant</i>
Position 4 -	Cassie Stinson, <i>Secretary</i>	Position 12 -	Brad Nagar
Position 5 -	Lane Llewellyn	Position 13 -	Dan B. Leverett
Position 6 -	Robert Jara	Position 14 -	<i>vacant</i>
Position 7 -	Ryan Haley	Position 15 -	Randall Ellis
Position 8 -	Stephen L. Madden		

and all were present, with the exception of Directors Wynn, Haley, Hubbard, Grover and Leverett, thus constituting a quorum. Also present were Bill Calderon, Linda Clayton and Josh Hawes, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; and Lance Gandy, Gandy<sup>2</sup>. Co-Chairman Mitchmore called the meeting to order at 12:02 p.m.

**CONSIDER ADDENDUM TO THE CONTRACT WITH GANDY SQUARED TO INCREASE THE CONTRACT AMOUNT BY \$75,390.73 TO FUND ADDITIONAL COSTS ASSOCIATED WITH THE PREPARATION FO THE PLANS FOR THE TxDOT BRIDGE LIGHTING PROJECT.**

Mr. Calderon distributed a copy of the proposal from Gandy<sup>2</sup> for additional services for the lighting design and engineering services for the six bridges spanning US Hwy. 59 in the District, a copy is attached as Exhibit A. Mr. Gandy reported feedback was received back from TxDOT and they were requiring the plans to be reformatted and to include electrical plans with engineered stamped plans, traffic control plans and flood water control plans. There was general discussion regarding the possibility that TxDOT would require replacing all the existing wiring. Mr. Calderon reported the \$52,000 for the engineering services was included in the District's budget for the project. Upon a motion duly made by Director Madden, and being seconded by Director Stinson, the Board voted unanimously to approve the addendum to the Contract with Gandy<sup>2</sup> to increase the contract amount by \$75,390.73 to fund additional costs associated with the preparation of the plans for the TxDOT bridge lighting project.

**ADJOURN.**

There being no further business to come before the Board, Co-Chairman Mitchmore adjourned the meeting at 12:25 p.m.



*Cassie B Stinson*  
\_\_\_\_\_  
Secretary

List of Exhibits:

- A. Proposal from Gandy<sup>2</sup> for additional professional lighting design and engineering services



Revised: April 2, 2015  
 March 18, 2015

Mr. Bill Calderon  
 Executive Director  
 Montrose Management District  
 5020 Montrose, Suite 311  
 Houston 77006  
 713.724.4460  
 bcalderon@montrosedistrict.org

**Montrose Management District Bridge Lighting Additional Services**

We are pleased to submit this proposal for additional professional lighting design and engineering services for the Six Bridges Spanning US Hwy. 59 in the Montrose Management District.

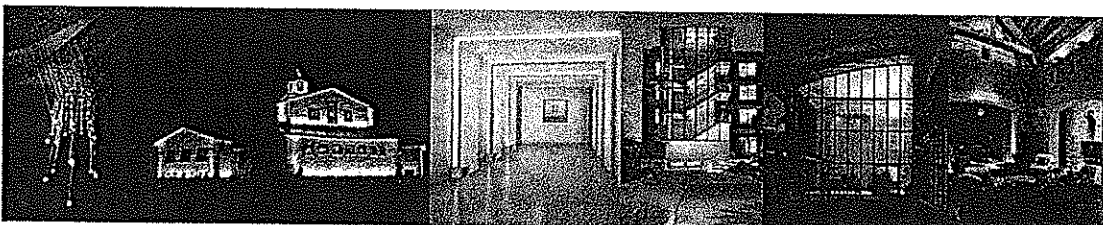
**Physical Scope:**

This proposal includes fees addressing changes made by TXDOT to the original scope of work. Specifically reformatting the submission package to the TXDOT 2014 standard, providing sealed electrical engineer drawings for all electrical services, and providing engineered sealed traffic control plans.

**Gandy<sup>2</sup> Lighting Design (G2LD) to provide the following:**

- Reformatting the existing drawing and specification package to the 2014 TXDOT Standard. Final Review delivery date to TXDOT: April 10, 2015.  
 Final Changes Submission: April 25, 2015 \$22,000.00
- Managing Electrical and Civil Engineering Services. (This management portion consists of handling the contract, invoicing, insurance and tax (W9) concerns associated with this sub-consultant.) \$1,200.00

The total fee for G2LD: \$23,200.00



**Maldonado-Burkett Intelligent Transportation Systems, LLP (MBITS) to provide the following:**

- Sealed Electrical Services Drawings in TXDOT format
- Sealed Traffic Control Plans
- Revised Estimate Including New Bid Codes
- Sealed Storm Water Run-off Plans (SW3P)

The total fee for MBITS: \$52,190.73

**The combined additional services fee from G2LD and MBITS: \$75,390.73**

**Terms and Conditions:**

This proposal is a supplement to the existing contract signed and dated December 4, 2013, and general terms & conditions of the existing contract are applicable to this additional scope.

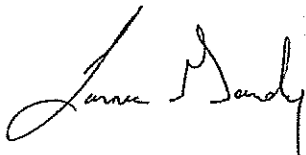
If any additional services, not outlined above, are required, a revised proposal from Gandy<sup>2</sup> Lighting Design will need to be submitted and accepted prior to implementation of those services.

Invoices are billed as a percentage of work completed on a monthly basis.

Reimbursable expenses such as plotting, messenger services and any out of town travel expenses will be billed at cost. Out of town travel is not anticipated for this project, but should it be necessary, mileage costs will be billed at a rate of \$0.55 per mile.

Thank you for inviting us to join your design team and the opportunity to be of service.

Sincerely,



Lance Gandy  
IALD, LC, IES, AIA Assoc.

Accepted by:  
Date:

**US 59 DECORATIVE LIGHTING - FEE SUMMARY**

Company		Discipline	WBS Range	Estimated by	Rev	Date					
Maldonado-Burkett		Electrical, TCP		EC/KB	0	03/18/15					
WBS	Task Description	Drawing Sheets	Project Manager Karl Burkett	Senior Engineer	Project Engineer Ernest Corda	EIT/Grad Engineer Zhi Chen	EIT	Senior Technician	Junior CADD	Hours by Classification	
										0.00	162.00
	Electrical Design		57.00								0.00
	Travel Time (Main visit)		6.00		6.00						0.00
	Field Time (Main visit)		16.00		16.00						0.00
	Review As-Builts		2.00		6.00	4.00					0.00
	Coordinate with TxDOT (Special Spec #s, Bid Codes, etc.)		6.00		39.00	24.00					0.00
	Coordinate with ISD/Police, Fire, EMS, etc.				12.00	6.00					0.00
	Utility Coordination				8.00	6.00					0.00
	Prepare New Plan Sheets (Electrical Layouts, Details, Standards, etc.)		18.00		50.00	50.00					0.00
	Reviser/Update Estimate (new bid codes)		2.00		20.00	10.00					0.00
	General Notes		1.00		4.00	4.00					0.00
	SW3P				1.00	1.00					0.00
	<b>QA/QC</b>		<b>6.00</b>		<b>10.00</b>	<b>10.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
	QA/QC		3.00		5.00	5.00					0.00
	Address review comments		3.00		5.00	5.00					0.00
			<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
	<b>Subtotal</b>		<b>57.00</b>		<b>172.00</b>	<b>115.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
	<b>Direct Labor Rates (2010)</b>		\$ 73.63		\$ 50.00	\$ 40.00					
	<b>Weighted Average Labor Escalation Rate (2012 thru 2013)</b>		1.00		1.00	1.00					
	<b>Subtotal Direct Labor Costs</b>		<b>4196.91</b>		<b>8600.00</b>	<b>4600.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
	<b>Total Hours</b>										<b>344.00</b>
	<b>Subtotal Direct Labor Costs</b>										<b>\$17,396.91</b>
	<b>Labor Billing Multiplier</b>									<b>3</b>	
	<b>Total Design Fee</b>										<b>\$52,190.73</b>

ASSUMPTIONS		
1	Fee is for plan review and final preparation of the PS&E package, including TCP, as submitted by Gandy Lighting Design on 3/10/15. The hours shown are estimated and may be adjusted to best prepare the plan set for TxDOT Letting.	
2	All structural design and structural details by others. Base files and survey information provided by others.	