

## FINAL PROGRESS REPORT

### Palacios Coastal Education Pavilion

16-074-000-9118

July 2018

#### Task 1: Project Design and Bidding

**Brief description of the task:**

The City will hire an engineer to develop technical specifications and construction drawings. The documents will be submitted to the GLO for approval. Once approved, the City will solicit bids to select a construction contractor.

**Describe major accomplishments for this reporting period (include names of staff working on each task, and dates and locations of events/presentations/meetings.):**

	Location	Those in Attendance
January 5, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
February 5, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager
March 8, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
April 5, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
May 3, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
June 7, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
June 28, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
July 26, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
August 31, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
October 4, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
November 10, 2016	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager
December 6, 2016	Port of Palacios	David Kocurek, City of Palacios City Manager and

	Administration Building	Jackie Jones, City of Palacios City Treasurer
January 25, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
February 8, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
March 22, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
April 4, 11, and 26, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
May 3, 10, 17, 24 and 31, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
June 7, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
July 12, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
August 4, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
September 20, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
October 20, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager and Jackie Jones, City of Palacios City Treasurer
November 15, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager
December, 2017	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager
January 10, 2018 and January 25, 2018	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager
February 28, 2018	Port of Palacios Administration Building	David Kocurek, City of Palacios City Manager
March 7, 2018, March 14, 2018 and March 28, 2018	Port of Palacios Administration Building and the Pavilion	David Kocurek, City of Palacios City Manager Clissa Mills, City of Palacios City Secretary
April 4, 2018 April 11, 2018 April 18, 2018 and April 25, 2018	Port of Palacios Administration Building and the Pavilion	David Kocurek, City of Palacios City Manager Clissa Mills, City of Palacios City Secretary Tammy McDonald, City of Palacios City Treasurer
May 2, 2018 May 9, 2018 May 11, 2018 Grand Opening May 16, 2018 May 23, 2018	Por of Palacios Administration Building and the Pavilion	David Kocurek, City of Palacios City Manager Clissa Mills, City of Palacios City Secretary

June 20, 2018 June 27, 2018	City of Palacios	David Kocurek, City of Palacios City Manager Clissa Mills, City of Palacios City Secretary Tammy McDonald, City of Palacios City Treasurer
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**Major accomplishments:**

The City executed a contract with Randall-Porterfield Architects, Inc to develop technical specifications and construction drawings. Technical specifications and construction drawings were submitted to the GLO for approval on December 22, 2015. The City solicited bids for a construction contractor. At the first bid opening on September 3, 2015, only one bid was submitted for review; therefore, a second bid opening was scheduled. A low bidder was recommended by the architect. On October 13, 2015, the City Council approved Charnock and Company as construction contractor. The contract was signed on November 5, 2015.

**Deliverables:**

**List the deliverable(s)/milestone(s) for the task and provide the date completed/submitted to the GLO.**

<b>Deliverable Name</b>	<b>Date Due</b>	<b>Date submitted</b>
<i>Executed Engineering Contract (see Attachment A)</i>	<i>10/31/2015</i>	01/10/2016
<i>Construction Bid Package (See Attachment B)</i>	<i>11/30/2015</i>	Drop Box link submitted to GLO 1/12/16 and resubmitted on 2/24/16
<i>Interpretive signage conceptual design and draft text layout</i>	<i>1/31/2016</i>	02/10/2016 - Attachment C 3/10/2016 – Attachment B Revised to included logos and acknowledgement language
<i>Bid tabulations</i>	<i>3/31/2016</i>	March 2016 report - Attachment A
<i>Executed Construction Contract</i>	<i>04/30/2016</i>	April 2016 Report – Attachment A
<i>Copies of permits/proof of environmental clearance, as required</i>	<i>04/30/2016</i>	April 2016 Report – Attachment B

**Were there any problems or obstacles encountered during this reporting period (e.g., delays, remedial action taken, schedule revision)?**

None

**Briefly describe plans for the next reporting period.**

None.

**Task 2: Construction**

**Provide a brief description of the task.**

The City will improve grading and drainage to direct the flow of runoff into the wetlands. Native vegetation will be planted to expand the existing marsh to capture runoff to the south. Two interpretive plazas, an 80-foot decomposed granite/paver walkway, and three covered picnic tables with slabs will be constructed. Interpretive

signage will be installed to educate visitors of aquatic and upland wildlife, seasonal changes in birding, and historical perspectives of the changing waterfront. The City will install temporary CMP signage at the site during construction. The Texas Department of Licensing and Regulation (TDLR) must certify the construction as compliant with ADA standards.

**Describe major accomplishments for this reporting period (include names of staff working on each task, and dates and locations of events/presentations/meetings.)**

Construction began on December 1, 2015. In October 2016 the outline of the plazas and walkways were started. In November 2016 grading and drainage was completed. In March 2017 construction started on the walkways and plazas and the concrete was poured for the walkways and plazas in late April 2017. The pavers were ordered in July 2017 and delivered in mid-August. The City worked with the GLO's Construction Services team to determine the layout and design of the picnic areas and plazas. The pavers were installed in October 2017 and the location of the picnic tables was finalized. The City solicited bids for the picnic shelters and plazas in November 2017 and construction began in December 2017. By January 2018 wetland planting and enhancement was complete. Construction was complete in April 2018 and the TDLR inspection was completed in May 2018. Deficiencies were found but not in areas paid for my CMP.

**List the deliverable(s)/milestone(s) for the task and provide the date completed/submitted to the GLO.**

<b>Deliverable Name</b>	<b>Date Due</b>	<b>Date submitted</b>
<i>Photo of temporary CMP sign (See Attachment B of this report)</i>	<i>01/10/2016</i>	01/10/2016 02/10/2016 (Photo in this report, Attachment B)
<i>Before, during, and after photos of grading and drainage improvements (See Attachment D)</i>	<i>01/10/2016</i>	01/10/2016, after photos will be in a later report 02/10/2016 (During photo in this report, Attachment A) 03/10/2016 (During Photo in this report, See Attachment A)
<i>Before, during and after photos of wetlands enhancement, interpretive plazas, walkway, picnic tables, benches, trash receptacles, and installed interpretive and CMP signage</i>	<i>1/31/2018</i>	4/10/2016 (During Photos in this report, see Attachment B, wetland enhancement) 5/10/2015 (During photo in this report, see Attachment C, wetland enhancement) 8/10/2016 (During photo in this report, See Attachment A) 05/10/2017 (During photos in this report, See Attachment A) 6/10/2017 (During photos in this report, See Attachment A) 12/20/2017 (During photo in this report, See Attachment A) 06/06/2018 (During photo in this report, See Attachment A)



<i>TDLR certification for construction</i>	<i>06/30/2018</i>	<i>07/06/2018</i>
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**Were there any problems or obstacles encountered during this reporting period (e.g., delays, remedial action taken, schedule revision).**

Heavy rainfall during the fall and early winter 2017 delayed construction.

**Briefly describe plans for the next reporting period.**

None.

**Task 3: Project Monitoring and Reporting**

**Provide a brief description of status of the task.**

The City will prepare and submit all reports, deliverables, and requests for reimbursement as required in the contract, to CMPReceipts@GLO.TEXAS.GOV. Monthly Progress reports are due to CMPReceipts@GLO.TEXAS.GOV on the 10th day of every month starting January 10, 2016.

**Describe major accomplishments for this reporting period (include names of staff working on each task, and dates and locations of events/presentations/meetings.)**

Report completed by Tammy McDonald, City of Palacios, City Treasurer with assistance from City Manager, David Kocurek. All meetings were held electronically via email or by phone.

**List the deliverable(s)/milestone(s) for the task and provide the date completed/submitted to the GLO.**

<b>Deliverable Name</b>	<b>Date Due</b>	<b>Date submitted</b>
<i>December 2015 report and request for reimbursement</i>	<i>01/10/2016</i>	<i>01/10/2016</i>
<i>Monthly progress reports and requests</i>	<i>The 10<sup>th</sup> day of each month</i>	<i>01/10/2015</i> <i>02/10/2016</i> <i>03/10/2016</i> <i>04/10/2016</i> <i>05/10/2016</i> <i>06/10/2016</i> <i>07/10/2016</i> <i>08/10/2016</i> <i>09/10/2016</i> <i>10/10/2016</i> <i>11/10/2016</i> <i>12/10/2016</i> <i>01/10/2017</i> <i>02/10/2017</i> <i>03/10/2017</i> <i>04/10/2017</i> <i>05/10/2017</i> <i>06/10/2017</i> <i>07/10/2017</i>

		08/10/2017 09/21/2017 12/29/2017 12/29/2017 02/05/2018 03/10/2018 04/09/2018 05/05/2018 06/06/2018 07/20/2018
<i>Final report</i>	<i>06/30/2018</i>	<i>07/20/2018</i>
<i>Project closeout form</i>	<i>06/30/2018</i>	<i>07/06/2018</i>

**Were there any problems or obstacles encountered during this reporting period (e.g., delays, remedial action taken, schedule revision).**

None

**Briefly describe plans for the next reporting period.**

None

Please provide a current budget breakdown. (Double Click on budget tables to activate Excel.)

	Current Federal/ CMP Budget	Billed to Date	Obligated* CMP Budget	Remaining CMP Budget
Personnel			\$ -	\$ -
Fringe			\$ -	\$ -
Travel			\$ -	\$ -
Supplies			\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual	\$ 84,000.00	\$ 83,771.97	\$ -	\$ 228.03
Other			\$ -	\$ -
Subtotal	\$ 84,000.00	\$ 83,771.97	\$ -	\$ 228.03
Indirect Costs		\$ -	\$ -	\$ -
Totals	\$ 84,000.00	\$ 83,771.97	\$ -	\$ 228.03

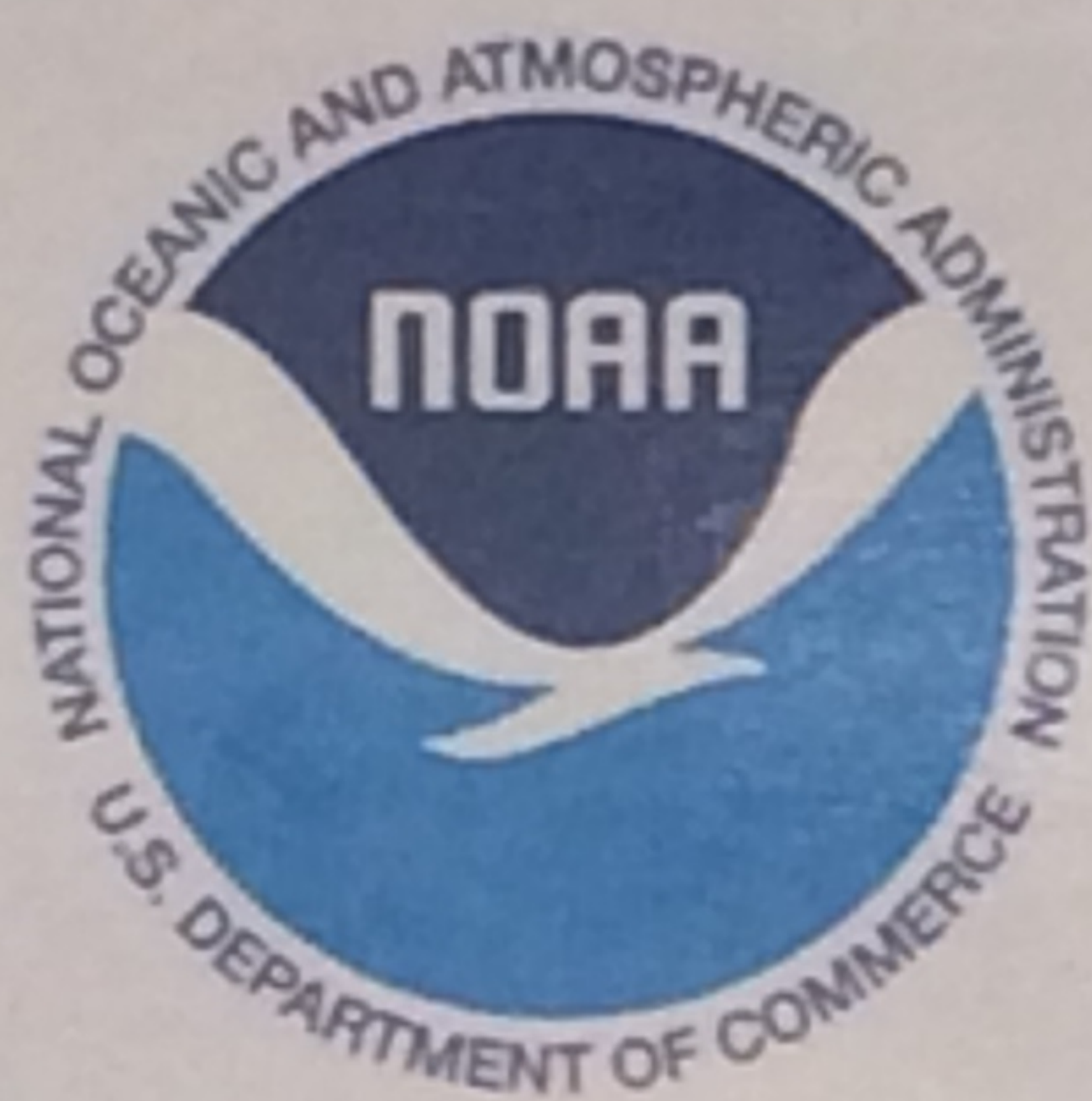
	Current Local Budget	Billed to Date	Obligated* Local Budget	Remaining Local Budget
Personnel		\$ -	\$ -	\$ -
Fringe		\$ -	\$ -	\$ -
Travel		\$ -	\$ -	\$ -
Supplies		\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual		\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -
Indirect Costs		\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ -

	Current 3rd Party Budget	Billed to Date	Obligated* 3rd Party Budget	Remaining 3rd Party Budget
Personnel	\$ -	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 6,500.00	\$ 5,636.34	\$ -	\$ 863.66
Equipment	\$ 6,705.00	\$ 6,705.00	\$ -	\$ -
Contractual	\$ 42,795.00	\$ 42,766.01	\$ -	\$ 28.99
Other	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 56,000.00	\$ 55,107.35	\$ -	\$ 892.65
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Totals	\$ 56,000.00	\$ 55,107.35	\$ -	\$ 892.65

**\*Obligated includes - funds that have been incurred by the recipient but have not been paid by the recipient, such as executed contract agreements or acquired supplies/materials/equipment.**



**A grant project of the Texas General Land Office,  
Texas Coastal Management Program  
and the Coastal Coordination Advisory Committee**



Funded by the Coastal Zone Management Act of 1972 as amended, Office of Coastal Management, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, and managed by the Texas General Land Office. For more information about the CMP grant program, please call the Texas General Land Office at 1.800.998.4GLO.















SECCION 110.003 CITY  
OF PALACIOS, TX  
CODE OF  
ORDINANCE  
PROHIBITS GLASS  
BOTTLES OR  
CONTAINERS ON  
OR IN ANY CITY  
PARK PUNISHABLE  
BY A FINE NOT TO  
EXCEED \$500.00

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