

Economic Development - Old Town Seabrook District

5.13 *Establish a 380 reimbursement program to support development and redevelopment to meet the desired architectural standards for the overall district and for the Main Street overlay in particular.*

PRE-PROJECT CHECKLIST

STATUS

1 *Designate Champion or Implementing Entity*

Agency: City
 Department: Economic Development
 Person: Director of Economic Development

2 *Identify Most Likely Funding Sources*

General Fund Budget	Transportation Funding
Capital Improvements Plan (CIP)	Special District Financing
Economic Development Corporation	Public Private Partnerships
Hotel Occupancy Tax	Economic Development Incentives
Grants	Corporate, Philanthropic Sponsors

3 *Determine Regulations and Standards Support*

Subdivision Ordinance	Zoning Ordinance
Building Code	Landscape Ordinance
Other:	Sign Ordinance

4 *Identify Policies, Programs, or Initiatives to Support Project*

Economic Development Policy	Comprehensive Plan
Thoroughfare Plan	Council Strategic Plan
Open Space Master Plan	H-GAC Livable Centers Study
Branding Strategy	Waterfront Development Plan
Other:	

5 *Identify Partnerships and Coordination Issues*

TxDOT	Economic Development Corporation
Harris County	The Seabrook Association
Business Owners / Public	P&Z Commission / City Council
Chamber of Commerce	
Private Sector Partners / Developers / Investors	
Other(s):	

JUMP START ACTION STEPS

TIMELINE

- A. Survey other organizations for best practices
- B. Develop a draft 380 policy
- C. EDC and City Council review of 380 policy
- D. Revise marketing materials and applications to include 380 options
- E.



SWA Houston
1245 W 18th Street
Houston, Texas
77008
+1.713.868.1676
www.swagroup.com

1 November 2016
Revised 4 November 2016

City of Seabrook
Seabrook, Texas
(Via Email)

ATTENTION: Sean Landis, Director of Planning and Community Development

Subject: Main Street Streetscape Prototyping
(SWA Job# SBK602)

Ladies / Gentlemen:

SWA is pleased to submit this proposal for professional services in connection with a developing recommendations for a pilot project as the streetscape prototype for Main Street for the Merlion Restaurant and other, expanded areas in the future (the "Project"). This Agreement is between the Seabrook Economic Development Corporation (Client), and the Houston office of SWA Group (SWA) in reference to the Project located in City of City of Seabrook, Harris County, Texas.

I. SCOPE OF SERVICES

SWA will perform professional design services for the Project. The intent is to make recommendations for the new Merlion Restaurant that can be extended to the entirety of Main Street over time to achieve a uniform, consistent streetscape aesthetic for this street. The following describes the proposed services:

- A. SWA will prepare up to two (2) options for a Main Street streetscape prototype using the current Merlion site plan provided by the Client as a general layout template;
- B. The elements to be considered include hardscape and softscape elements including paving for parking stalls and walkways, planting areas and plant materials, and amenities such as lighting, seating and trash receptacles.
- C. Each option will be illustrated as to its layout, materials, and costs.
- D. Deliverables include:
 - a. Plan, enlarged plan, section, each including call-outs describing material finishes, and a cost estimate. Illustrations will be prepared in color and produced in electronic PDF format;
 - b. Revisions - one (1) round;
 - c. Two (2) meetings via conference call and one (1) presentation to EDC.

Sub-Consultants

SWA will have not have a sub-consultant involved in the proposed services.

II. DETAILED DESIGN

Not in contract.



III. BIDDING PHASE

Not in contract.

IV. CONSTRUCTION PHASE

Not in contract.

V. DESIGN APPROVAL

Paul Chavez, the Economic Development Director, with the assistance of the City Manager and the Assistant City Manager, has been designated for design direction to SWA for this project. Authority for the final design approval will be by the Economic Development Corporation with confirmation of City Council. In the event that the design is subsequently rejected by one or more of these bodies, and re-design is required, such re-design services shall be compensated as Additional Services.

VI. MEETINGS AND SITE VISITS

Other than as indicated in the scope of services, meetings shall be billed as Additional Services.

VII. SCHEDULE

Approximately two (2) weeks from notice-to-proceed.

VIII. EXCLUSIONS TO SCOPE OF SERVICES

Client shall provide the following information or services as required for performance of the work. SWA assumes no responsibility for the accuracy of such information or services and shall not be liable for error or omissions therein. Should SWA be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Additional Services.

- a. Topography and boundary surveys in addition to the limits identified in the scope of services.
- b. Legal descriptions of property.
- c. Obtaining easements of other real estate transactions.
- d. Existing site engineering and utility base information in addition to the limits identified in the scope of services.
- e. Overhead aerial photographs at controlled scale.
- f. Engineering other than that provided within the Scope of Services.
- I. Design of improvements on private property.

IX. FEES

Services described above shall be provided for a fixed fee of \$7,500.

A reimbursable expense allowance shall be in addition to the fees stated above for local travel and copying / reproduction in the indicated quantities and shall not exceed \$150.

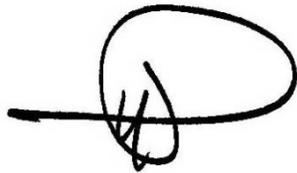
IX. TERMS

Terms and conditions of service shall be in accordance with the Agreement by and between the City of Seabrook and SWA dated 4 October 2016, attached hereto and made part of this agreement by reference.

If this proposal meets with your approval, please sign below and return one copy for our files.

Sincerely yours,

SWA GROUP



James Vick, AIA
Principal & Contracting Agent
Architect, TX License #10477

ACCEPTED BY: City of Seabrook

By: _____

Title: _____

Date: _____

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In order to expedite invoicing, please indicate the following:

Billing Address:

Company Name: _____

Address: _____

Attention: _____

Your reference name/number:

Your Purchase Order or Contract Number reference for invoicing:
