

Jean Birmingham Council
Chambers, City Hall
401 South Alamo
Marshall, TX 75670
903-935-4421



Members

Amy Ware, District 4 - Mayor
Marvin Bonner, District 1
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Jennifer Truelove, District 3
Dathaniel W. Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING

May 9, 2024
6:00 PM

- 1. Call to Order and Roll Call**
- 2. Invocation and Pledges**
- 3. Presentation**
 - A. Presentation of plaques to outgoing City Council members. (Mayor)
- 4. Oath of Office and Bond Approval**
 - A. Issue Oath of Office for Council members representing Districts 1, 2, 3, and 4. (City Attorney)
 - B. Consider approval of bonds for Council members representing Districts 1, 2, 3, and 4. (City Secretary)
- 5. Executive Session**
 - A. Pursuant to the Open Meetings Act, Texas Government Code, Section 551.074 (Personnel) – Discussion of Mayor, and Mayor Pro-Tem, for the City Council.
- 6. Election of Mayor and Mayor Pro-Tem**
 - A. Consider election of the Mayor for the City Council. (City Attorney)
 - B. Consider election of the Mayor Pro-Tem for the City Council. (City Attorney)
- 7. Presentations & Proclamations**
 - A. Presentation of a proclamation designating the week of May 12-18, 2024 as “Police Week” and May 15, 2024, as “Peace Officers Memorial Day” in Marshall, Texas. (Police Chief)
 - B. Presentation of a proclamation designating May 19-25, 2024 as “National Public Works Week” in the City of Marshall. (Public Works Director)
- 8. Citizen Comments**

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The “Citizens Comments” portion of the meeting meets the requirements of this law and is the public’s opportunity to speak on any item on the agenda. Those who wish to speak are requested to

fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

9. Items to be Withdrawn From Consent Agenda

10. Consent Agenda

The items on the Consent Agenda require little or no deliberation by the Council. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Councilmember may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

- A. Consider approval of the minutes from the April 25, 2024 Regular Council meeting. (City Secretary)
- B. Consider approval of awarding a contract for Lab Testing Services for Water and Wastewater Treatment. (Public Works Director)

11. Consideration of Items Withdrawn From the Consent Agenda

12. City Manager Reports and Requests for City Council Consideration

- A. Presentation of an update regarding the Utility Relocation (Water\Sewer) connected to the I369 TxDOT project. (Public Works Director)
- B. Consider approval of a contract for repairs to the Marshall Police Department building. (Support Services Director)

13. Executive Session

- A. An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above.
- B. An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above.
- C. An Executive Session pursuant to Texas Govt. Code Section 551.071. "Consultations with Attorney" to consult with the City Attorney in an executive session to seek his or her advice on legal matters concerning pending or contemplated litigation and upon a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter."

14. Action Item Following Executive Session

- A. Consider action as a result of the executive session discussion regarding economic development negotiations. (City Manager)

- B. Consider action as a result of the executive session discussion regarding economic development negotiations. (City Manager)
- C. Consider action as a result of the executive session discussion regarding legal matters concerning pending or contemplated litigation. (City Attorney)

15. Adjournment

Posted: May 6, 2024
5:00 PM
N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 72-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office at 903-935-4446.

Form 2204 - Oath of Office (General Information)

The attached form is designed to meet minimal constitutional filing requirements pursuant to the relevant provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Execution and Delivery Instructions

An Oath of Office that is required to be filed with the Office of the Secretary of State is considered filed once it has been received by this office. The Oath of Office may be administered to you by a person authorized under the provisions of Chapter 602 of the Texas Government Code. Authorized persons commonly used to administer oaths include notaries public and judges.

Mail: P.O. Box 12887, Austin, Texas 78711-2887.

Overnight mail or hand deliveries: James Earl Rudder Officer Building, 1019 Brazos, Austin, Texas 78701.

Fax: (512) 463-5569. If faxed, the original Oath should also be mailed to the appropriate address above.

Email: Scanned copies of the executed Oath may be sent to register@sos.texas.gov. If sent by email, the original Oath should also be mailed to the appropriate address above.

NOTE: *Do not have the Oath of Office administered to you before executing and filing the Statement of Officer (Form 2201 – commonly referred to as the “Anti-Bribery Statement”) with the Office of the Secretary of State.*

Commentary

Pursuant to art. XVI, Section 1 of the Texas Constitution, the Oath of Office *may not* be taken until a Statement of Officer (see Form 2201) has been subscribed to and, as required, filed with the Office of the Secretary of State. Additionally, gubernatorial appointees who are appointed during a legislative session *may not* execute their Oath until after confirmation by the Senate. Tex. Const. art. IV, Section 12.

Officers Required to File Oath of Office with the Secretary of State:

Gubernatorial appointees

District attorneys

Appellate and district court judges

Officers appointed by the supreme court, the court of criminal appeals, or the State Bar of Texas

Associate judges appointed under subchapter B or C, chapter 201 of the Texas Family Code

Directors of districts operating pursuant to chapter 36 or 49 of the Texas Water Code file a duplicate original of their Oath of Office within 10 days of its execution. Texas Water Code, Sections 36.055(d) and 49.055(d)

Officers Not Required to File Oath of Office with the Secretary of State:

Members of the Legislature elected to a *regular* term of office will have their Oath of Office administered in chambers on the opening day of the session and recorded in the appropriate Journal. Members elected to an *unexpired* term of office should file their Oath of Office with either the Chief Clerk of the House or the Secretary of the Senate, as appropriate.

All other persons should file their Oaths locally. Please check with the county clerk, city secretary or board/commission secretary for the proper filing location.

As a general rule, city and county officials do not file their oath of office with the Secretary of State—these officials file at the local level. The Legislature amended the Texas Constitution, Article 16, Section 1, in November 2001 to no longer require local level elected officials to file with our office.

The Office of the Secretary of State does NOT file Statements or Oaths from the following persons: Assistant District Attorneys; City Officials, including City Clerks, City Council Members, Municipal Judges, Justices of the Peace, and Police/Peace Officers; Zoning/Planning Commission Members; County Officials, including County Clerks, County Commissioners, County Judges (*except County Court of Law Judges who file with the Elections Division*), County Tax Assessors, and District Clerks; and Officials of Regional Entities, such as, Appraisal Review Districts, Emergency Service Districts, and School Districts (ISD's). Questions about whether a particular officer is a state-level officer may be resolved by consulting relevant statutes, constitutional provisions, judicial decisions, and attorney general opinions.

All state or county officers, other than the governor, lieutenant governor, and members of the legislature, who qualify for office, are commissioned by the governor. Tex. Gov't Code, Section 601.005. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. Submission of this oath of office to the Office of the Secretary of State confirms an officer's qualification so that the commission may be issued.

Questions about this form should be directed to the Government Filings Section at (512) 463-6334 or register@sos.texas.gov.

Revised 9/2017

Form #2204 Rev 9/2017

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of _____ of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of _____

County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Print

Reset



TO: City Council
DATE: May 9, 2024
ITEM #: 7.A
SUBJECT: Presentation of a proclamation designating the week of May 12-18, 2024 as "Police Week" and May 15, 2024, as "Peace Officers Memorial Day" in Marshall, Texas. (Police Chief)

Recommendation for Action: Present Proclamation

Executive Summary: Congress has designated May 15th of each year as Peace Officers Memorial Day and the week in which May 15th falls as Police Week. Each year, the City of Marshall designates the week of May 15th as Peace Officers Memorial Week in Marshall, Texas. This year Peace Officers Memorial Day will be observed on May 14th, with a ceremony at Memorial City Hall on May 14th at 12:00 PM.

Budget Cost: N/A

Staff Contact: Cliff Carruth - Chief of Police

Attachments: 1. Proclamation Police Week 2024

PROCLAMATION



WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers Memorial Day, and the week in which it falls as Police Week; and,

WHEREAS, the International Association of Chiefs of Police has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and,

WHEREAS, the members of law enforcement agencies of Marshall and Harrison County, Texas, play an essential role in safeguarding the rights and freedoms of the citizens of Marshall; and,

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their Police Department, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and,

WHEREAS, the Police Department of the City of Marshall has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; and,

NOW, THEREFORE, we, the City Council of Marshall, Texas call upon all citizens of Marshall and upon all patriotic, civil and educational organizations to observe the week of May 11-17, 2024, as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

WE FURTHER call upon all citizens of the City of Marshall to observe May 14, 2024, as Peace Officers Memorial Day to honor those who have lost their lives in the performance of duty. A public ceremony will be held on May 14 at Noon at Memorial City Hall to honor fallen Texas officers.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Marshall, Texas to be affixed this 9th day of May 2024.

Amy Ware, Mayor
Marshall City Council





DEPARTMENT OF
PUBLIC WORKS

NATIONAL PUBLIC
WORKS WEEK
MAY 19-25, 2024





National Public Works Week Proclamation (SAMPLE)

May 19–25, 2024

“Advancing Quality of Life For All”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of **City of Marshall, Texas**; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in **Marshall, Texas** to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **Mayor** _____, do hereby designate the week May 19–25, 2024, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the State (to be affixed),

DONE at the **City of Marshall, Texas** this _____ day of _____ 2024.

Mayor of the City of Marshall, TX



TO: City Council
DATE: May 9, 2024
ITEM #: 10.A
SUBJECT: Consider approval of the minutes from the April 25, 2024 Regular Council meeting. (City Secretary)

Recommendation for Action: Consider approval of the minutes from the April 25, 2024 Regular Council meeting.

Executive Summary: Minutes from the Regular meeting held on April 25, 2024.

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 4-25-24 minutes

Council Chambers, City Hall
401 South Alamo
Marshall, TX 75670
903-935-4421



Members
Amy Ware, District 4 - Mayor
Marvin Bonner, District 1
Leo Morris, District 2
Jennifer Truelove, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

MINUTES
PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING

April 25, 2024
6:00 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Regular meeting to order in the Council Chambers, City Hall at 06:00 PM.

PRESENT:

Mayor and Council Members:

Mayor Amy Ware
Councilmember Marvin Bonner
Councilmember Leo Morris
Councilmember Jennifer Truelove
Councilmember Reba Godfrey
Councilmember Amanda Abraham
Councilmember Micah Fenton

ADMINISTRATIVE STAFF PRESENT:

Terrell Smith, City Manager	Reggie Cooper, Fire Chief
Eric Powell, Public Works Director	Scott Rectenwald, City Attorney
Anna Lane, Community Services Director	
Randy Pritchard, Support Services Director	
Nikki Smith, City Secretary/Payroll Accountant	

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

- A. Presentation of the Employee of the 1st Quarter 2024. (Human Resources)
John Wilson, Employee Engagement Committee, stated the process for selecting the Employee of the Month and Quarter. Demond Williams, Employee Engagement Committee, presented the Employee of the Quarter for the first quarter of 2024 to Kervin Crawford.
- B. Presentation of the Employee of the Month - April. (Human Resources)

William Huffman, Marshall Police Department Lieutenant, presented the Employee of the Month for the month of April 2024 to Lori McDowell, Police Department.

4. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

There were no citizen comments.

5. Items to be Withdrawn From Consent Agenda

Item B was withdrawn.

6. Consent Agenda

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Councilmember Abraham made a motion to approve the Consent Agenda.

Councilmember Bonner seconded the motion, which passed by a vote of 7:0.

- A. Consider approval of the minutes from the April 11, 2024 Regular Council meeting. (City Secretary)
- C. Consider approval to award a contract for the West End Lift Station project. (Public Works)
- D. Consider two appointments to the Historic Landmark Preservation Board. (Main Street)

7. Consideration of Items Withdrawn From the Consent Agenda

- B. Consider approval of Work Order for Wicker Construction - 2" Watermain Replacement Program. (Public Works)

Councilmember Godfrey explained her reasons for withdrawing this item.

Eric Powell, Public Works Director, provided information regarding the Work Order for Wicker Construction - 2 water-main replacement at a cost of \$304,830. Eric Power stated funding would come from the remaining ARPA Funds and the Operating Funds of Distribution & Collection.

Council members asked questions and discussed.

Council member Fenton made a motion to approve the Work Order for Wicker Construction -

2" Watermain Replacement Program. Council member Truelove seconded the motion, which passed by a vote of 6:1.

8. Ordinance

- A. Consider approval of an ordinance amending Chapter 31, Section 31-62: Updated Water Conservation Plan. (Public Works)
Cory Owen, Assistant Director for Treatment Services, provided information regarding the City of Marshall's Water Conservation Plan. Cory Owen stated this plan must be adopted and sent to the Texas Commission on Environmental Quality (TCEQ).

Council members asked questions and discussed.

Councilmember Godfrey made a motion to approve an ordinance amending Chapter 31, Section 31-62: Updated Water Conservation Plan. Council member Truelove seconded the motion, which passed by a vote of 7:0.

9. City Manager Reports and Requests for City Council Consideration

- A. Consider approval to award a contract for the 2024 Street Program. (Public Works)
Eric Powell, Public Works Director, asked for approval to award a contract for the 2024 Street Improvement Program to Rayford Truck and Tractor of Marshall, Texas for the amount of \$1,500,887.10. Eric Powell stated this contract includes the option of four one-year renewals if both parties agree to the percentage increase.

Council members asked questions and discussed.

**Councilmember Abraham made a motion to approve the contract for the amount of tonnage of the asphalt and streets, not the list of streets at this time.
Councilmember Morris seconded the motion, which passed by a vote of 7:0.**

10. Adjournment

Councilmember Godfrey made a motion for adjournment. Councilmember Fenton seconded the motion, which passed by a vote of 7:0.

APPROVED:

Mayor of the City Council
of the City of Marshall, Texas

ATTEST:

City Secretary



TO: City Council
DATE: May 9, 2024
ITEM #: 10.B
SUBJECT: Consider approval of awarding a contract for Lab Testing Services for Water and Wastewater Treatment. (Public Works Director)

Recommendation for Action: Award of Contract

Executive Summary: On March 13, 2023, the City of Marshall received bids and proceeded to open and read all bids aloud. There were three bidders that submitted a bid for consideration, and they are listed below.

1. Eurofins Environmental
2. SPL Environmental
3. North Water District Laboratory Service

During the review of submitted bids, it was determined that there were irregularities with both Eurofins and SPL which are explained below.

1. Eurofins - this bid did not submit a proposal consistent with the specification as it relates to how samples are delivered to their lab, which is in Dallas. After a conversation with their lab manager, it was determined that they did not include within their unit pricing the transport and delivery of the samples to their lab, which is 162 miles from Marshall. In the specification, it was clearly stated that the lab was responsible for all collection of samples from a central location and transporting said samples to their lab. The City does not have the means to transport samples no matter the distance and the specifications made it clear that the City expected the laboratory to handle that process as part of their bid pricing.
2. SPL - This bidder did not submit their pricing on the required proposal form as clearly noted in the specification and their attached quote added additional costs that were not listed in the proposal form.
3. Only North Water District provided the proper bid using the required proposal form and included the retrieval and transporting of all samples from Marshall.

I then requested the City attorney to review all the bids and provide his comments, which were in agreement with the City staff's position that the first two bids from Eurofins and SPL had too many significant irregularities which could not be overcome (additional costs for transport to Eurofins as well as inconsistencies in pricing from SPL) to be considered a proper bid submittal.

Therefore, the City staff is requesting a contract be awarded to North Water District Laboratory Services in the amount of \$110,250 annually if all samples are needed. The cost for the remainder of the year with a contract starting on June 1, 2024, will be \$64,312.50 if all samples are needed.

NOTE: Not all samples are needed to be taken each month or year, some of them are follow-up requirements if the initial sample did not meet permit requirements.

Budget Cost:

Staff Contact:

Attachments: 1. 2024-WSU-004AnalyticalServicesBldTab

BID TABULATION

City Project: 2024 ANNUAL CONTRACT FOR ANALYTICAL LABORATORY SERVICES

City Project Number: 2024-WSU-004

Bid Opening Time/Date: March 13, 2024 @ 3:00pm

Prepared By: Eric G. Powell, PE, Director/City Engineer

			Eurofins Environment Testing South Central, LLC*		North Water District Laboratory Services, Inc.		SPL Environmental**	
SECTION 1: SIGNIFICANT INDUSTRIAL USER (SIU) - CONVENTIONAL PARAMETERS								
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE BID	EXTENDED TOTAL	UNIT PRICE BID	EXTENDED TOTAL	UNIT PRICE BID	EXTENDED TOTAL
1	Biochemical Oxygen Demand - 5 Day	28	\$ 27	\$756.00	\$ 25.00	\$700.00		\$0.00
2	Chemical Oxygen Demand	28	\$ 27	\$756.00	\$ 25.00	\$700.00		\$0.00
3	Total Suspended Solids	28	\$ 20	\$560.00	\$ 25.00	\$700.00		\$0.00
4	Oil and Grease	28	\$ 50	\$1,400.00	\$ 50.00	\$1,400.00		\$0.00
5	Total Cyanide	28	\$ 25	\$700.00	\$ 60.00	\$1,680.00		\$0.00
6	Total Phenol	28	\$ 20	\$560.00	\$ 100.00	\$2,800.00		\$0.00
7	Total Metals (Arsenic, Cadmium, Chromium, Copper, Lead, Mercury, Nickel,	28	\$ 86	\$2,408.00	\$ 200.00	\$5,600.00		\$0.00
8	Nonylphenol	28	\$ 90	\$2,520.00	\$ 250.00	\$7,000.00		\$0.00
		Sub-Total Section 1:		\$9,660.00		\$20,580.00		\$20,832.00
SECTION 2: SIGNIFICANT INDUSTRIAL USER (SIU) - SURVEY PARAMETERS								
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE BID	EXTENDED TOTAL	UNIT PRICE BID	EXTENDED TOTAL	UNIT PRICE BID	EXTENDED TOTAL
1	Ammonia as Nitrogen	19	\$ 20	\$380.00	\$ 25.00	\$475.00		\$0.00
2	Total KjedahI Nitrogen	19	\$ 20	\$380.00	\$ 25.00	\$475.00		\$0.00
3	Total Phosphate	19	\$ 20	\$380.00	\$ 30.00	\$570.00		\$0.00
4	SGT-HEM	5	\$ 50	\$250.00	\$ 25.00	\$125.00		\$0.00
5	Hexavalent Chromium	5	\$ 25	\$125.00	\$ 25.00	\$125.00		\$0.00
6	Toxic Pollutants 30TAC 307 Attachment I	5	\$ 790	\$3,950.00	\$ 2,100.00	\$10,500.00		\$0.00
7	GC/MS scans for the following pollutants listed in 40 CFR, Part 122, Appendix D, Table V: Dimethyl Amine, Epichlorohydrin, Formaldehyde, and Xylene.	1	\$ 200	\$200.00	\$ 800.00	\$800.00		\$0.00
8	GC/MS scan for Xylene, Acetone, and Dioxane	1	\$ 50	\$50.00	\$ 400.00	\$400.00		\$0.00
		Sub-Total Section 2:		\$5,715.00		\$13,470.00		\$12,327.00
SECTION 3: SIGNIFICANT INDUSTRIAL USER (SIU) - SPECIFIC POLLUTANTS								
1	1,2-Benzisothiazolin-3-one	6	\$ 150	\$900.00	\$ 250.00	\$1,500.00		\$0.00
2	GC analysis for total Petroleum Hydrocarbons (TPH) and total BTEX (Benzene, Toluene, Ethylbenzene, and Xylene)	22	\$ 80	\$1,760.00	\$ 250.00	\$5,500.00		\$0.00
3	GC/MS scan for priority pollutants listed in 40 CFR, Part 122, Appendix D, Table II	5	\$ 250	\$1,250.00	\$ 750.00	\$3,750.00		\$0.00
4	Total Phosphate	5	\$ 20	\$100.00	\$ 30.00	\$150.00		\$0.00
5	Formaldehyde	4	\$ 175	\$700.00	\$ 250.00	\$1,000.00		\$0.00
		Sub-Total Section 3:		\$4,710.00		\$11,900.00		\$7,638.00
SECTION 4: CATEGORICAL INDUSTRIAL USER - METAL FINISHING								
1	Total Toxic Organic List (See Technical Specifications, pages 16 - 19, Section 1.1.3)	2	\$ 350	\$700.00	\$ 750.00	\$1,500.00		\$0.00
		Sub-Total Section 4:		\$700.00		\$1,500.00		\$2,344.00
SECTION 5: COMMERCIAL WASTEWATER DISCHARGES								

1	Oil and Grease	60	\$ 55	\$3,300.00	\$ 50.00	\$3,000.00		\$0.00
Sub-Total Section 5:				\$3,300.00		\$3,000.00		\$3,000.00
SECTION 6: RAW WASTEWATER INFLUENT/EFFLUENT								
1	Table II (40 CFR, Part 122, Appendix D), Toxic Pollutants (30TAC 307) see Attachment I, and Cyanide Amenable to Chlorination, Hexavalent Chromium, and Molybdenum	2	\$ 350	\$700.00	\$ 860.00	\$1,720.00		\$0.00
2	Table III (40 CFR, Part 122, Appendix D), and Cyanide Amenable to Chlorination, Hexavalent Chromium, and Molybdenum	4	\$ 185	\$740.00	\$ 570.00	\$2,280.00		\$0.00
3	BOD	10	\$ 25	\$250.00	\$ 25.00	\$250.00		\$0.00
4	BOD5	300	\$ 25	\$7,500.00	\$ 125.00	\$37,500.00		\$0.00
5	Stormwater Pollution Prevention Plan (SWP)	8	\$ 500	\$4,000.00	\$ 400.00	\$3,200.00		\$0.00
Sub-Total Section 6 :				\$13,190.00		\$44,950.00		\$14,744.00
SECTION 7: DEWATERED BIO-SOLIDS								
1	40 CFR, Part 122, Appendix D, Table II	1	\$ 350	\$350.00	\$ 750.00	\$750.00		\$0.00
2	40 CFR, Part 122, Appendix D, Table III	4	\$ 174	\$696.00	\$ 400.00	\$1,600.00		\$0.00
3	Molybdenum	4	\$ 20	\$80.00	\$ 20.00	\$80.00		\$0.00
4	Complete TCLP (Toxicity Characteristic Leachate Procedure)	1	\$ 640	\$640.00	\$ 900.00	\$900.00		\$0.00
Sub-Total Section 7:				\$1,766.00		\$3,330.00		\$4,325.00
SECTION 8: DRINKING WATER								
1	Bromide	24	\$ 18	\$432.00	\$ 20.00	\$480.00		\$0.00
2	Sulfide, Sulfur, Sulfate	24	\$ 56	\$1,344.00	\$ 125.00	\$3,000.00		\$0.00
3	Manganese	24	\$ 7	\$168.00	\$ 20.00	\$480.00		\$0.00
4	Iron	24	\$ 7	\$168.00	\$ 20.00	\$480.00		\$0.00
5	Ammonia as Nitrogen	24	\$ 20	\$480.00	\$ 25.00	\$600.00		\$0.00
6	Nitrate/ Nitrite	24	\$ 18	\$432.00	\$ 40.00	\$960.00		\$0.00
7	Fluoride	24	\$ 18	\$432.00	\$ 20.00	\$480.00		\$0.00
8	Total Phosphate	24	\$ 20	\$480.00	\$ 30.00	\$720.00		\$0.00
9	Orthophosphate	24	\$ 20	\$480.00	\$ 30.00	\$720.00		\$0.00
10	Total Copper	24	\$ 7	\$168.00	\$ 20.00	\$480.00		\$0.00
11	Dissolved Copper	24	\$ 10	\$240.00	\$ 20.00	\$480.00		\$0.00
12	Lead	24	\$ 7	\$168.00	\$ 20.00	\$480.00		\$0.00
13	Alkalinity	24	\$ 20	\$480.00	\$ 30.00	\$720.00		\$0.00
14	Calcium	24	\$ 7	\$168.00	\$ 20.00	\$480.00		\$0.00
15	Silica	24	\$ 10	\$240.00	\$ 20.00	\$480.00		\$0.00
16	Total Aluminum	24	\$ 7	\$168.00	\$ 20.00	\$480.00		\$0.00
Sub-Total Section 8:				\$6,048.00		\$11,520.00		\$13,512.00
Bid Summary Total:					\$45,089.00	\$110,250.00		\$78,722.00

* - Bidder did not meet the conditions of the specifications, specifically regarding the retrieval and delivery of samples to their lab in Dallas.

** - Bidder did not submit their unit prices on the required proposal form

As Read  3/13/2024
Eric G. Powell, PE
Director of Public Works and Utilities/City Engineer



TO: City Council
 DATE: May 9, 2024
 ITEM #: 12.A
 SUBJECT: Presentation of an update regarding the Utility Relocation (Water\Sewer) connected to the I369 TxDOT project. (Public Works Director)

Recommendation for Action: Review information provided.

Executive Summary: TxDOT is currently designing a major interstate project referred to as the I369 project located in Harrison County and more importantly in the City of Marshall. The project is a multi-phase, multi-year project with the first phase starting at I20 just west of the Hwy31 interchange and connecting new interstate corridor up to the intersection of Hwy80 and State Loop 390 (TxDOT refers to it as the middle section, number 2 on the map below.)



The proposed alignment of the new interstate along with frontage roads and intersection improvements impacts the location of existing City of Marshall water and sewer mains. These conflicts must be resolved and cleared of the new roadways by the end of April 2026. The City recently selected KSA Engineers through an RFQ process to assist the City with planning, design and coordination of these relocations and has provided a preliminary opinion of cost for construction as well as engineering design costs and construction management costs.

The table below identifies the design costs and construction estimates for the two sections of the overall project. The City is eligible for reimbursement for Areas A and B (see attached maps) as it is located within the interstate project but the section at Hwy80 and SL390 (Area C) is not reimbursable.



Work Task	Study & Report	Preliminary Design	Final Design	Bidding Phase	Total
Basic Services	\$0				

Schedule 1:				
I-20 Utility Relocation (Area A)*	\$236,800	\$157,900	\$15,000	\$409,700
Schedule 2:				
SL390 Utility Relocation (Areas B and C)**	\$350,000	\$233,400	\$15,000	\$598,500
Totals:	\$586,900	\$391,300	\$30,000	\$1,008,200

Construction Management services which include construction administration, survey work, inspections, TxDOT reimbursement program management and project closeout are listed below for each schedule.

Schedule 1 (Area A)	\$343,000
Schedule 2 (Areas B and C)	\$547,375
Total:	\$890,475

The estimates for construction costs in the three areas are listed below.

Areas A and B	\$7,158,100*
Area C	\$10,617,475**

* - Reimbursable at 100%

** - Reimbursable at 36%

Budget Cost:

Staff Contact:

- Attachments:**
1. sib-information-brochure
 2. 103076 Task order for signature

TEXAS STATE INFRASTRUCTURE BANK (SIB) LOW-COST TRANSPORTATION FINANCING

The goal of the State Infrastructure Bank (SIB) program is to provide low cost and innovative financing methods to communities to assist them in meeting their infrastructure needs. The SIB program allows borrowers to access capital funds at or below market interest rates.

Fast facts about SIB loans



Typical
SIB Loan:
\$1-5 million



Projects leveraged
to complete:
\$8 billion



Average
term:
13 years



Loan term
range:
1 – 30 years

Project Eligibility

- Roadway projects (on or off-system) must be eligible for funding as a federal-aid highway under United States Code, Title 23. [Visit our website to see eligibility information for roadway projects.](#)
- Programs authorized under United States Code, Title 23 are generally eligible for SIB financing.

Typical costs that can be included in the loan amount*

- Estimated construction cost for new or reconstruction for eligible on or off-system roadways.
- Local match for eligible project.
- Right of way acquisition.
- Utility relocation.
- Contingency for potential rising costs.
- Engineering and design costs.
- Joint bid contribution.
- Financial and legal fees associated with the SIB loan application.

Additional benefits include

- Interest rate;
 - » Set at or below market interest rates.
 - » Based on term of the loan and credit rating of the borrower.
 - » Credit rating not required to borrow.
 - » Fixed rate set when the completed application is received.
 - » Entities in an economically disadvantaged county receive an interest rate discount.
- No fees for loan application or loan handling.
- Flexible loan terms, including payment deferrals and sculpted repayment schedules.
- Prepayment can be made without penalty.
- No minimum on loan amount.

Things to know about the process



Application to loan funding typically takes **four to six months**.



The Texas Transportation Commission approval is required on all loans.



*SIB funds can not be used to reimburse costs except for financial and legal costs incurred during the course of the SIB loan application and loan agreement.



Projects in a Clean Air Act non-attainment area must be consistent with the Statewide Transportation Improvement Plan, with the conforming plan and Transportation Improvement Program for the MPO, if applicable.



Information about the environmental requirements for SIB loans can be found on our website. SIB loans do not trigger additional requirements, but projects may.



For monetary contributions, the funds will be sent to the Borrower then provided to the TxDOT district by the Borrower to satisfy the Advance Funding Agreement.

Have questions?

☎ 512-463-9958

✉ TexasSIB@txdot.gov

🌐 TxDOT.gov (Keyword: SIB)



TASK ORDER FORM

This is Task Order No. 103076,
consisting of 6 pages,
dated _____.

KSA Project Number: 103076

Owner Project (or Purchase Order) Number:

Project Name: IH-369 Utility Relocation

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated _____ ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Owner: City of Marshall

B. Title: IH-369 Utility Relocation

C. Description: Engineering design and construction administration services for water and sewer relocations along Interstate 20 and future SL 360 to clear utilities in conflict with the middle section of US 59 Relief Route (Future I-369). The middle section of US 59 Relief Route spans from US 80 to I-20 and I-20 from 0.55 miles east of US 59 to FM 31/Elysian Fields Road.

Bid Package 1 includes installation of approximately 3,400 LF of 36 inch sanitary sewer, 1,300 LF of 30 inch sanitary sewer, 1,440 LF of 10 inch sanitary sewer, steel casing, manholes, removal and/or abandonment of existing sewer lines, and apputenances along I-20 from 0.55 miles east of US 59 to FM 31/Elysian Fields Road.

Bid Package 2 includes approximately 550 LF of 4 inch sanitary sewer force main, 4,300 LF of 6 inch sanitary sewer, 4,780 LF of 8 inch sanitary sewer, 1,230 LF of 24 inch sanitary sewer, 1,000 LF of 30 inch sanitary sewer, 2,800 LF of 10 inch water line, 6,400 linear feet of 12 inch water line, 1,600 linear feet of 16 inch water line, steel casing, manholes, removal and/or abandonment of existing water and sewer lines, and appurtenances along future SL 360, US 80, and FM 31.

D. Number of Construction Contracts: 2

2. Services of Engineer

A. Provide the services in Exhibit A – Schedule of Engineer's Services as modified below:

a. *Study and Report Phase:*
Not Included.

b. *Preliminary Design Phase:*
TxDOT topographic survey and SUE information will be used for design development. Minimal survey services are included to survey manhole flowline

elevations and verify construction control. Limited geotechnical engineering services are included to obtain soil borings at proposed bore locations.

Prepare preliminary design drawings and specifications for both bid packages. Prepare opinion of probable construction cost and outline of construction contract for each bid package separately. Submit plans, specifications, and estimates to Owner for review and comment. Meet with Owner to solicit Owner comments prior to submitting plans to TxDOT for review. Organize review meeting with TxDOT and Owner. Document meeting discussion and distribute meeting minutes.

c. *Final Design Phase:*

Final design to begin after TxDOT review comments are received. Update preliminary design plans with TxDOT and Owner comments. Prepare final design drawings and specifications for both bid packages separately. Update opinion of probable construction cost and construction contracts. Identify bid items subject to BABA requirements. Submit plans, specifications, and estimates to Owner for review and comment.

Begin preparation of TxDOT reimbursement for each bid package. One reimbursement request is anticipated for each TxDOT job number (CSJ: 0495-09-065 and CSJ: 1575-05-024). Submit reimbursement for Owner and TxDOT review.

Meet with Owner to solicit Owner comments prior to submitting plans to TxDOT for review. Organize review meeting with TxDOT and Owner. Document meeting discussion and distribute meeting minutes

Update final design plans based on review comments. Prepare and submit TxDOT utility permits using TxDOT RULIS web based system. One permit is anticipated for each bid package. Prepare sealed plans and specifications for bidding.

d. *Bidding or Negotiating Phase:*

Advertise sealed plans and specifications on Civcast for use by bidders. Each schedule to advertise separately as two individual construction contracts. Respond to bidder questions and prepare addenda to contract documents, if needed. Assist Owner in conducting a Pre-Bid Conference. Assist Owner in conducting a bid opening and assist in opening the bids.

Prepare bid tabulation for each schedule. Provide Owner with an award letter for each schedule.

e. *Construction Phase:*

Upon award, prepare construction contract documents and send to the Contractor and Owner for execution. Conduct a preconstruction conference and prepare a written record of the conference. Print plans and specifications for Contractor and Owner use during construction.

Review shop drawings submitted by the contractor and accept those which comply with the requirements of the construction contract.

Make periodic site visits by the Project Manager to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the plans, specifications, contract documents and construction schedule.

Review contractor's applications for payment and submit to the Owner for approval and payment. Assist Owner in TxDOT reimbursement requests.

Review and answer RFIs and prepare field work orders and/ or change orders.

Provide full time (40 hours/week) project representative services based on an 8 month construction contract for Schedule 1 and a 15 month construction contract for Schedule 2.

Provide a set of reproducible record prints of the plans showing changes made during construction based on marked-up prints, drawings, and other data furnished by the contractor. Provide to the Owner in PDF format.

- f. Commissioning Phase (or Operational Phase):*
Not included.

- B. Additional Services of ENGINEER: As noted below, the ENGINEER is hereby authorized to perform the following additional services as outlined in Exhibit A – Paragraphs 2.01 and 2.02:

Included	Excluded		
☒	☐	a.	Design Survey
☒	☐	b.	Grant or Loan Application
☒	☐	c.	Storm Water Pollution Prevention Plan
☒	☐	d.	Environmental Assessment
☒	☐	e.	Environmental Information Document
☒	☐	f.	Resident Project Representative Services
☒	☐	g.	Construction Survey (Baselines and Benchmarks)
☒	☐	h.	Geotechnical Investigation
☒	☐	i.	Materials Testing
☒	☐	j.	Analytical Testing
☒	☐	k.	Reimbursable Expenses (Mileage, Printing, Postage & etc.)
☒	☐	l.	Easement or Boundary Surveys
☒	☐	m.	Easement or Boundary Descriptions
☒	☐	n.	Land Acquisition Services
☒	☐	o.	TxDOT Utility Installation Request Applications
☒	☐	p.	Operation and Maintenance Manual
☒	☐	q.	Other: TxDOT Reimbursement Preparation
☒	☐	r.	Other: TxDOT Coordination
☒	☐	s.	Other:
☒	☐	t.	Other:
☒	☐	u.	Other:
☒	☐	v.	Other:
☒	☐	w.	Other:

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

4. Times for Rendering Services

Item	Calendar Days From Notice to Proceed
Bid Package 1	Assumed NTP 04/11/2024
Preliminary Design	96 days 07/16/2024
Final Design	194 days 10/22/2024
Receive Bids	293 days 01/29/2025
Award Construction Contract	308 days 02/13/2025
Begin Construction	356 days 04/02/2025
End Construction	603 days 12/05/2025
Bid Package 2	
Preliminary Design	68 days 06/18/2024
Final Design	153 days 09/11/2024
Receive Bids	188 days 10/16/2024
Award Construction Contract	196 days 10/24/2024
Begin Construction	245 days 12/12/2024
End Construction	690 days 03/02/2026

Note:

Should review times exceed those identified above, the project schedule will be extended accordingly.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

Work Task	Study & Report Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase (See Note Two)	Commissioning Phase	Total	Payment Method (See Note 1)
Basic Services	\$0.00							Lump Sum
Schedule 1: I-20 Utility Relocation		\$236,800.00	\$157,900.00	\$15,000.00			\$409,700.00	
Schedule 2: SL 360 Utility Relocation		\$350,100.00	\$233,400.00	\$15,000.00			\$598,500.00	
Subtotal	\$0.00	\$586,900.00	\$391,300.00	\$30,000.00	\$0.00	\$0.00	\$1,008,200.00	

Schedule 1: I-20 Utility Relocation								Hourly Rate and Reimbursable Expenses
Construction Administration					\$67,500.00		\$67,500.00	
Design Survey					\$11,500.00		\$11,500.00	
Construction Survey(Control & Verification)					\$1,725.00		\$1,725.00	
Geotechnical Investigations					\$7,475.00		\$7,475.00	
Full Time Project Representative					\$193,900.00		\$193,900.00	
TxDOT Utility Permit Application					\$5,000.00		\$5,000.00	
TxDOT Reimbursement Request					\$20,000.00		\$20,000.00	
TxDOT Coordination					\$20,000.00		\$20,000.00	
Reimbursible Expenses					\$16,000.00		\$16,000.00	
Schedule 1 Subtotal							\$343,100.00	
Schedule 2: SL 360 Utility Relocation								
Construction Administration					\$116,250.00		\$116,250.00	
Design Survey					\$17,250.00		\$17,250.00	
Construction Survey					\$2,875.00		\$2,875.00	

(Control & Verification)								
Geotechnical Investigations					\$16,100.00		\$16,100.00	
Full Time Project Representative					\$333,900.00		\$333,900.00	
TxDOT Utility Permit Application					\$5,000.00		\$5,000.00	
TxDOT Reimbursement Request					\$20,000.00		\$20,000.00	
TxDOT Coordination					\$20,000.00		\$20,000.00	
Reimbursible Expenses					\$16,000.00		\$16,000.00	
Schedule 2 Subtotal							\$547,375.00	
Subtotal					\$890,475.00		\$890,475.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$890,475.00		\$1,898,675.00	

Notes:

¹ Payment Method: Fees shown for services to be provided on the basis of Hourly Rates and Reimbursable Expenses as shown in Par. 6 of this Task Order are estimated only and are not considered lump sum or not-to-exceed values.

² Construction Phase Basic Service assumes a construction period of 8 months for Bid Package 1 and 14 months for Bid Package 2 consecutive calendar days. ENGINEER's work on this phase beyond the construction period will be billed at hourly rates.

6. Hourly Rates and Reimbursable Expenses Schedule

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Principal	\$280.00/hour
Senior Aviation Planner	\$225.00/hour
Aviation Planner	\$185.00/hour
Electrical Engineer	\$190.00/hour
Electrical Design Engineer	\$155.00/hour
Senior Project Manager	\$250.00/hour
Project Manager	\$185.00/hour
Senior Project Engineer	\$180.00/hour
Project Engineer	\$160.00/hour
Senior Design Engineer	\$140.00/hour
Design Engineer	\$120.00/hour
Senior Project Architect	\$240.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
Senior Engineering Technician	\$210.00/hour
Engineering Technician	\$115.00/hour
Senior Design Technician	\$135.00/hour
Design Technician	\$ 95.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
Regulation Compliance Specialist	\$120.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/hour
Senior Project Representative	\$120.00/hour
Project Representative	\$105.00/hour
Graphic Designer	\$ 80.00/hour
Administrative Assistant	\$ 85.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$210.00/hour
Two-Man Survey Crew	\$180.00/hour
Senior Registered Surveyor	\$180.00/hour
Registered Surveyor	\$155.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.66/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 increased annually at a rate not to exceed 4 percent per year. The initial increase in rates will become effective 12 months from the effective date of the Agreement.

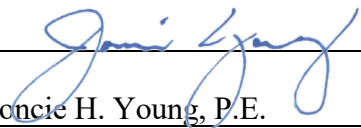
7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

OWNER: City of Marshall

ENGINEER: KSA Engineers, Inc.

By: _____

By: 

Name: _____

Name: Joncie H. Young, P.E.

Title: _____

Title: Director of Client Services

Date Signed: _____

Date Signed: April 1, 2024

Engineer License or Firm's
Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Eric Powell, P.E.

Name: Brittney Smith, P.E.

Title: Director of Public Works & City
Engineer

Title: Municipal Team Leader

Address: PO Box 398
Marshall, TX 75671

Address: 140 E. Tyler St., Suite 600
Longview, TX 75601

E-Mail Address: powell.eric@marshalltexas
.net

E-Mail Address: bsmith@ksaeng.com

Phone: 903.935-4489

Phone: 877.572.3647

Fax: _____

Fax: 888.224.9418



TO: City Council
DATE: May 9, 2024
ITEM #: 12.B
SUBJECT: Consider approval of a contract for repairs to the Marshall Police Department building. (Support Services Director)

Recommendation for Action: In December, the City of Marshall engaged KSA Engineering to conduct a comprehensive investigation into the persistent leaks plaguing the Police Department facility. Following an extensive exploratory survey, KSA delivered a detailed report outlining their findings along with initial cost estimates for the necessary repairs, at a cost of \$9875. Having thoroughly reviewed their report, we've opted to enlist KSA as the project coordinator and initiate the bidding process for the project's execution.

Executive Summary: The Police department facility has been plagued by persistent leaks since its construction, despite multiple efforts to address the issue yielding minimal results. Recognizing the significance of this challenge, we prioritized it as a Capital Improvement Project (CIP) and made the decision to enlist the expertise of an engineering firm. Our aim was to thoroughly review the problems and obtain viable solutions to effectively resolve the ongoing issues.

Budget Cost: Our initial allocation for the Capital Improvement Project (CIP) stood at \$350,000. With \$9,875 already utilized for the engineering company's review, we're now proposing to allocate \$43,385 for their role as the project coordinator. However, their estimated repair cost amounts to \$451,500, exceeding our budget significantly. While this presents a budgetary challenge, it underscores the necessity to proceed based on actual costs rather than estimates. We must move forward to assess our options and determine the most viable course of action.

Staff Contact: Randy Pritchard

Attachments:

1. 102698.Police Department Investigation.Draft.2024.02.13
2. RPritchard.Proposal Letter.2024.0419.Marshall Police Station

Police Department Investigation Marshall, Texas

Investigative Services to Identify Moisture Intrusion Issues at the Marshall Police Station

KSA Project Number: 102698

Draft Report

February 13, 2024



1111 Hawn Avenue
Shreveport, LA 71107
318.221.7501

KSA was engaged to provide Investigative Services for the City of Marshall, Texas at the Marshall Police Department. The project is located at 2101 E. End Boulevard North in Marshall, TX 75670. Architects performed this investigation of the existing building to provide an evaluation of existing conditions and recommended corrective measures. This document is structured according to a four-section layout as described below.

1. Executive Summary (KSA)
2. Evaluation and Analysis of Existing Building (Architectural Components)
 - a. Exterior Architectural Evaluation
 - b. Interior Architectural Evaluation
3. Corrective Measures
4. Appendix
 - a. Existing Drawings for Reference

Marshall Police Department Investigation

Investigative Services to Identify Moisture Intrusion Issues

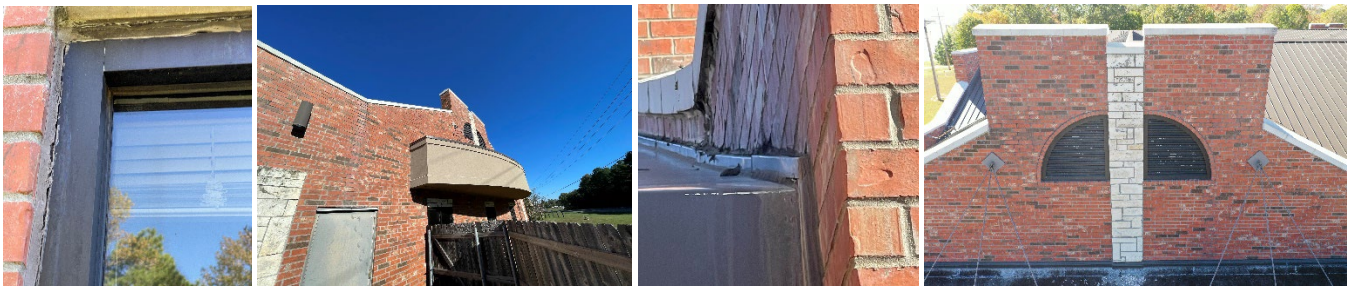
- 1 **Executive Summary**
 - General Information
 - Building Conditions
 - Summary of Corrective Actions and Opinion of Probable Construction Costs
- 2 **Evaluation and Analysis of Existing Building (Architectural Components)**
 - Exterior Architectural Evaluation
 - Interior Architectural Evaluation
- 3 **Corrective Measures**
 - Exterior Architectural Suggested Corrective Measures
 - Interior Architectural Suggested Corrective Measures
- 4 **Appendix**
 - Existing Drawings for Reference



Section 1

Executive Summary

General Information | Building Conditions | Summary



General Information

This Investigative Services Report for the Marshall Police Department located at 2101 E. End Boulevard North in Marshall, TX 75670 was undertaken between December and January 2023. KSA met with representatives from the City of Marshall on January 19, 2024, to kick off the project with a thorough review of the interior of the building.

Existing drawings were provided of the building and KSA was able to utilize these for assistance with the generation of this Investigative Services Report. The building is a one-story wood frame structure utilizing wood load bearing studs, and prefabricated roof trusses to form the shape of the building. The wood framing is surrounded by a modular unit brick veneer. Storefront glazing units provide the means of construction for all window openings.

Building Conditions

The City of Marshall new Police Station was designed in 2009 and construction appears to have been completed in 2010 (on or around 10/8/2010). Based on documentation provided from the City, the water intrusion has been observed in the building since 2010. The roof indicates several locations where sealant has been installed in an attempt to stop the ongoing water intrusion issue.

Based on visual observation only, the overall building structure and masonry veneer appear to be performing as expected for a 14-year-old building. Although some building components (windows, walls, gypsum board) have moved, no apparent movement is observed in the building foundation. Movement is located at locations of gypsum board without control joints, and at exterior windows with limited attachment to allow for thermal expansion and contraction. As part of the Exterior Architectural Evaluation later in this report there are initial cracks within the masonry veneer that should be addressed.

The largest observed issue with the building is the ongoing issue of water intrusion along the roof system at all gable features around the perimeter of the building. The existing construction documents for the Police Station provide limited information related to the required wall flashing for exterior wall openings (windows and louvers) and drawings are provided for “typical” details related to the metal roof system. Details are not provided that address the limited vertical space to install flashing between the roof and the parapet wall to effectively flash this condition. At best only five inches is available under the cast stone parapet cap, this distance is not sufficient to flash and counter flash this condition as recommended by SMACNA (Sheet Metal and Air Conditioning Contractors’ National Association, Inc.)

An ongoing issue is the movement associated with the window units around the perimeter of the building. All windows show some movement; however, the windows have extensively more movement on the west elevation. It is recommended that the existing windows be removed and replaced and all surrounding damaged sills, gypsum board, and painted surface be removed and replaced at the same time.

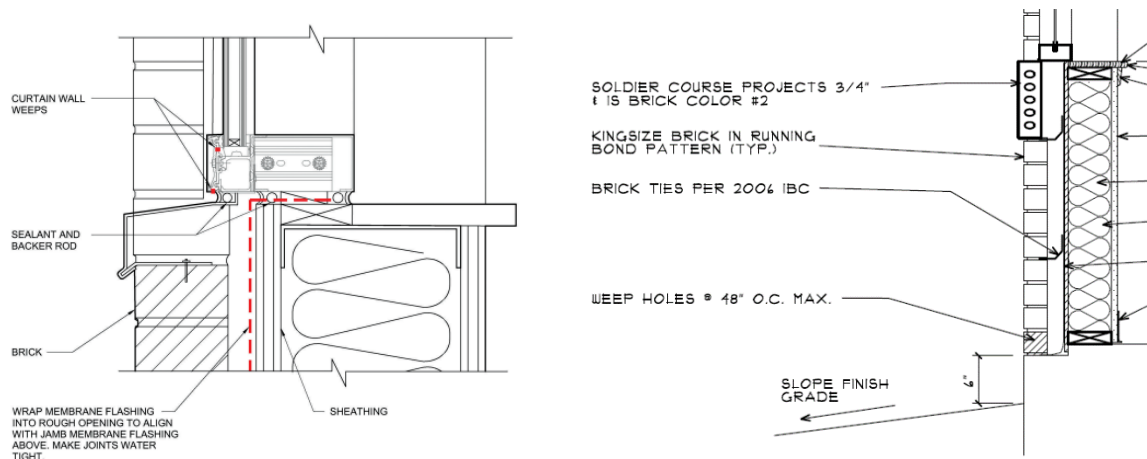
Opinion of Cost for Corrective Measures

Roof Flashing Issue at Parapet Walls

It is recommended that due to the porous nature of the cast stone parapet cap and the insufficient flashing where the metal roof meets the back of the parapet, that these materials be completely covered in prefinished break metal to prevent water intrusion through these materials. The new metal can include metal drip edges as it covered the cast stone cap and then be installed in pieces to appropriately cover and see these elements to effectively stop the water intrusion. This will need to occur around the perimeter of the building at all locations of the gable features, where cast stone parapet caps are installed, and at the intersection of the back of the parapet and the metal roof meets. Opinion of cost associated with this work is roughly **\$75,000.00**.

Existing Windows (replacement)

It is recommended that all existing windows be removed and replaced. During this corrective work, all damaged gypsum board, wood sills, and paint finish should be removed and replaced. In conjunction with work, windows to be securely anchored and sized appropriately for masonry rough opening. New flashing to be installed while windows are installed. New windows should be storefront framing system internal weeps utilizing double pane, low e glazing, and insulated units. Opinion of cost associated with this work is roughly **\$125,000.00**.



It is critical to verify that sufficient wood framing/blocking is available to effectively anchor the new windows in place.

The above detail on the left indicates a proposed new installation with sufficient bearing and attachment for a storefront window unit. The image on the right is the current installation method utilized when the building was originally constructed.

Existing Windows (remove and replace existing sealant)

The existing windows will need to be replaced at some point in time due to their original construction method. Should the City elect to defer this action at present, at a minimum all perimeter window joints should be reviewed, and the existing sealant shall be removed and replaced (on both the interior and the exterior). Opinion of cost associated with this work is roughly **\$22,00.00**.

Masonry Veneer Cleaning Throughout

It is recommended that all portions of the masonry veneer be cleaned to establish a new baseline for improved appearance and to verify proposed corrective measures are effective at stopping the documented water intrusion issues. It is important to focus on the faux stone material as well. This material does not appear to have been properly sealed during construction and at several locations the material has experienced spalling of the surface finish. Opinion of cost associated with this work is roughly **\$35,500.00**.

Install Head Flashing at Faux Stone Locations

It is recommended that head flashing be retroactively installed at all faux stone locations. Based on the weathering of the units and the growth of algae, water is penetrating these units from above and through the surface. Sealing as recommending above will help protect the surface; however, flashing is required to keep moisture from entering the top of the units. Opinion of cost associated with this work is roughly **\$13,500.00**.

Masonry Repair at Cracks on West Elevation

It is recommended that the masonry veneer be repaired on the west elevation. The cracking at present is not significant but repairs now will help isolate this situation and track for future issues. Opinion of cost associated with this work is roughly **\$6,500.00**.

Remove and Replace all Gable Louvers

The existing wooden louvers are not flashed appropriately, and the wood finish and overall condition of the louvers are deteriorating. It is recommended to help limit water intrusion through the louvers that they be removed and replaced and for new flashing to be installed during installation. Opinion of cost associated with this work is roughly **\$12,500.00**.

Roof Flashing at Joint Between Building Roof and Awning at South Elevation

Current installation of roof and awning is not appropriately flashed to stop water penetration from above and through the two roofs. This area to be reviewed and new flashing installed to prevent water from having opportunity to migrate through this joint. Opinion of cost associated with this work is roughly **\$15,500.00**.

Repair Head of Lobby Entrance Door P1

The existing head of the entrance lobby has experienced water intrusion from above. In conjunction with the replacement of wood louvers above, it is recommended to remove and replace all damaged gypsum board in this area and investigate for additional damage to wood framing. Opinion of cost associated with this work is roughly **\$3,500.00**.

Repair Water Damage in Lobby 101

The northwest corner of the Lobby has experienced the greatest amount of water intrusion and requires significant repair. Framing members are damaged, decking is wet, studs are deteriorated, and a large portion of gypsum board has been removed or damaged due to this condition. The following items are recommended to return this area to its intended appearance:

1. Shore and replace damaged wood wall studs.
2. Shore and replace or reinforce wood top plate to maintain necessary support for supported roof trusses.
3. Test for presence of mold, algae, or other material and clean all effected areas. Treat areas that can remain to prevent return of removed material.
4. Replace all damaged or remove gypsum board.
5. Repair entire lobby.
6. Install new rubber base throughout.
7. Install new carpet throughout.

Opinion of cost associated with this work in total is roughly **\$60,000.00**.

Repair Damaged Area in Women Restroom 102 and Men Restroom 103

This area is affected by the roof/parapet condition. It is recommended to test for the presence of mold, algae, or other material and clean all affected areas. Treat areas that can remain to prevent return of removed material. Remove all existing wall covering in this area. Refinish walls to receive a paint finish. Remove and replace existing VCT flooring and rubber base. Opinion of cost associated with this work is roughly **\$12,500.00**.

Repair Water Damaged Window Head in Large Conference 109

The existing head of the exterior window within the conference room has experienced water intrusion from above. It is recommended to remove and replace all damaged gypsum board in this area and investigate for additional damage to wood framing. Opinion of cost associated with this work is roughly **\$3,500.00**.

Repair Wall Surfaces in SRT Van 129

The southeast corner of this space requires attention due to the issue of the roof/parapet condition above. It is recommended to remove damaged gypsum board, install, and repaint. Opinion of cost associated with this work is roughly **\$5,500.00**.

Repair Wall Surfaces in SRT Van 129 at Man Door P35

The southeast corner of this space requires attention due to the issue of the roof/parapet condition above. Door P35 is experiencing movement and potential water intrusion at the head of the opening. It is recommended to review for moisture and replace all damaged gypsum board. Due the height of this space and location of the opening, it is recommended to install control joints in the gypsum board to allow movement. Opinion of cost associated with this work is roughly **\$4,500.00**.

Remove Rough Opening Wood Trim at Coiling Door at SRT Van

The existing wood framing at the coiling door P36 at the SRT Van entrance is weathered and rotting. It is recommended to remove and replace all wood elements and install with new. However, the new wood members are to be wrapped in prefinished break metal for protection. Opinion of cost associated with this work is roughly **\$9,500.00**.

Repair Damaged Surfaces in Dry Room 126

The northeast corner of this space requires attention due to the issue of the roof/parapet condition above. It is recommended to review for moisture and replace all damaged gypsum board, replace with new and repaint. Based on extent of detected moisture, remove, and replace VCT floor and rubber base. Opinion of cost associated with this work is roughly **\$7,500.00**.

Repair Damaged Surfaces in Patrol Briefing 158

The southeast corner of this space requires attention due to the issue of the roof/parapet condition above. It is recommended to review for moisture and remove all damaged gypsum board, replace with new, and repaint. Based on

extent of detected moisture, remove, and replace carpet flooring and rubber base. Opinion of cost associated with this work is roughly **\$12,500.00**.

Repair Damaged Surfaces in Training Room 159

The southwest corner of this space requires attention due to the issue of the roof/parapet condition above. It is recommended to review for moisture and remove all damaged gypsum board, replace with new, and repaint. Based on extent of detected moisture, remove, and replace carpet flooring and rubber base. Opinion of cost associated with this work is roughly **\$10,500.00**.

Repair Damaged Surfaces in Workout 169

Due to movement of the windows in this room, metal corner bead is separating from wall surface and cracking is present. It is recommended that if all windows are not replaced, then the damaged areas around these windows be remove and replaced with new. Opinion of cost associated with this work is roughly **\$3,500.00**.

Repair Damaged Surfaces in Chief's Office 176

Due to movement of the windows in this room, metal corner bead is separating from wall surface and cracking is present. It is recommended that if all windows are not replaced, then the damaged areas around these windows be remove and replaced with new. Opinion of cost associated with this work is roughly **\$4,500.00**.

Repair Damaged Surfaces in Assistant Chief's Office 181

Due to movement of the windows in this room, metal corner bead is separating from wall surface and cracking is present. It is recommended that if all windows are not replaced, then the damaged areas around these windows be remove and replaced with new. Opinion of cost associated with this work is roughly **\$6,500.00**.

Repair Damaged Surfaces in Chief Administration Area 182

Due to movement of the wall and/or door at this is location, cracking has appeared in the adjacent gypsum board. It is recommended the damaged areas around this door be remove and replaced with new. Opinion of cost associated with this work is roughly **\$2,000.00**.

Overall Summary of Corrective Work

Review the chart below for a list of suggested corrective measures for the Marshall Police Station.

Item	Opinion of Probable Cost
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Roof flashing at parapet walls	\$75,000.00
Replacement of existing windows or	\$125,000.00
Remove and replace all existing sealant at existing windows	\$22,000.00
Masonry veneer cleaning throughout and seal faux stone material	\$35,500.00
Install head flashing at faux stone locations	\$13,500.00
Masonry repair at cracks on West Elevation	\$6,500.00
Remove and replace all gable louvers	\$12,500.00
Roof flashing at joint between building roof and awning at South Elevation	\$15,500.00
Repair head of Lobby Entrance Door P1	\$3,500.00
Repair water damage in Lobby 101	\$60,000.00
Repair damaged area in Women Restroom 102 and Men Restroom 103	\$12,500.00
Repair water damaged window head in Large Conference Room 109	\$3,500.00
Repair wall surface in SRT Van 129	\$5,500.00
Repair wall surfaces around Man Door P35 in SRT Van 129	\$4,500.00
Remove rough opening wood trim at coiling door at SRT Van	\$9,500.00
Repair damaged surfaces in Dry Room 126	\$7,500.00
Repair damaged surfaces in Patrol Briefing 158	\$12,500.00
Repair damaged surfaces in Training Room 159	\$10,500.00
Repair damaged surfaces in Workout 169	\$3,500.00
Repair damaged surfaces in Chief's Office 175	\$4,500.00
Repair damaged surfaces in Assistant Chief's Office 181	\$6,500.00
Repair damaged surfaces in Chief Administration Area 182	\$2,000.00



Section 2

Evaluation and Analysis of Existing Building (Architectural Components)

Exterior Architectural Evaluation | Interior Architectural Evaluation

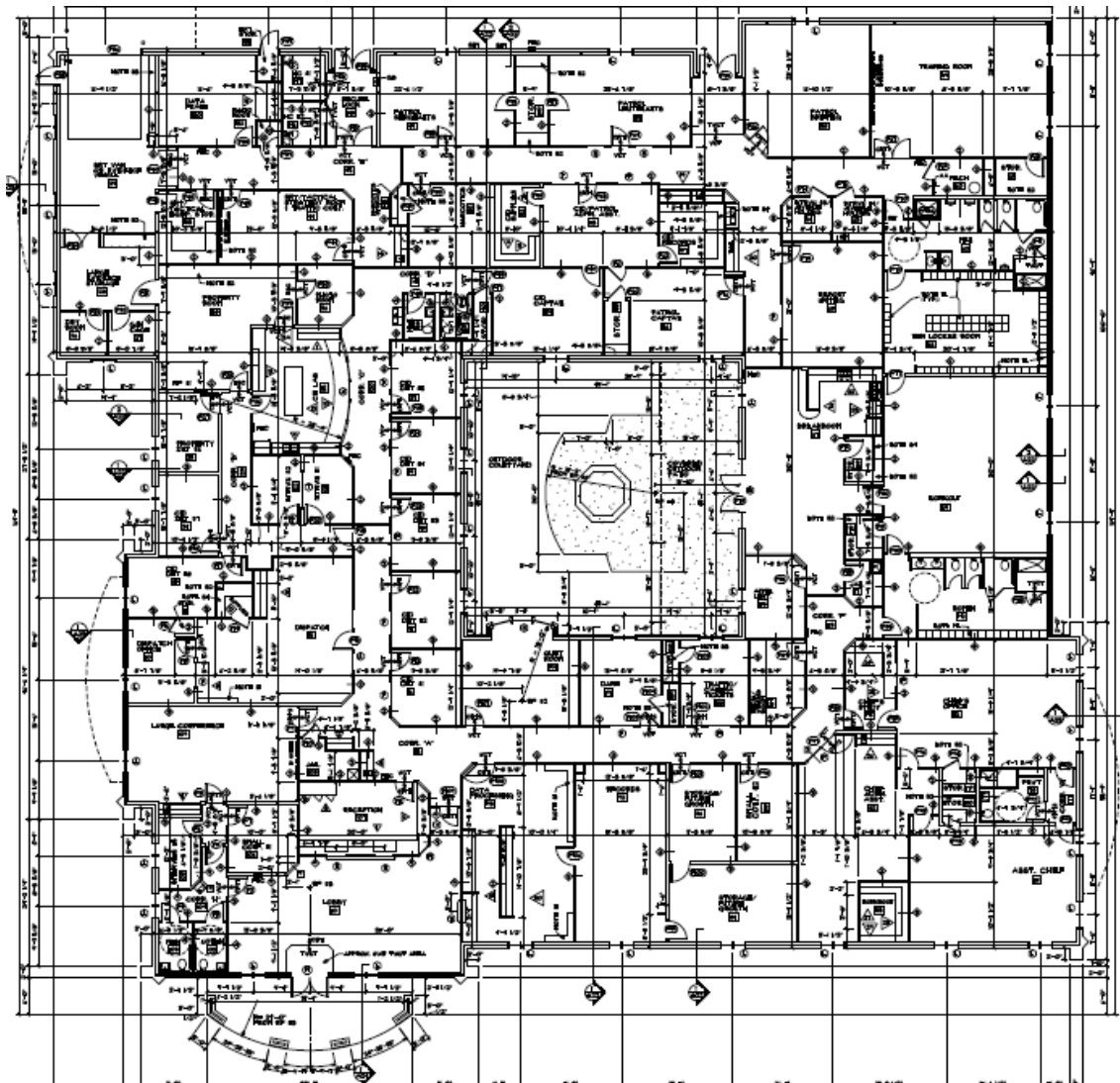


Evaluation and Analysis of Existing Building (Architectural Components)

Exterior Architectural Evaluation

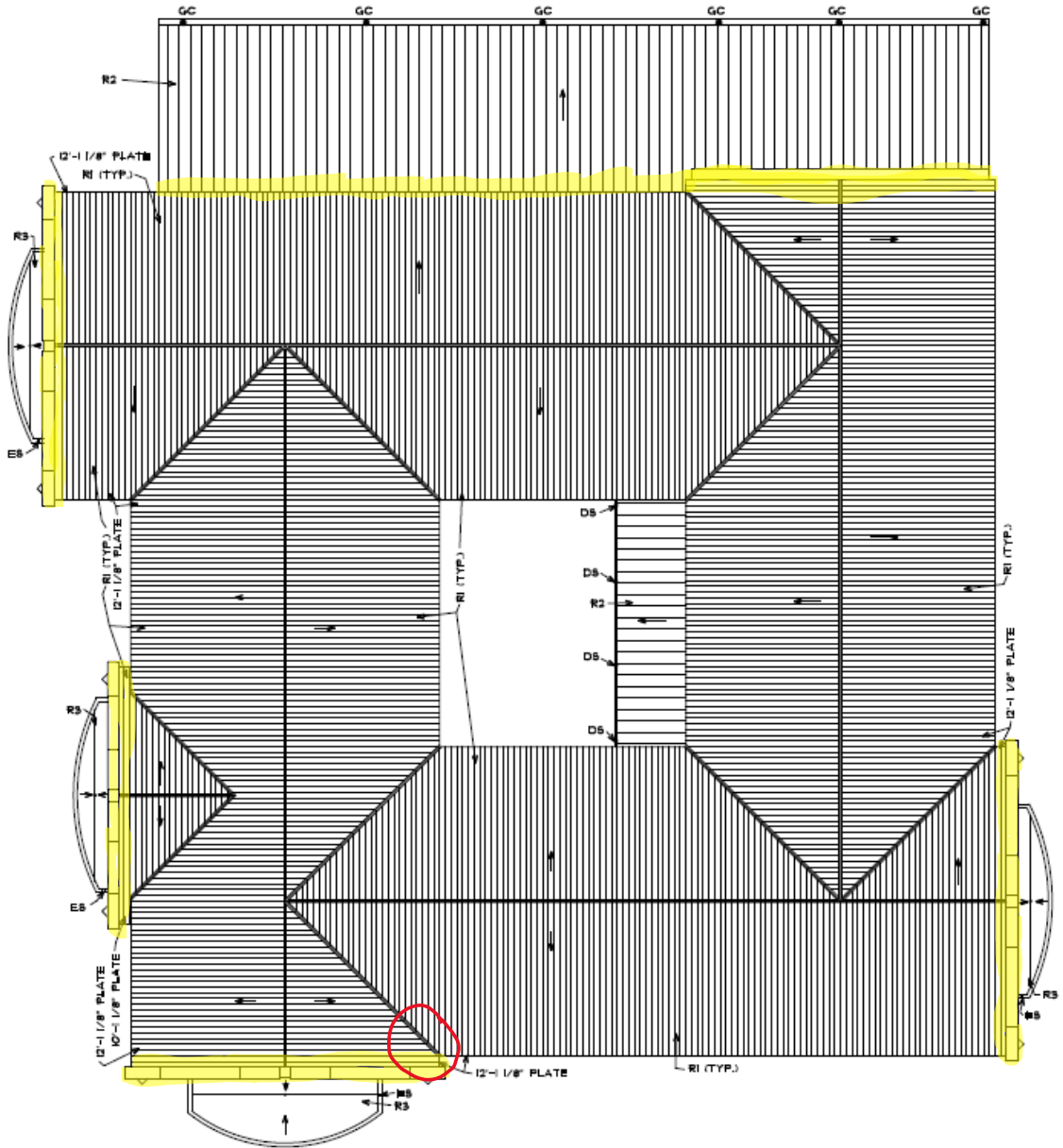
The City of Marshall new Police Station was designed in 2009 and construction appears to have been completed in 2010 (on or around 10/8/2010). Based on documentation provided from the City, the water intrusion has been observed in the building since 2010. The original contractor entered into an agreement to finalize the project upon the completion of noted corrective measures.

Unfortunately, there are several areas within the interior and exterior of the building that reflect ongoing water intrusion. Not all efforts to address issues were completed and this evaluation we will note problem areas and offer corrective measures. The existing building is approximately 27,200 square feet.



ORIGINAL FLOOR PLAN (2010)

approximately 27,200 square feet

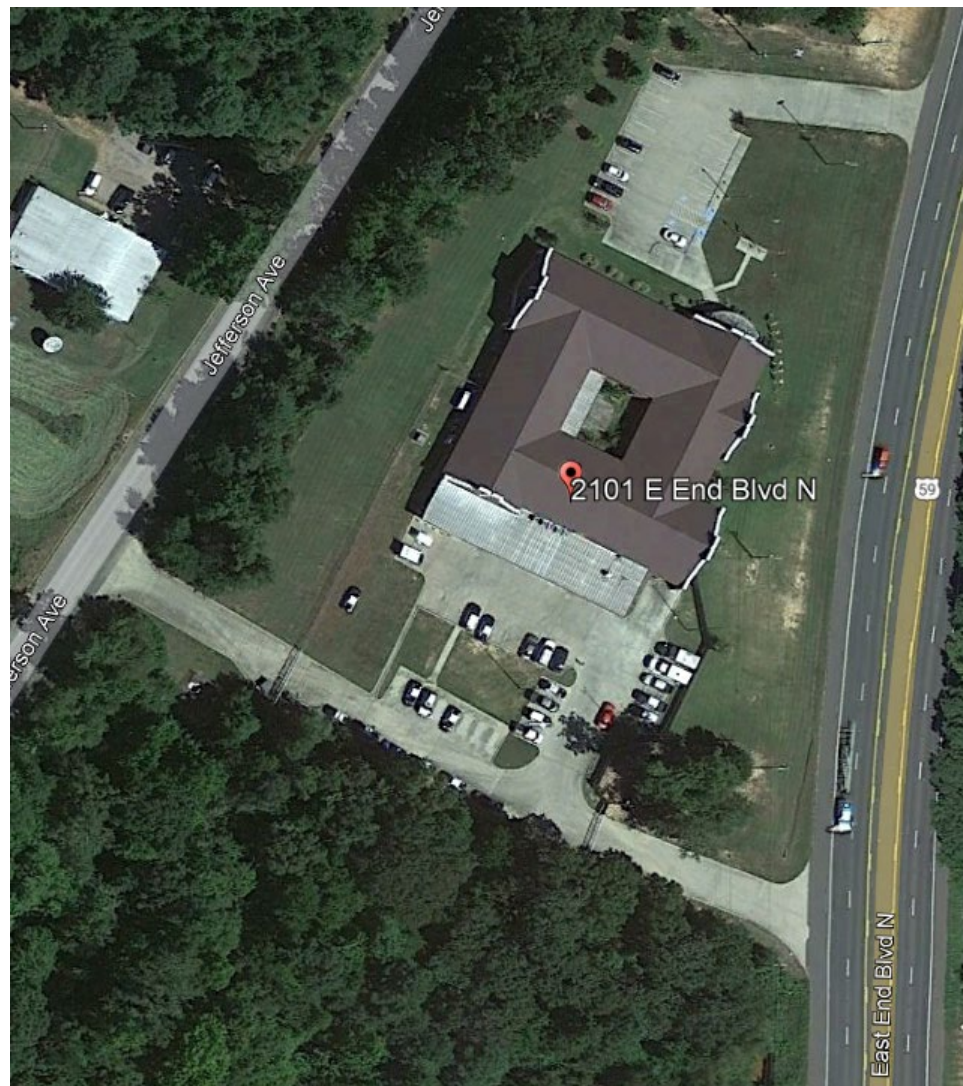


ORIGINAL ROOF PLAN (2010)

Given that 14 years have passed since the construction of the building, there are significant areas of water intrusion through the roof assembly. The building makes use of a metal roof system over the building footprint. The canopies around the perimeter of the building utilize a membrane roof with internal drains. The building utilizes traditional wood framed exterior walls and prefabricated wood trusses. The building veneer is mostly masonry attached to the wood framed walls or a double wythe wall at ends of gables. Wall supported canopies make use of an Exterior Insulation and Finish System (EIFS).

Building Orientation and Site Design

The front of the Police Station roughly faces to the north. It does appear that the building orientation is specifically playing a role in the water intrusion issue. There is evidence of water intrusion at the head of the entry door and at the northwest end of the entry gable, but this is due in part to minimal flashing and potentially the wooden gable vents. The exterior walls only contain batt insulation for thermal requirements. Visual observation does reveal that it is necessary to remove all existing caulk/sealant from existing window openings and replace with new. Although caulk should not be the first line of defense for water penetration, the cracking of the caulking is significant that blowing rain could find a way into the exterior wall envelope.



Insufficient flashing and vertical height to meet standards

Cast stone cap is not waterproof and does not have drip edge

Limited flashing under cast stone

SEALANT

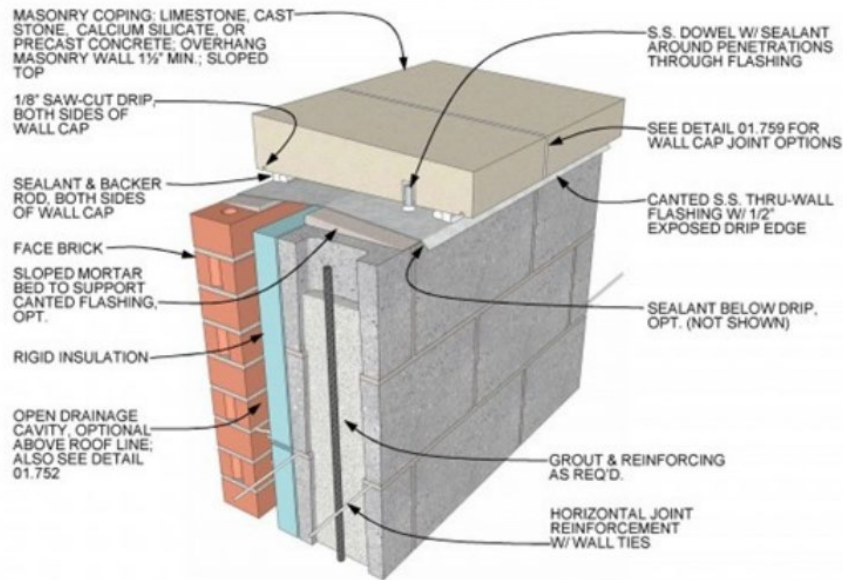
COUNTER FLASHING

REGLET

STANDING SEAM METAL ROOF

6" MIN.

KSA
www.ksaeng.com



Graphic detail indicated appropriate cast stone with a mono-slope (outside face of building to the interior) and 1/8" drip edges in place on both sides. In addition, note thru-wall flashing below the cast stone cap to prevent water intrusion from above/through the cast stone material.

This detail is typical around the perimeter of the building at each gable element. The limited flashing under the cast stone cap provides opportunity for the porous material to allow water directly into the exterior wall cavity. The limited flashing on the back side of the parapet it not providing a proper seal with secondary protection to keep water from entering at the top of the metal roof panel. The water penetration has been on going and the following photograph indicates the large presence of sealant being used in an attempt to stop the water intrusion. Sealant/caulk should be relied upon as a first line of defense to stop water.

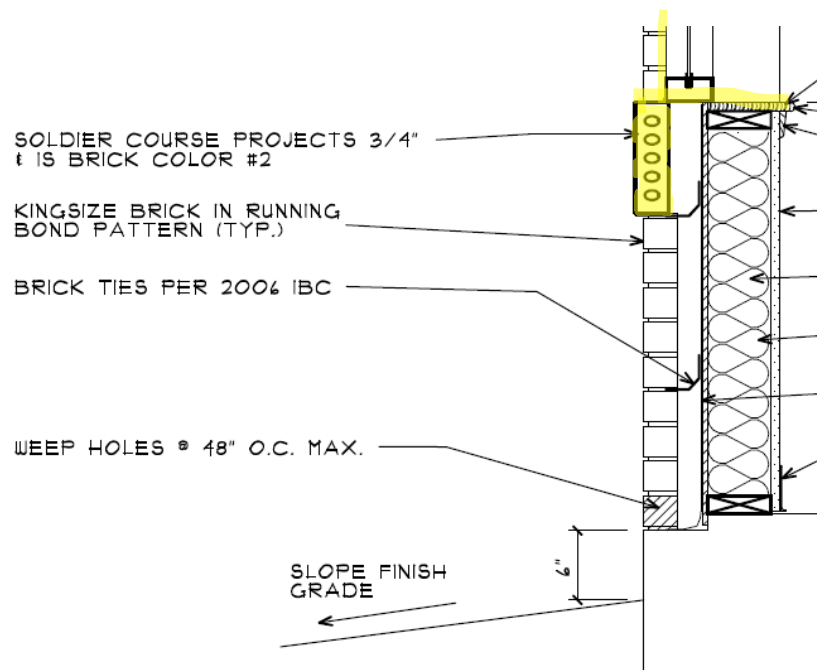


At the backside of the entry gable, the top metal trim piece is not fully encased in the masonry with grout. On the other side sealant has been excessively used in an attempt to minimize gaps in the trim and masonry veneer.

Exterior window openings have sealant failure at most locations. Windows are also experiencing some movement due to original installation methods.



Varying gap thicknesses are noted around all windows from the window movement and sealant failure. Masonry movement and cracking is noted as well. The sill is a king size masonry unit installed as a soldier course. The soldier units are cantilevered vertically with little or no support, and they have begun to move through thermal expansion.





Another issue associated with the cast stone parapet cap is the sloped angle transitions at the gable features. Due to the slope of the cast stone unit, visible signs are present on the masonry veneer that water is penetrating through the unit and down the face of the exterior masonry. The white powdery substance presence on the masonry is indication of efflorescence. Efflorescence is caused by water-soluble salts in or on the subject material. In addition, moisture is present to make the salt become a soluble solution. As suspected previously, the cast stone material is porous in nature and due to insufficient flashing, water is present in the wall and the masonry and as the salts move to the masonry veneer surface, the moisture evaporates. This in turn makes the salts crystallize, which results in the apparent efflorescence.



It should be noted that the white faux stone material used at the entry columns and the accents at the gable features is corbeled out from the face of the masonry veneer. This protrusion from the veneer is not protected at the head joint that runs horizontal to the face of the masonry veneer. Due to the presence

of two dissimilar materials, thru wall flashing is recommended to be provided at this location. This proception and insufficient flashing at the head of the joint is allowing water to penetration the veneer and enter the wall cavity.



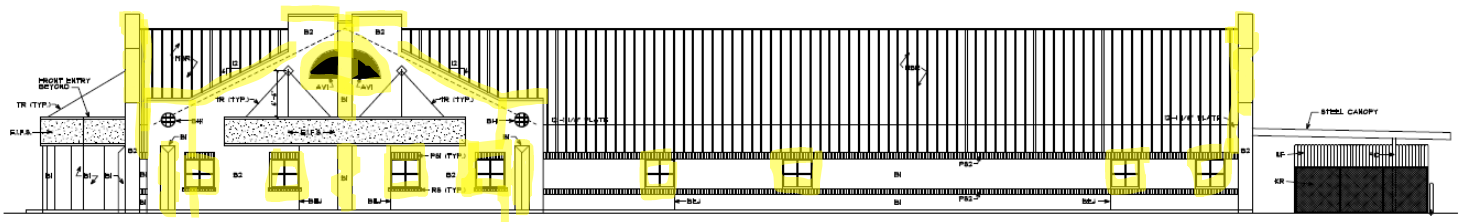
In the northwest corner it was noted that sealant has been applied to the inside corner joint of the masonry veneer and the double wythe masonry wall at this location. There are limited details that indicated the proposed construction at these locations around the perimeter of the building. However, based on visual observations, it appears that a drainage plane is not provided. As such, these locations indicate signs of water intrusion and some movement at the masonry joints. Mortar joints are not consistent and at the inside corner the joints do not align throughout.



Also noted at the gable features is insufficient thru wall flashing at the gable vents. No flashing is apparent in the field or in the construction documents. In addition, the louvers appear to be of wood construction and do not provide protection from wind driven rain. This is providing another avenue for wind

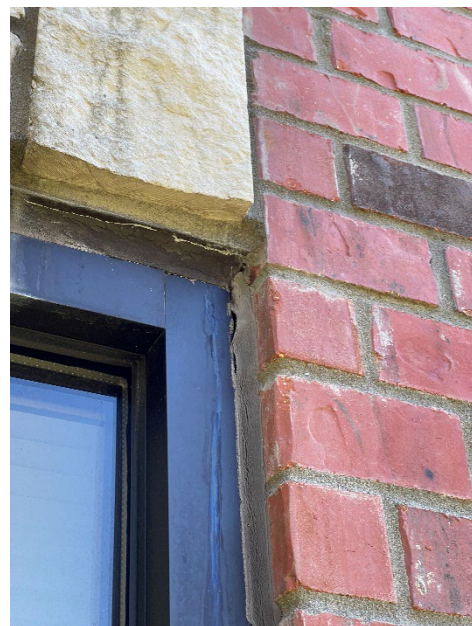
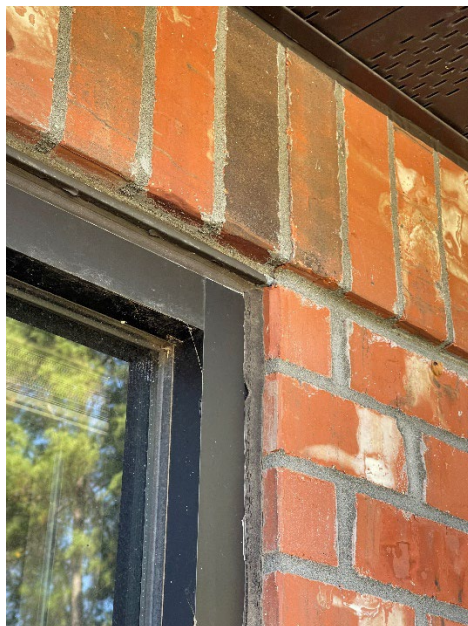
instruction in the exterior envelope and down the wall cavity. It will be noted that water intrusion is visible on the interior of the building later in this report. In addition, due to limited flashing around the perimeter of the louvers, it does appear that water intrusion is negatively impacting the faux stone material located between the two louvers. The faux stone material is experiencing spalling from the presence of moisture in and thru the material. These areas as note previous should have flashing installed to divert around the material and as part of corrective measures, the exterior surface of the material should be sealed to resist the passage of moisture through the material.

West Elevation



The review of the West Building Elevation provided similar findings as that of the North Elevation. Note the yellow highlighted problem areas observed on this elevation. Summary of problematic areas are: cast stone cap stone at parapet walls, back side of parapet flashing issues, limited to no flashing below the cap stone, degraded sealant around perimeter of window openings, limited flashing at windows (around total perimeter), flashing at soldier course below windows and limited structural support, efflorescence at locations below the cap stone, flashing at the faux stone material, and issues associated with the wood louvers at the gables.

Along this elevation it was noted that the windows do appear to be sized smaller than the masonry rough opening at each location. The amount of sealant used at the head of window openings along this elevation is excessive.

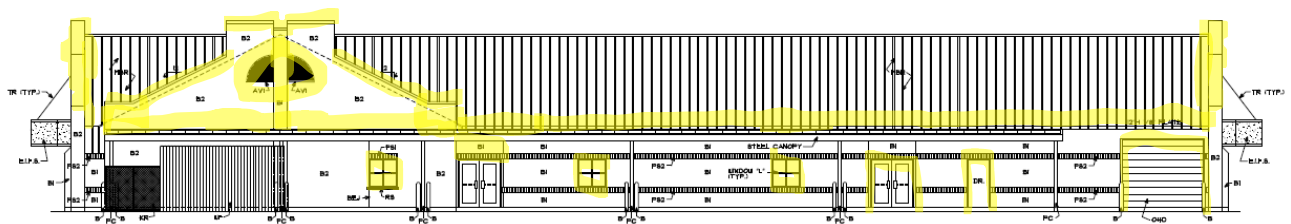


This situation appears to be increased at openings where the faux stone materials is installed above the head of the opening. Due to moisture penetration on the top and through the faux stone, the excess head joints are failing, and the sealant is pulling away from the steel lintel above.



Also noted on this elevation is the development of cracking at masonry joints and through masonry units as well. This cracking has appeared south of wall supported canopy and north of the adjacent window opening. Currently the crack is just to the side of the canopy framing and proceeds down the wall approximately seven masonry courses. The crack is highlighted in yellow in the above image.

South Elevation



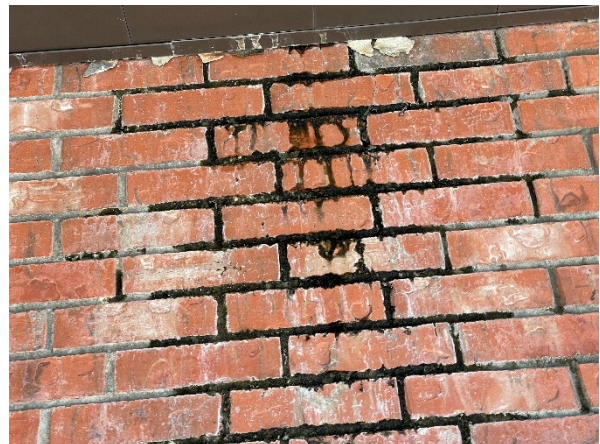
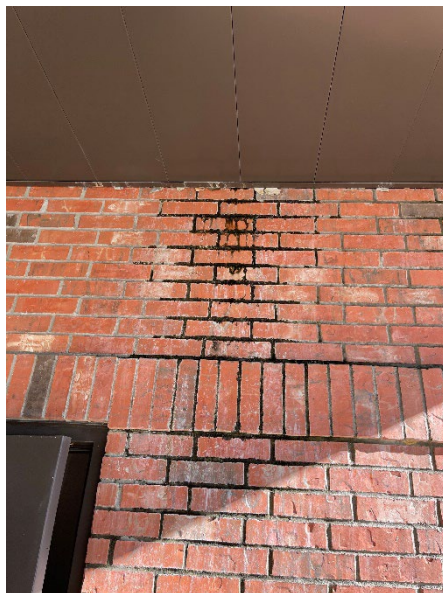
The review of the South Building Elevation provided similar findings as that of the North and West Elevations. Note the yellow highlighted problem areas observed on this elevation. Summary of problematic areas are: cast stone cap stone at parapet walls, back side of parapet flashing issues, limited to no flashing below the cap stone, degraded sealant around perimeter of window openings, limited flashing at windows (around total perimeter), flashing at solidor course below windows and limited structural support, efflorescence at locations below the cap stone, flashing at the faux stone material, and issues associated with the wood louvers at the gables.

Along this elevation it was noted that there is a flashing issue between the shed awning and the metal roofing of the main building. No details of this condition

are provided in the construction documents, and it appears that flashing at this condition is not lapped or provided through the joint to ensure that water intrusion is contained on the top of the awning at the source of water penetration. KSA revisited the site January 25, 2024, to review new leaks that occurred after the wintery weather that included both snow and ice. This joint had shown signs of water intrusion previously, but the winter weather increased the appearance of water in this area.



The highlighted area above has presented water intrusion after the winter weather. In addition, this joint line appears to have pushed winter into the interior of the building and this intrusion point will be noted later within the interior portion of this report.

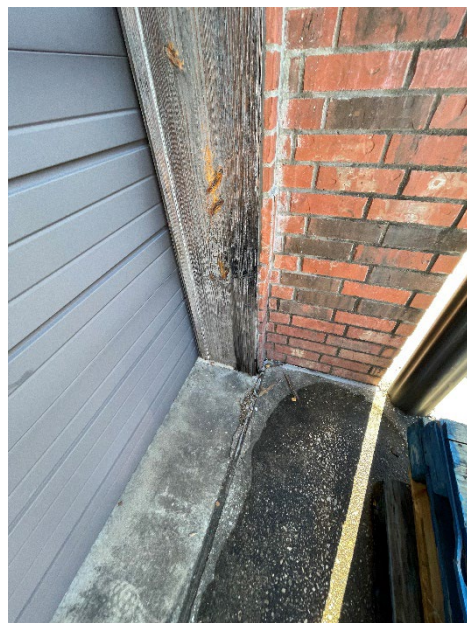


Near the southern east corner of this elevation, there are also signs of water collecting on the surface of the masonry veneer. The water is coming from

above the awning and migrating between the awning panels and the masonry veneer. In addition, mortar was previously placed between this joint and the water intrusion has loosened the material, and it is now falling through joint. This area is appearing directly on the exterior wall of the IT/Data room. No water intrusion was observed on the interior wall at this location.

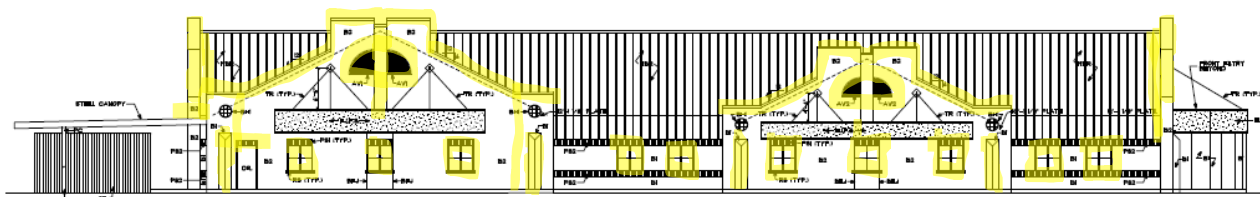


At the overhead door at the evidence entrance area, the rough opening is framed with wood. The wood has been previously painted; however, it is recommended that the wood material be covered with break metal and metal flashing trim.

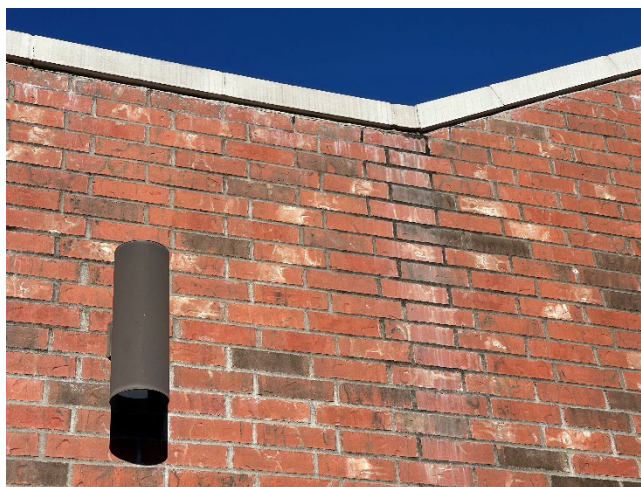
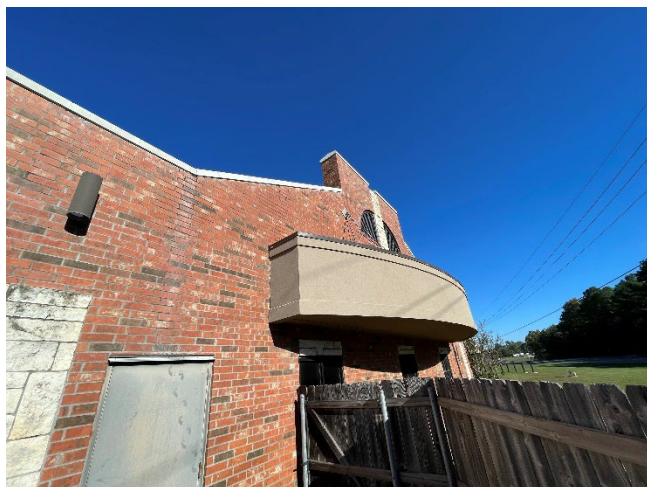


The paint finish has worn from the elements on the surface of the wood. The wood has signs of decay and rot. In the southeast corner of this elevation, roof water runoff ponds on the ground at the bottom of the wood is decaying. Due to the age and damage of the framing, it is recommended to remove and replace the wood and then cover with break metal and metal flashing trim.

East Elevation



The review of the East Building Elevation provided similar findings as that of the North, West, and South Elevations. Note the yellow highlighted problem areas observed on this elevation. Summary of problematic areas are: cast stone cap stone at parapet walls, back side of parapet flashing issues, limited to no flashing below the cap stone, degraded sealant around perimeter of window openings, limited flashing at windows (around total perimeter), flashing at solid course below windows and limited structural support, efflorescence at locations below the cap stone, flashing at the faux stone material, and issues associated with the wood louvers at the gables.



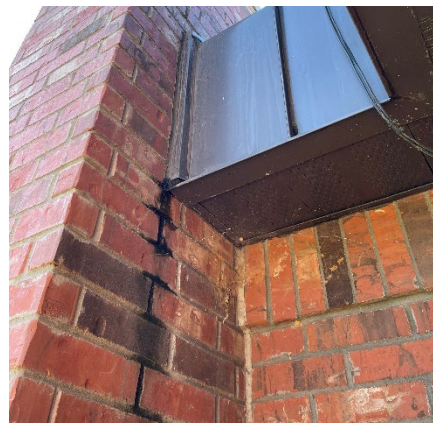
The southeast corner of the east elevation reflects common issues associated with the entire perimeter of the building. Lack of flashing at head of faux stone corbel has led to algae growth on the veneer. Efflorescence is noted at the typical location where the gable feature turns horizontal at the top of the parapet wall.



East elevation wall supported canopy is provided with one internal drain and a very small overflow scupper.



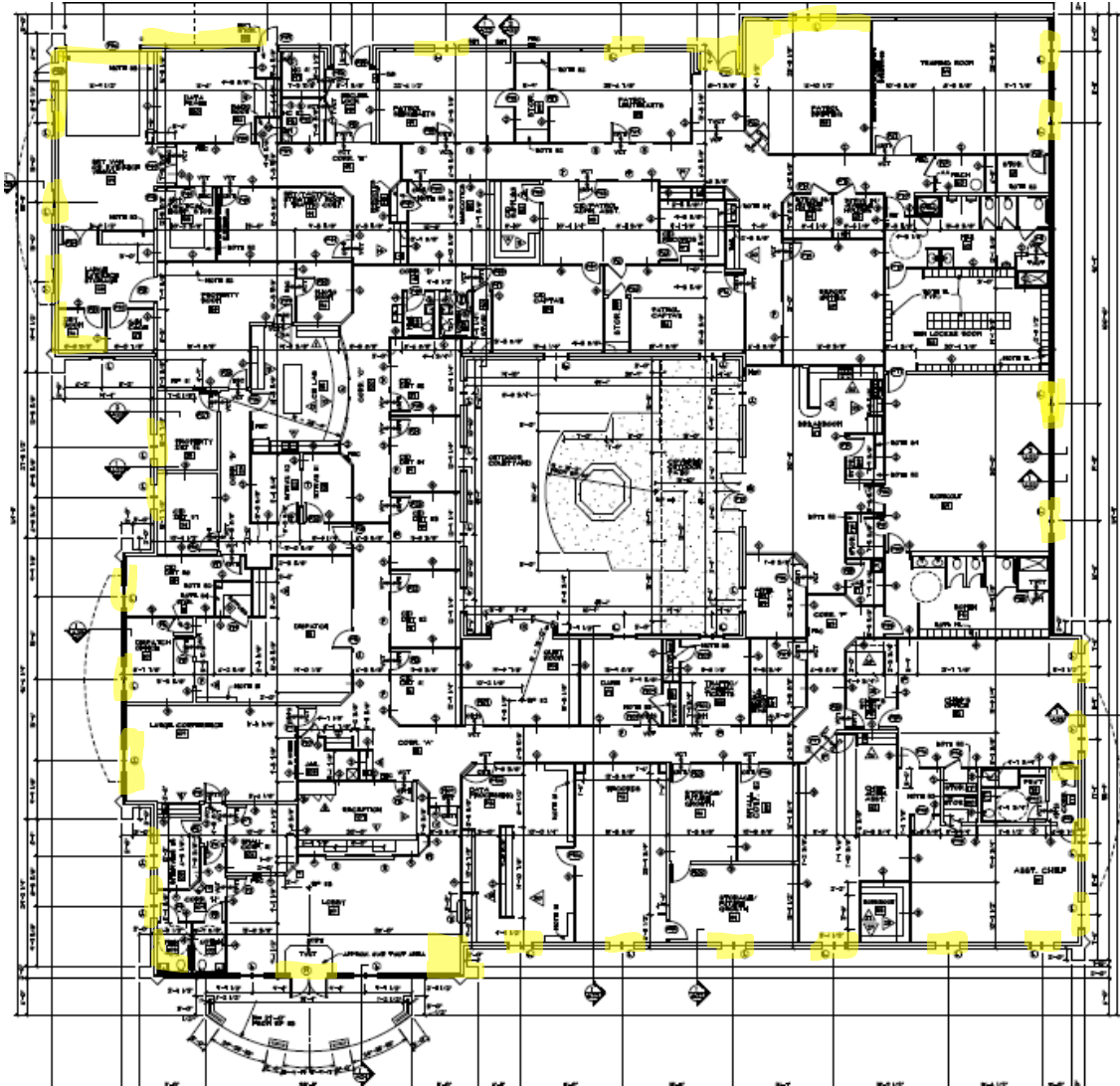
A drone view of the gable louvers reveals aging and deterioration of the paint and overall assembly of the wood louver units. No perimeter flashing is apparent along either vent. A back side of the top of the gable feature highlights the limited use of flashing height and length to properly protect the edge roof panel from water intrusion. This is particularly apparent at the limited extension of the parapet above the roof panel on the slope edge.



Backside of gable parapet with signs of extensive sealant being utilized as first line of defense to stop water intrusion. Gable feature extension is showing signs of moisture discharge from roof turn down with extensive algae growth. At this point not only is water entering the wall cavity but its presence on the exterior wall is significant enough to provide an avenue for algae growth the masonry mortar joint lines (both horizontal and vertical).

Interior Architectural Evaluation

Although the building floor plan has already provided, it will assist to track the water intrusion from the exterior into the interior of the building. See below for highlighted areas that align with the noted exterior moisture areas and how the water intrusion can now be seen on the interior of the building.



Existing Building Floor Plan

The following interior documentation will document areas on the interior where the water intrusion has been noted and/or continues to show signs of moisture.

Lobby 101 is the first area to note when entering the building.

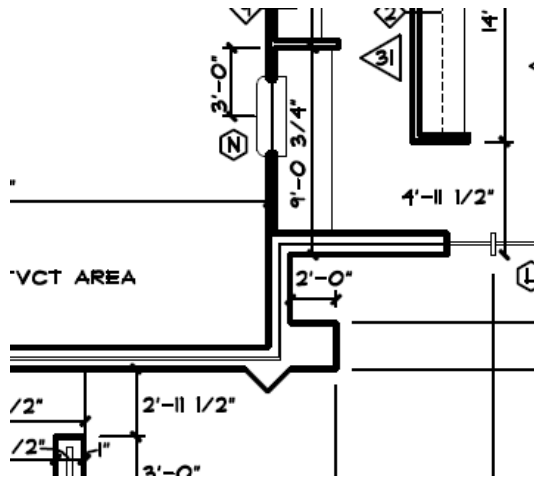


At the gypsum board return at the head of the entrance door, there is obvious signs of water intrusion. Paint has bubbled and pointed to relieve the moisture that is present in the wall cavity at this location. This door is located below the entrance canopy and directly below the double wooden louvers in the gable feature. The “flat” roof of the canopy does provide for the membrane roof to roll up the masonry veneer and then be covered with flashing/counterflashing to stop water. The critical point for review remains the faux stone material directly above the door, as well as, the wooden louvers. The wood louvers should be removed and replaced with new and appropriately flashed. Flashing and sealant should be applied to the faux stone material.

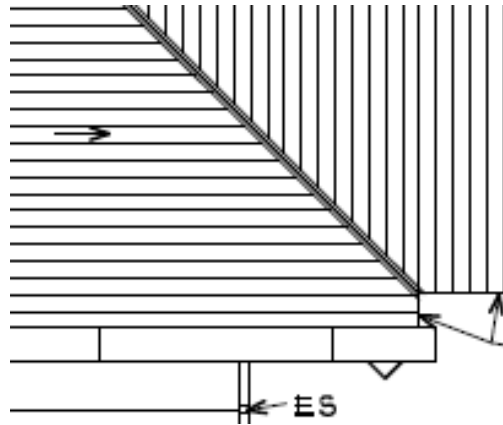


This image is included to reflect the direct relationship of the elements above the entrance door that is located under the canopy.

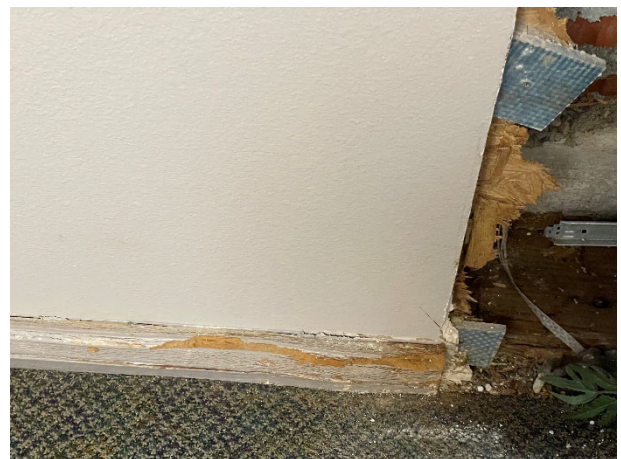
The northwest area of Lobby 101 is the most impacted area of the interior of the building for water intrusion. This condition along the back side of the gable with the limited flashing and an adjacent valley has contributed to significant water intrusion and damage in this area.



Northwest corner of Lobby 101



Roof plan of area directly above Lobby 101



From the roof above water is entering the wall cavity and being absorbed by the wood trusses, wood, framing, gypsum board, wood based, and carpet. The City has previously removed portions of existing gypsum board in an attempt to determine the source of the water. Water has previously been noted and videoed as flowing vertically through this area.

The building makes use of load bearing wood framing and prefabricated wood trusses to form the gable roof. Gypsum board is attached to the bottom of the roof trusses throughout the building. At this location, no signs were evident to suggest that the horizontal gypsum board is getting wet. The water intrusion appears to be tracking down the slope of the masonry parapet at the roof edge condition and entering the wall cavity. From there it flows down to the edge of the trusses and soaks into the wood top and down into the studs.



Corner of Lobby prior to removal of gypsum board shown on the left. Image on right reflects current condition in the wall cavity. Area of concern are associated with the wood beginning to decay and rot due to the constant presence of water. Affected areas are the wood top plates, ends of trusses, wood bearing studs, and portions of the OSB wood deck.



Discoloration of wood framing and OSB is due to water intrusion and the wood absorbing and holding all water from the wall cavity.



Note wet OSB roof sheathing in left image and damaged framing on the right.

Men's Restroom 103



The men's restroom 103 is located on the exact opposite side of the Entrance Lobby. As indicated in the above images, moisture has also penetrated this wall and is causing the wallcovering to separate from the surface of the gypsum board. The corner acoustical ceiling tile was removed and above the ceiling mold was observed on the surface of the gypsum board. Previous moisture was also observed below the wall hung lavatory on the north exterior wall. Portions of VCT indicated glue failure and the rubber base is beginning to pull away from the bottom of the wallcovering/gypsum board.

Large Conference Room 109

This area was noted by staff to have experienced significant water issues during construction. Previous corrective measures required the removal of portions of the interior gypsum board and reworking materials around the window. Currently all perimeter edges of the window do not indicate water intrusion.

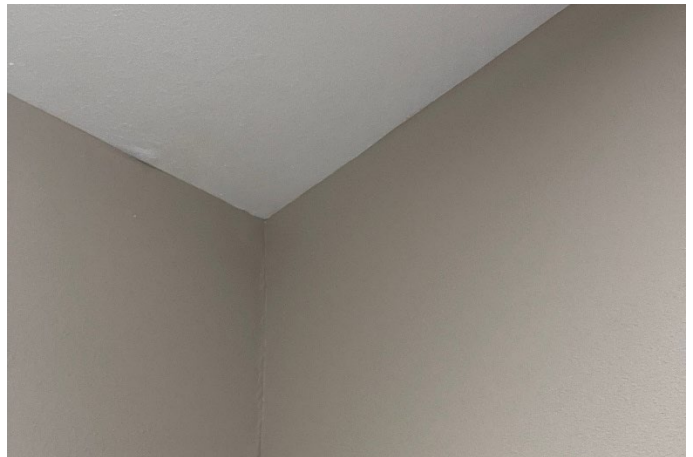


Currently only the head of the window opening appears to be experiencing water intrusion. Water has penetrated the wall cavity and migrating down the wall into the head of the window and resting on the gypsum board return.



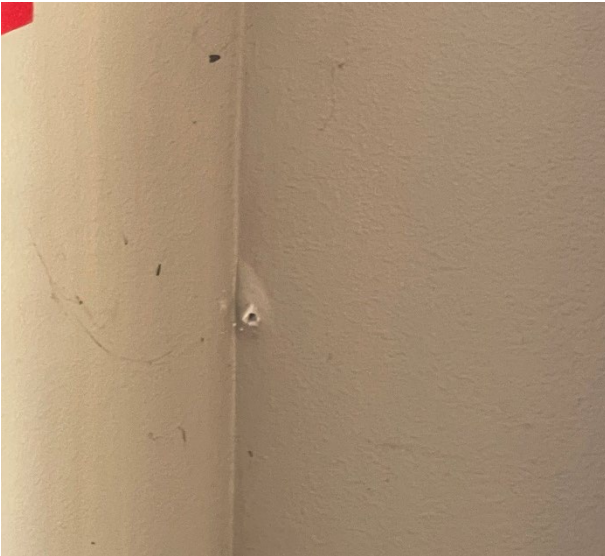
A portion of the gypsum board install on the bottom of the roof trusses was removed to investigate the presence of water above the window. With gypsum board removed no water was observed on or in the exterior wall cavity. However, as noted previously the window units are showing signs of moving due to original installation methods. The window units have minimal bearing on the masonry soldier course and wall framing. The units are gradually moving and separating from the wall framing, as well as, the exterior veneer via separated sealant.

Dry Storage Room 126



This storage room was another anticipated area of concern due to this corner of the dry storage being located directly at the bottom of the gable feature. On our second site visit bubbling paint was noticed in the upper northeast corner of the room and along the ceiling joint with the north wall. KSA was contacted by the City to return to the site to review new leaks and more pronounced leaks after the winter weather storm. Now in this room significant water intrusion is present down the entire length of this northeast corner. When looking under each shelf, water pocket are visible behind the paint. At the second shelf from the floor, the largest water pocket is completely full and will soon burst.

SRT Van 129

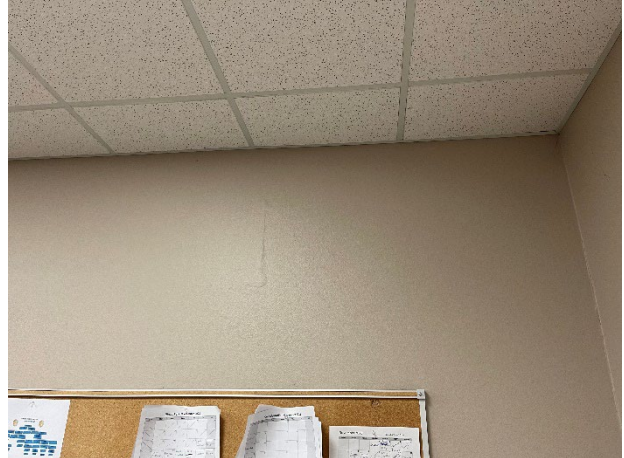


Within the SRT van space there are a few areas that require specific attention. In the southeast corner this area is experiencing the typical water intrusion at the end of the gable at this corner of the building. Similar presence of water is noted via bubbled paint and blistered along this inside corner. In addition, the overhead door is not sealing at the top of slab and water is entering the building under the door and ponding in this corner. This water is being absorbed by the gypsum board and in turn is causing the rubber base to delaminate the glue from the gypsum board surface.



At the exterior man door (P35) with the SRT van area, the hollow metal frame is experiencing movement within the rough opening. The gypsum board tape is beginning to bulge from the surface of the wall. This movement could be due to water from the head of door and/or thermal expansion of the hollow metal frame itself within the masonry opening. No water could be pushed out of the bulges, and on the south end of the door there is a crack forming at a forty-five-degree angle from the door head.

Patrol Briefing 158



Within the Patrol Briefing this is another room that aligns directly with the end of a gable feature. This corner has signs of water intrusion down the entire southeast corner of the room from ceiling to floor. Water is migrating quickly down the wall and bubbles are apparent in multiple locations. The rubber base is pulling away from the wall and the carpet is absorbing the water as well. In addition, about four feet north of the exterior wall, there is a water pocket just above the tack board.



KSA returned to the Police Station to review new and more pronounced leaks after the wintry weather at the end of January. Within the Patrol Briefing room, significantly more water has entered the building, and a large area of the carpet is now completely soaked with water. With the normal water intrusion freezing, it appears that the avenue for the water has been increased in its ability to transmit the water. This area is now proceeding to reach the level of water instruction as at the Lobby.

Training Room 159



This room has the typical water intrusion issues relative to the location of the gable exterior feature and lack of appropriate roof flashing. This is the southwest corner of the space, and the inside corner of the room has bubbling paint. In addition, the bottom of the gypsum board holds the water and causes the rubber base to delaminate from the adhesive and pull away from the wall. Carpet has signs of previous water intrusion as well.



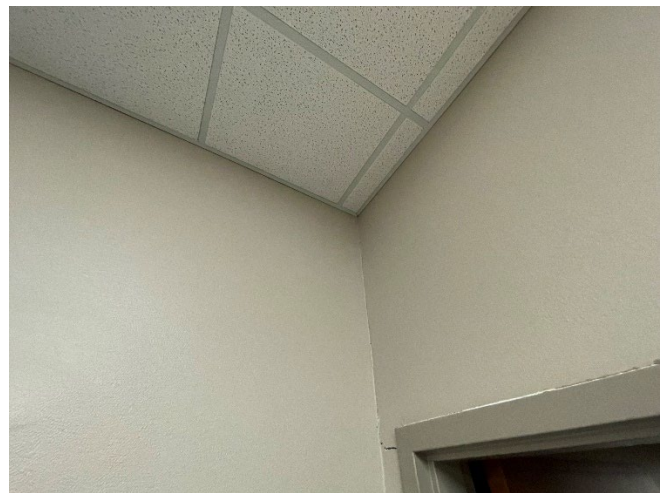
The windows along the west side of the room are experiencing movement in the rough opening of the masonry wall. The wood sills are pulling away from the window sills. The head of the window is cracking between the gypsum board at the jamb and the head. With the limited attachment of fasteners on solid material, the windows are showing signs of movement over time.

Workout 169



Similar to the Training Room, the windows along the west side of the room are experiencing movement in the rough opening of the masonry wall. The wood sills are pulling away from the window sills. The head of the window is cracking between the gypsum board at the jamb and the head. With the limited attachment of fasteners on solid material, the windows are showing signs of movement over time.

Chief's Office 176



Outside of the Chief and Assistant Chief offices in the administration assistant area, there are additional signs of movement around doors. This door/wall has shifted enough to pull the gypsum board to the point of cracking near the head of the hollow metal frames. The crack has spanned the short horizontal distance of gypsum board and is not running up the inside corner between the sheets of gypsum board.



Within the Chief's office window units are also experiencing movement. The head of this window is cracking above the metal corner bead. Within the roof opening, the gypsum board return at the head is also pulling away on the underside of the metal corner bead.



The movement is more pronounced at the lower portions of the jambs and at the sill condition. This is expected given the limited bearing of the window at the masonry veneer and interior wall. The separation of the wood sill to the sill of the window is significant enough that you can see into the wall cavity. The wood sill is even cracking as it moves with the interior wall.

Assistant Chief 181

This office is in the northwest corner of the building and is experiencing the most movement associated with the window units located in the exterior masonry wall (specifically on the west wall).



Windows along the north elevation have some movement. Most obvious locations are along the lower portions of the jamb and at the sill.



West elevation windows have significant movement around the jambs and sill of the rough opening. Again, movement at sill is large enough to provide visual sight line directly into the wall cavity.



Separation of joint at window jamb to gypsum board is continues up the entire length of jamb from sill to head.



Section 3

Corrective Measures

Exterior Architectural Suggested Corrective Measures | Interior Architectural Suggested Corrective Measures

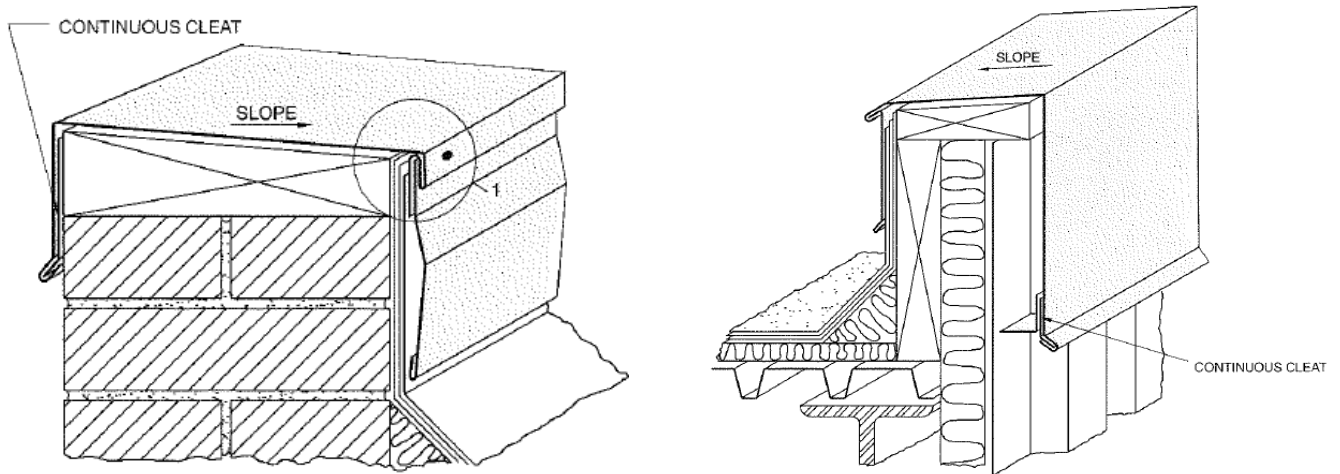


Exterior Issues

Section Two of this report, previously indicated multiple issues associated with the exterior of the building. Several issues were addressed, and this section will highlight proposed corrective measures to help stop the water intrusion at specific locations.

A cast stone material was selected during design to cap the exterior masonry walls. This is a porous material in nature and in conjunction with limited flashing details, cap has allowed water to enter the exterior envelope of the building.

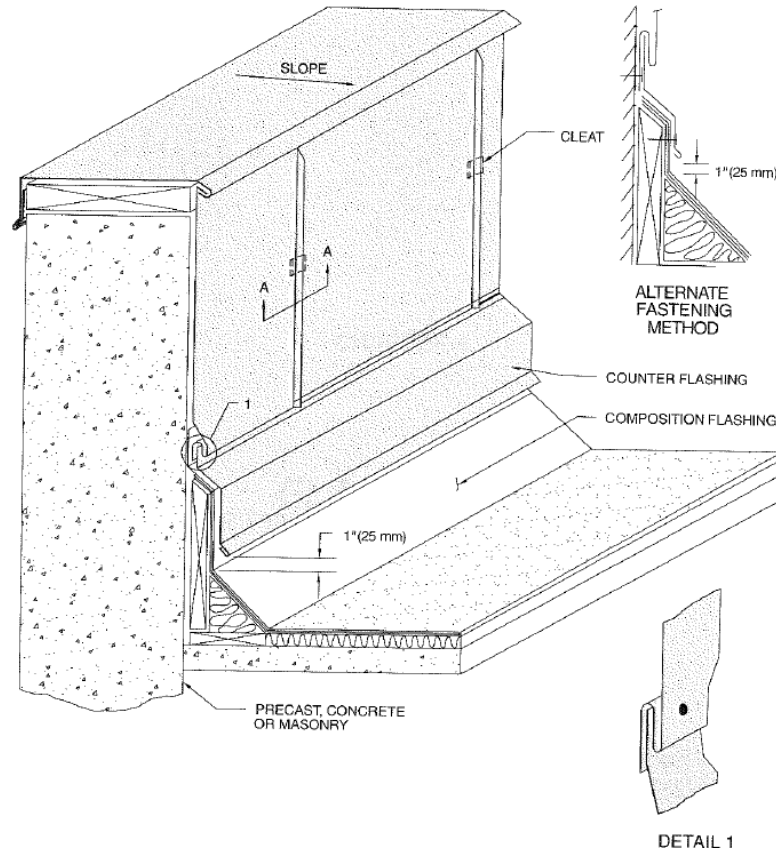
A valuable resource for researching industry accepted standards can be found in a variety of documents, references, standards, and publications. The Sheet Metal and Air Conditioning Contractors' National Association, Inc (SMACNA) provides flashing standards for numerous situations encountered in building construction. A common detail that is referenced for a coping cap to a parapet wall is indicated below (masonry construction or metal framing):



Not that the coping is a continuous piece that wraps all portions of the parapet. A continuous clear is provided on the exterior side for attachment of the break metal and to form a drip edge. The coping material is sloped internal to the roof and attached again on the back side. This condition typically interacts with the additional flashing and/or the proposed roof system being extended up the parapet and under the coping material.

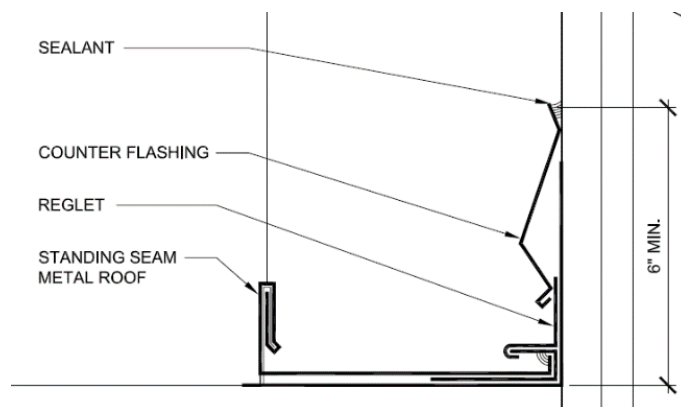
Although this type of detail was incorporated into the original design for the Police Station, it is proposed to retroactively install a similar situation over the existing conditions.

It is recommended to completely cover all portions of the cast stone cap and run metal down the backside of the masonry parapet and provide a new flashing detail at the intersection of the parapet to the roof material. As a general concept, this is a similar detail to address the water intrusion at the parapet wall locations:

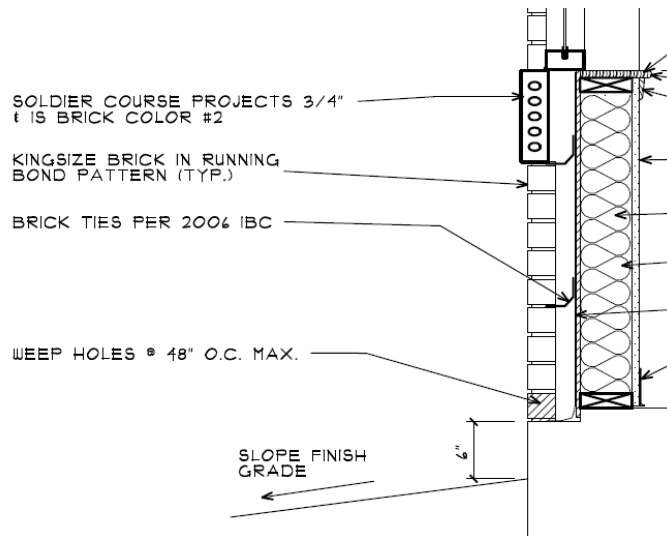


Redundant flashing is critical to the longevity or properly protected details at roofs and wall penetrations. The above detail indicates necessary counter flashing to cover the first layer of base flashing.

The detail to the right provides an enlarged view of the appropriate use of a reglet and counter flashing to ensure that the joint in question is protected by multiple layers of intentional defense.

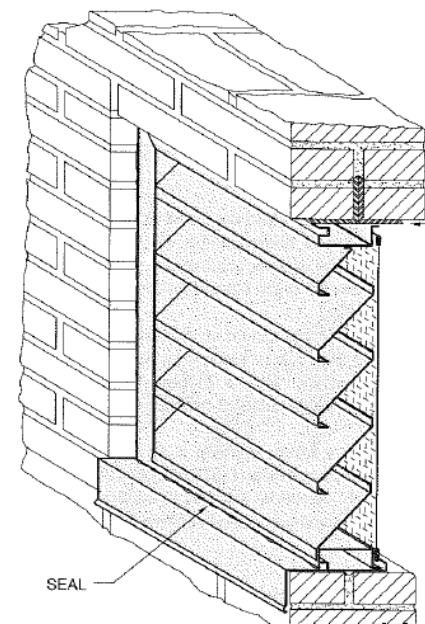


The existing windows are a cause for concern due to apparent differential movement of the window from the masonry exterior wall. As previously discussed, the windows have minimal bearing on the actual exterior wall framing. The original construction documents indicate the following:



It is unclear how the rough opening was effectively flashed at all locations (head, jamb, and sill). Sill pan installation is not indicated and only masonry ties are labeled in the above wall section. The west side of the building is experiencing the most movement at the windows as indicted by failed interior/exterior sealant and gaps at the jambs and sill. In addition, multiple locations have experienced gypsum board cracking or movement in the metal corner bead. Due to the uncertainty related to the initial construction, we have recommended that all windows be removed, replaced, and all adjacent issues be repaired.

Another issue to address is the gable wall louvers. The existing material is wood and the finish is beginning to fail, and they do not effectively block moisture penetration. New formed values have varying blade angles that prevent the passage of moisture. In addition, when the existing louvers are new perimeter flashing can be installed – especially sill flashing as indicated to the right.





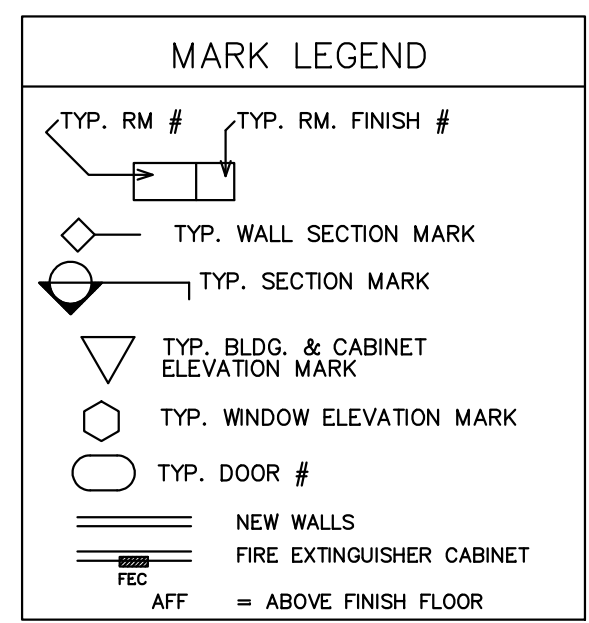
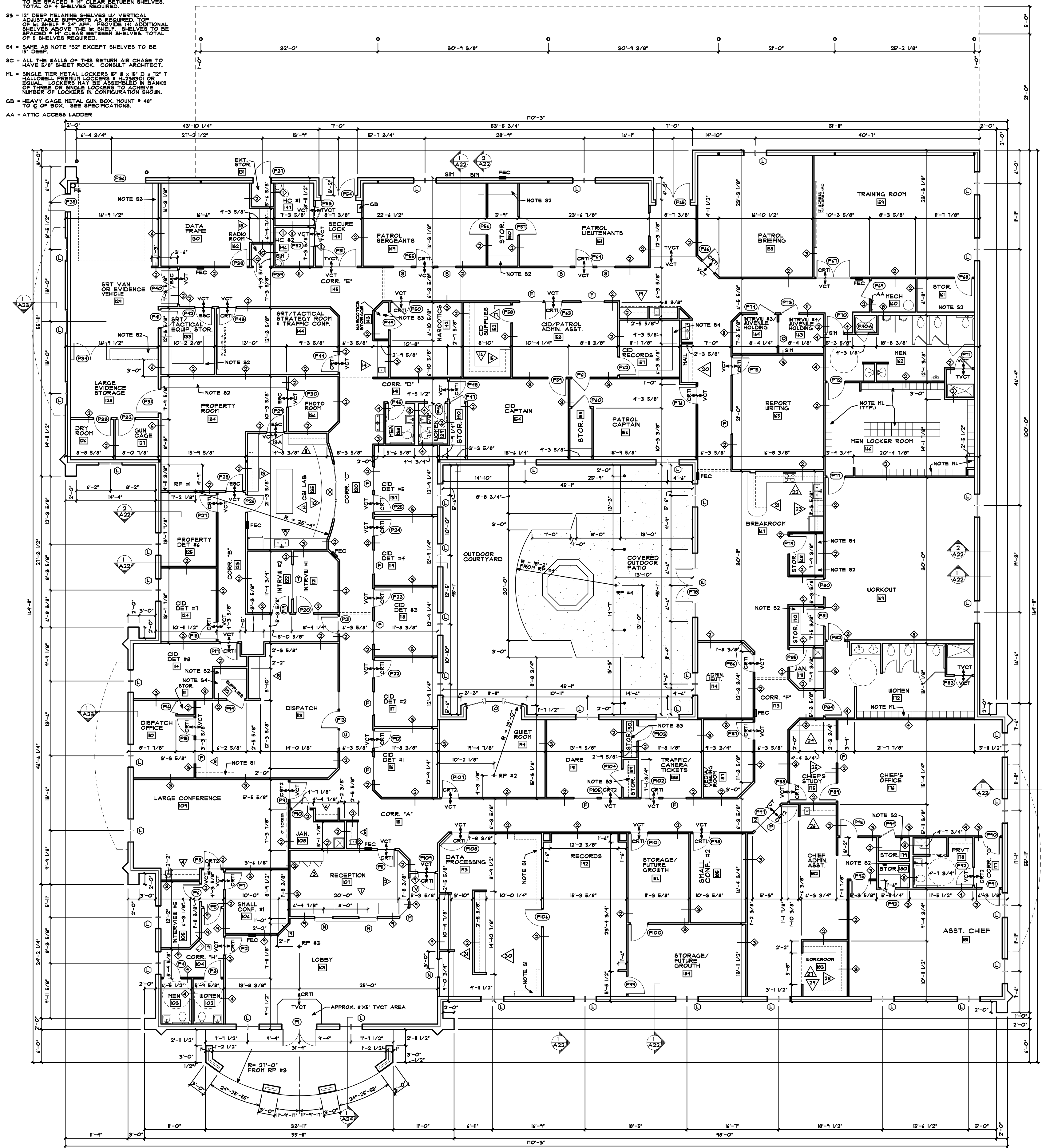
Section 4

Appendix

Existing Drawings for Reference



- SHELVING & LOCKER NOTES:
- S1 - 12" DEEP HELMINE SHELVES 1/2" VERTICAL ADJUSTABLE SUPPORTS AS REQUIRED. TOTAL OF 4 SHELVES REQUIRED.
- S2 - 24" DEEP HELMINE SHELVES 1/2" VERTICAL ADJUSTABLE SUPPORTS AS REQUIRED. TOTAL OF 4 SHELVES REQUIRED.
- S3 - 12" DEEP HELMINE SHELVES 1/2" VERTICAL ADJUSTABLE SUPPORTS AS REQUIRED. TOTAL OF 4 SHELVES REQUIRED.
- S4 - 12" DEEP HELMINE SHELVES 1/2" VERTICAL ADJUSTABLE SUPPORTS AS REQUIRED. TOTAL OF 4 SHELVES REQUIRED.
- S5 - 12" DEEP HELMINE SHELVES 1/2" VERTICAL ADJUSTABLE SUPPORTS AS REQUIRED. TOTAL OF 4 SHELVES REQUIRED.
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ROOM FINISH SCHEDULE - POLICE STATION										
ROOM	BASE		FLOOR		WALLS	CEILING	CEILING HT.			NOTES
	PAINTED WOOD	RUBBER (CONT. COILS)	TVCT	TVCT			4'-0"	8'-0"	12'-0"	
01 - LOBBY	0	0	0	0	0	0	0	0	0	
02 - WOMEN	0	0	0	0	0	0	0	0	0	
03 - MEN	0	0	0	0	0	0	0	0	0	
04 - CORRIDOR "H"	0	0	0	0	0	0	0	0	0	
05 - INTERVIEW #5	0	0	0	0	0	0	0	0	0	
06 - SMALL CONFERENCE #1	0	0	0	0	0	0	0	0	0	
07 - RECEPTION	0	0	0	0	0	0	0	0	0	
08 - JANITOR	0	0	0	0	0	0	0	0	0	
09 - LARGE CONFERENCE	0	0	0	0	0	0	0	0	0	
10 - DISPATCH OFFICE	0	0	0	0	0	0	0	0	0	3/4" HIGH PAINTED WD. CHAIR RAIL WITH PAINTED ACCENT WALL BELOW
11 - STORAGE	0	0	0	0	0	0	0	0	0	
12 - SUPPLIES	0	0	0	0	0	0	0	0	0	
13 - DISPATCH	0	0	0	0	0	0	0	0	0	
14 - CID DETECTIVE #8	0	0	0	0	0	0	0	0	0	
15 - CORRIDOR "A"	0	0	0	0	0	0	0	0	0	
16 - CID DETECTIVE #1	0	0	0	0	0	0	0	0	0	
17 - CID DETECTIVE #2	0	0	0	0	0	0	0	0	0	
18 - CID DETECTIVE #3	0	0	0	0	0	0	0	0	0	
19 - CID DETECTIVE #4	0	0	0	0	0	0	0	0	0	
20 - CORRIDOR "C"	0	0	0	0	0	0	0	0	0	
21 - INTERVIEW #1	0	0	0	0	0	0	0	0	0	
22 - INTERVIEW #2	0	0	0	0	0	0	0	0	0	
23 - CORRIDOR "B"	0	0	0	0	0	0	0	0	0	
24 - CID DETECTIVE #1	0	0	0	0	0	0	0	0	0	
25 - PROPERTY DETECTIVE #4	0	0	0	0	0	0	0	0	0	
26 - DRY ROOM	0	0	0	0	0	0	0	0	0	CEILING SLOPES FROM 12' TO 14'
27 - GUN CAGE	0	0	0	0	0	0	0	0	0	CEILING SLOPES FROM 12' TO 14'
28 - LARGE EVIDENCE STORAGE	0	0	0	0	0	0	0	0	0	CEILING SLOPES FROM 12' TO 14'
29 - SRT VAN/EVIDENCE VEHICLE	0	0	0	0	0	0	0	0	0	CEILING SLOPES FROM 12' TO 14'
30 - DATA FRAME	0	0	0	0	0	0	0	0	0	
31 - EXTERIOR STORAGE	0	0	0	0	0	0	0	0	0	LEAD LINED GYP. RD. WALLS 1 CEILING CEILING * 9'-1" AFF
32 - RADIO ROOM	0	0	0	0	0	0	0	0	0	
33 - SRT/TACTICAL EQUIP. STOR.	0	0	0	0	0	0	0	0	0	
34 - PROPERTY ROOM	0	0	0	0	0	0	0	0	0	
35 - CSI LAB	0	0	0	0	0	0	0	0	0	
36 - PHOTO ROOM	0	0	0	0	0	0	0	0	0	
37 - CID DETECTIVE #5	0	0	0	0	0	0	0	0	0	
38 - MEN	0	0	0	0	0	0	0	0	0	
39 - WOMEN	0	0	0	0	0	0	0	0	0	
40 - STORAGE	0	0	0	0	0	0	0	0	0	
41 - CORRIDOR "D"	0	0	0	0	0	0	0	0	0	
42 - NARCOTICS	0	0	0	0	0	0	0	0	0	
43 - NARCOTICS STORAGE	0	0	0	0	0	0	0	0	0	
44 - SRT/TACTICAL STRATEGY CONF.	0	0	0	0	0	0	0	0	0	
45 - CORRIDOR "E"	0	0	0	0	0	0	0	0	0	
46 - HOLDING CELL #2	0	0	0	0	0	0	0	0	0	CEILING SLOPES FROM 12' TO 14'
47 - HOLDING CELL #1	0	0	0	0	0	0	0	0	0	CEILING SLOPES FROM 12' TO 14'
48 - SECURE LOCK	0	0	0	0	0	0	0	0	0	
49 - PATROL SERGEANTS	0	0	0	0	0	0	0	0	0	
50 - STORAGE	0	0	0	0	0	0	0	0	0	
51 - PATROL LIEUTENANTS	0	0	0	0	0	0	0	0	0	
52 - CID SUPPLIES	0	0	0	0	0	0	0	0	0	
53 - CID/PATROL ADMIN. ASST.	0	0	0	0	0	0	0	0	0	
54 - CID CAPTAIN	0	0	0	0	0	0	0	0	0	
55 - STORAGE	0	0	0	0	0	0	0	0	0	
56 - PATROL CAPTAIN	0	0	0	0	0	0	0	0	0	
57 - CID RECORDS	0	0	0	0	0	0	0	0	0	
58 - PATROL BRIEFING	0	0	0	0	0	0	0	0	0	
59 - TRAINING ROOM	0	0	0	0	0	0	0	0	0	
60 - MECHANICAL	0	0	0	0	0	0	0	0	0	
61 - STORAGE	0	0	0	0	0	0	0	0	0	
62 - MEN	0	0	0	0	0	0	0	0	0	TVCT IN SHOWER CHANGING AREA ONLY
63 - INTERVIEW #4/JUVENILE HOLDING	0	0	0	0	0	0	0	0	0	CEILING * 9'-1" AFF
64 - INTERVIEW #3/JUVENILE HOLDING	0	0	0	0	0	0	0	0	0	CEILING * 9'-1" AFF
65 - REPORT WRITING	0	0	0	0	0	0	0	0	0	
66 - MEN'S LOCKER ROOM	0	0	0	0	0	0	0	0	0	
67 - BREAKROOM	0	0	0	0	0	0	0	0	0	VUF ON 2 WALLS BEHIND CABINETS
68 - STORAGE	0	0	0	0	0	0	0	0	0	
69 - WORKOUT	0	0	0	0	0	0	0	0	0	
70 - STORAGE	0	0	0	0	0	0	0	0	0	
71 - JANITOR	0	0	0	0	0	0	0	0	0	
72 - WOMEN	0	0	0	0	0	0	0	0	0	TVCT IN SHOWER CHANGING AREA ONLY
73 - CORRIDOR "F"	0	0	0	0	0	0	0	0	0	
74 - ADMINISTRATIVE LIEUTENANT	0	0	0	0	0	0	0	0	0	
75 - CHIEF'S STUDY	0	0	0	0	0	0	0	0	0	
76 - CHIEF'S OFFICE	0	0	0	0	0	0	0	0	0	
77 - CORRIDOR "G"	0	0	0	0	0	0	0	0	0	
78 - PRIVATE RR	0	0	0	0	0	0	0	0	0	
79 - STORAGE	0	0	0	0	0	0	0	0	0	
80 - STORAGE	0	0	0	0	0	0	0	0	0	
81 - ASSISTANT CHIEF	0	0	0	0	0	0	0	0	0	
82 - CHIEF ADMIN. ASST.	0	0	0	0	0	0	0	0	0	
83 - WORKROOM	0	0	0	0	0	0	0	0	0	
84 - STORAGE/FUTURE GROWTH	0	0	0	0	0	0	0	0	0	
85 - SMALL CONFERENCE #2	0	0	0	0	0	0	0	0	0	
86 - STORAGE/FUTURE GROWTH	0	0	0	0	0	0	0	0	0	
87 - MEDIA VIEWING ROOM	0	0	0	0	0	0	0	0	0	
88 - TRAFFICE/CAMERA TICKETS	0	0	0	0	0	0	0	0	0	
89 - STORAGE	0	0	0	0	0	0	0	0	0	
90 - STORAGE	0	0	0	0	0	0	0	0	0	
91 - DARE	0	0	0	0	0	0	0	0	0	
92 - RECORDS	0	0	0	0	0	0	0	0	0	
93 - DATA PROCESSING	0	0	0	0	0	0	0	0	0	
94 - QUIET ROOM	0	0	0	0	0	0	0	0	0	3/4" HIGH PAINTED WD. CHAIR RAIL WITH PAINTED ACCENT WALL BELOW

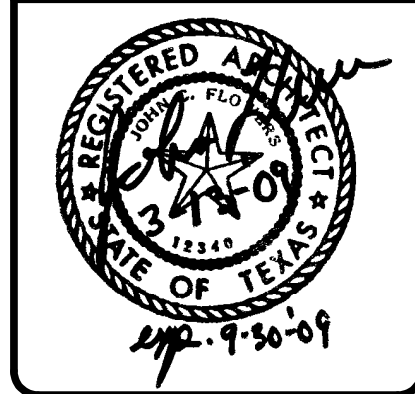
FLOOR PLAN - POLICE STATION

SCALE: 3/32" = 1'-0"

REVISIONS	BY

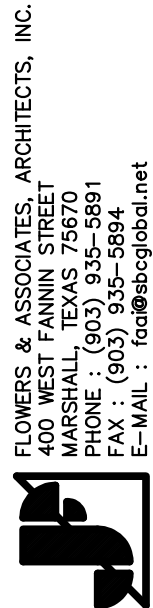
FLOWERS & ASSOCIATES, ARCHITECTS, INC.
400 WEST FANNIN STREET
MARSHALL, TEXAS 75670
TEL: (800) 935-5884
FAX: (800) 935-5884
E-MAIL: f&a@flowersdotnet

CITY OF MARSHALL
POLICE STATION
401 SOUTH ALAMO, MARSHALL, TEXAS 75670



DRAWN
CHECKED
DATE
MARCH 13, 2009
SCALE
AS SHOWN
JOB NO.
08-MPPD-95/96/65
SHEET
A7
OF 27A SHEETS

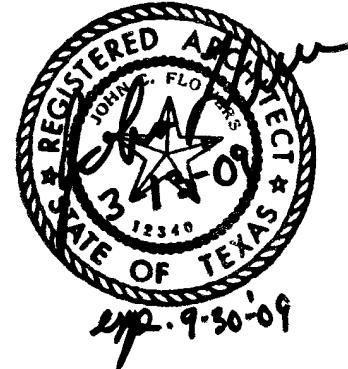
REVISIONS	BY



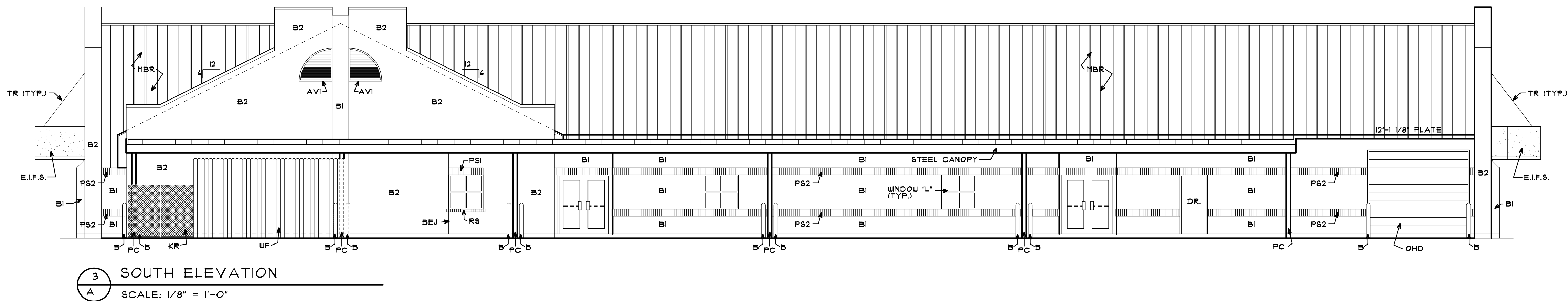
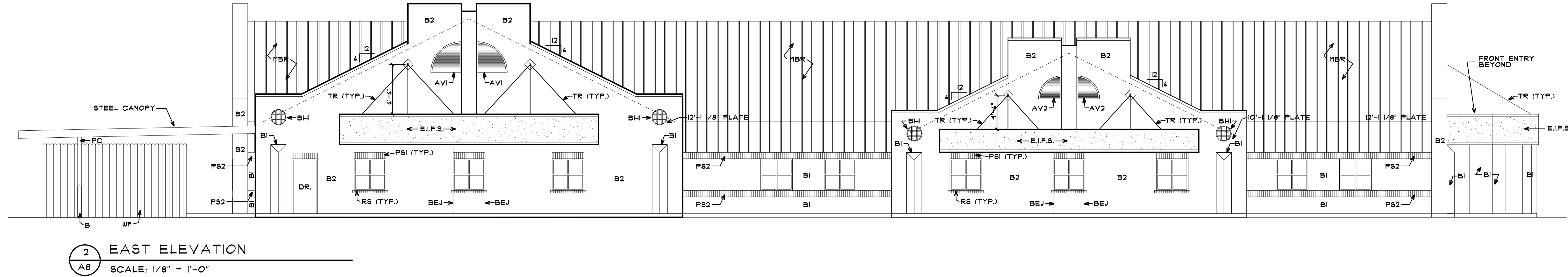
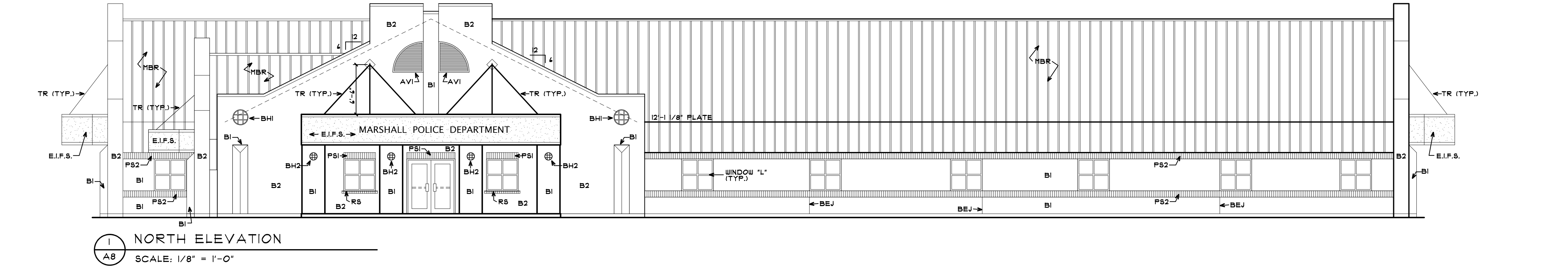
CITY OF MARSHALL

POLICE STATION

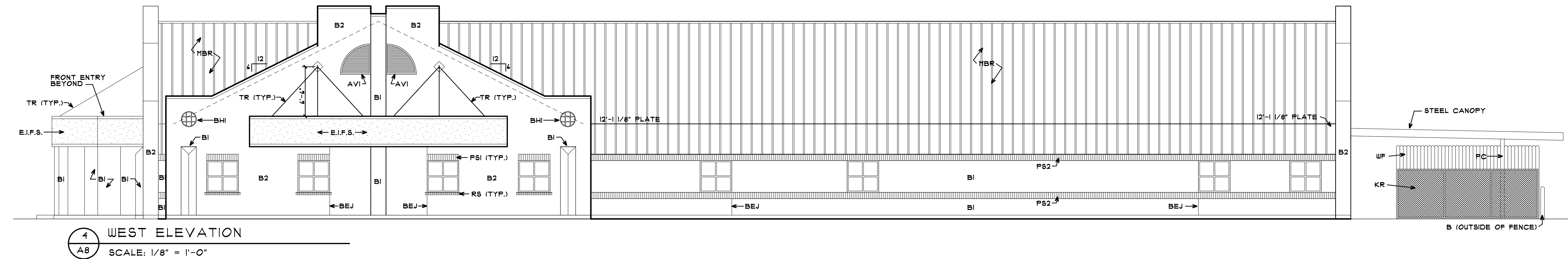
401 SOUTH ALAMO, MARSHALL, TEXAS 75670

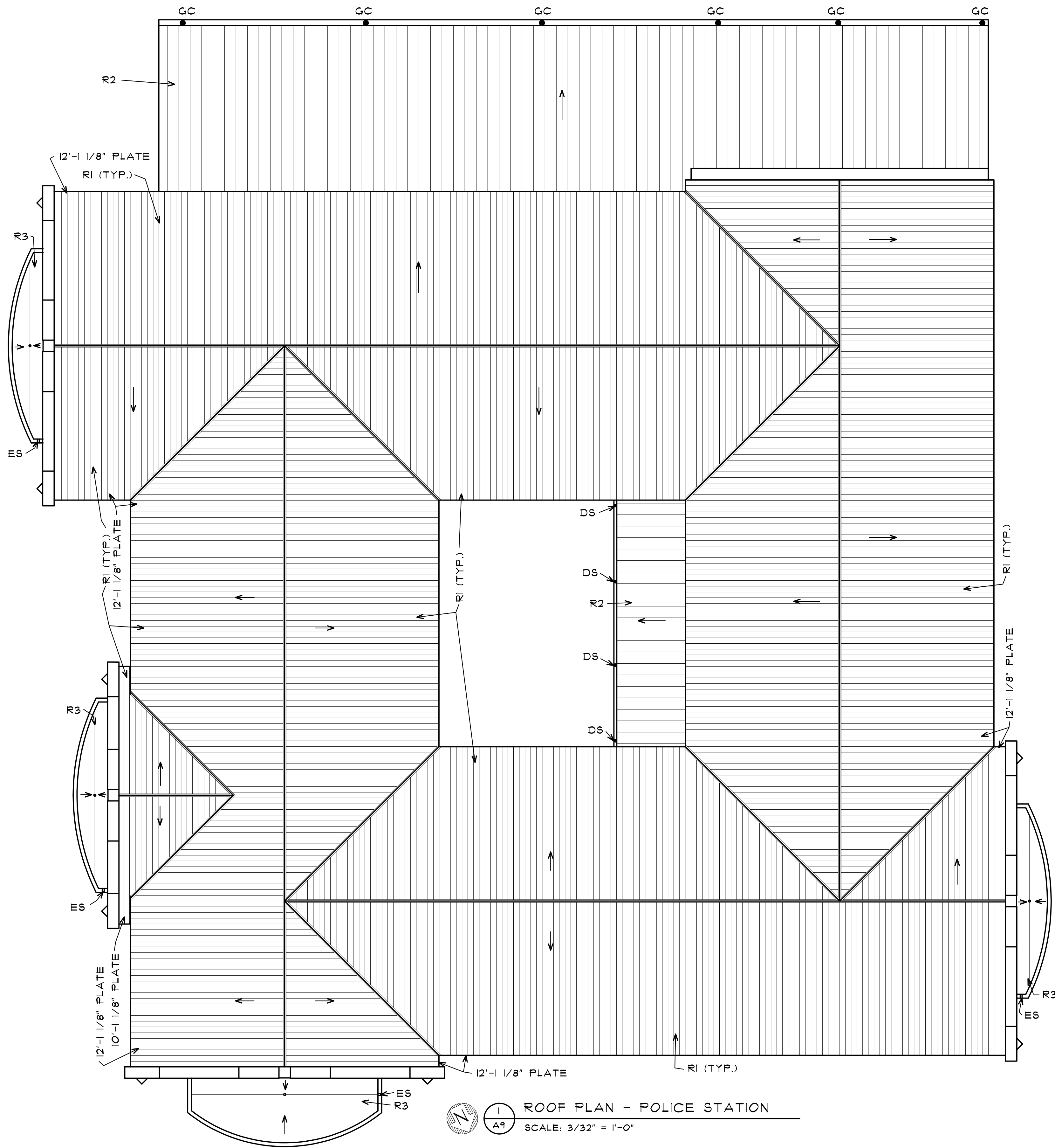


DRAWN
CHECKED
DATE
MARCH 13, 2009
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AS SHOWN
JOB NO.
08-MPPD-95/96/65
SHEET
A8
OF 27A SHEETS



ELEVATION LEGEND - POLICE	
B1 =	RUNNING BOND KING SIZE BRICK IN COLOR #1
B2 =	RUNNING BOND KING SIZE BRICK IN COLOR #2
P51 =	PROJECTED SOLDIER COURSE (BRICK COLOR #1)
P52 =	PROJECTED SOLDIER COURSE (BRICK COLOR #2)
RS =	ROWLOCK SILL COURSE
BEJ =	BRICK EXPANSION JOINT
AV1 =	48" RADIUS QUARTER ROUND FUNCTIONING ATTIC GRILL
AV2 =	36" RADIUS QUARTER ROUND FUNCTIONING ATTIC GRILL
TR =	TENSION ROD
E.I.F.S. =	EXTERIOR INSULATION & FINISH SYSTEM (COLOR & TEXTURE SELECTED BY ARCHITECT)
MBR =	MBCI CRAFTSMAN METAL SMALL BATTEN ROOF
BHI =	LARGE BULKHEAD LIGHT (SEE LIGHT FIXTURE SCHEDULE)
BH2 =	SMALL BULKHEAD LIGHT (SEE LIGHT FIXTURE SCHEDULE)
KR =	CHAIN LINK FENCE KENNEL RUN
WF =	WOOD FENCE BIKE STORAGE
OHD =	12' x 10' OVERHEAD DOOR
B =	CONCRETE BOLLARD
PC =	PAINTED METAL COLUMN TO STEEL CANOPY





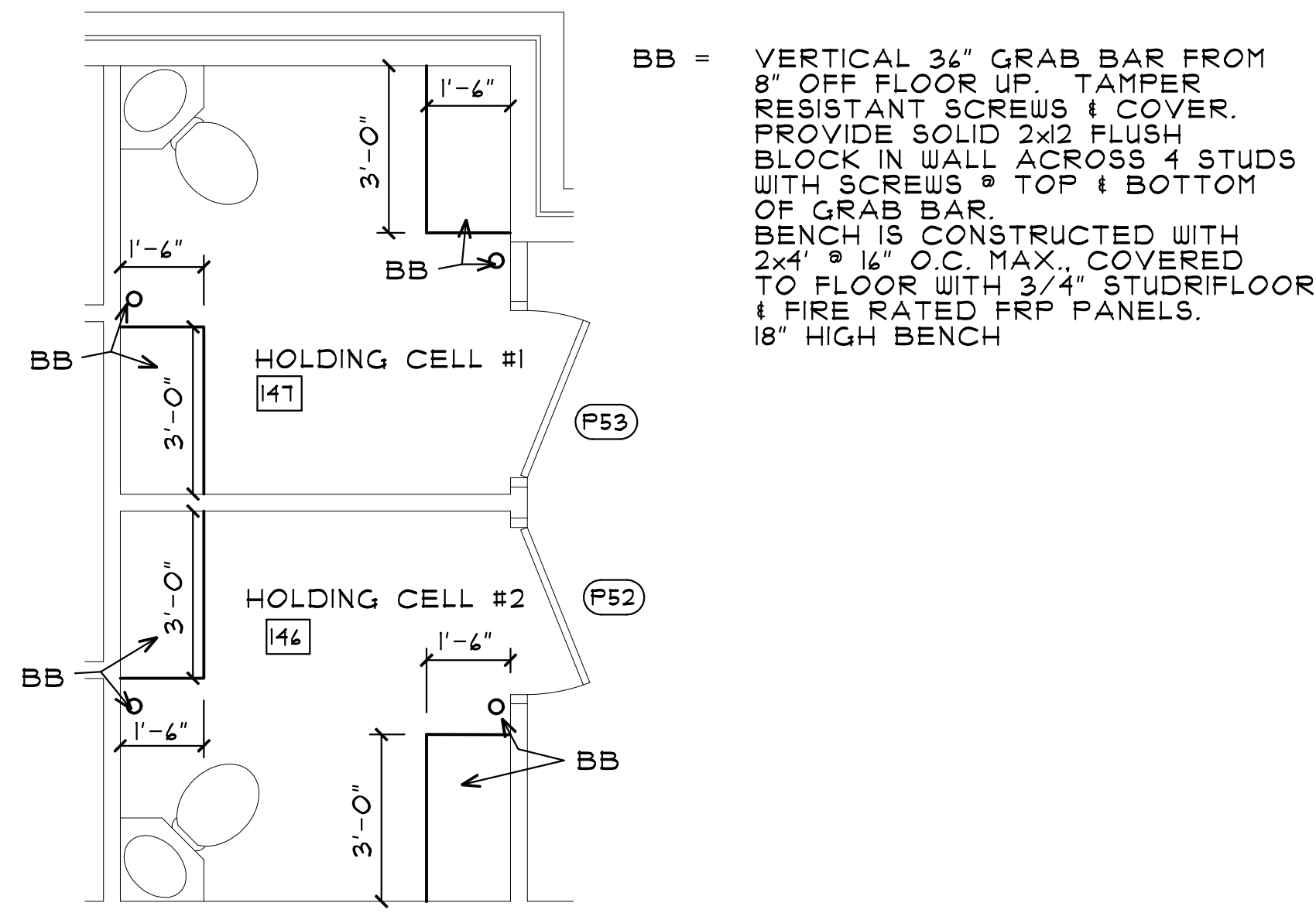
ROOF PLAN LEGEND:

R1 = CRAFTSMAN SMALL BATTEN 24 GA. METAL ROOF
SIGNATURE 300 COLOR BY MBI OR EQUAL

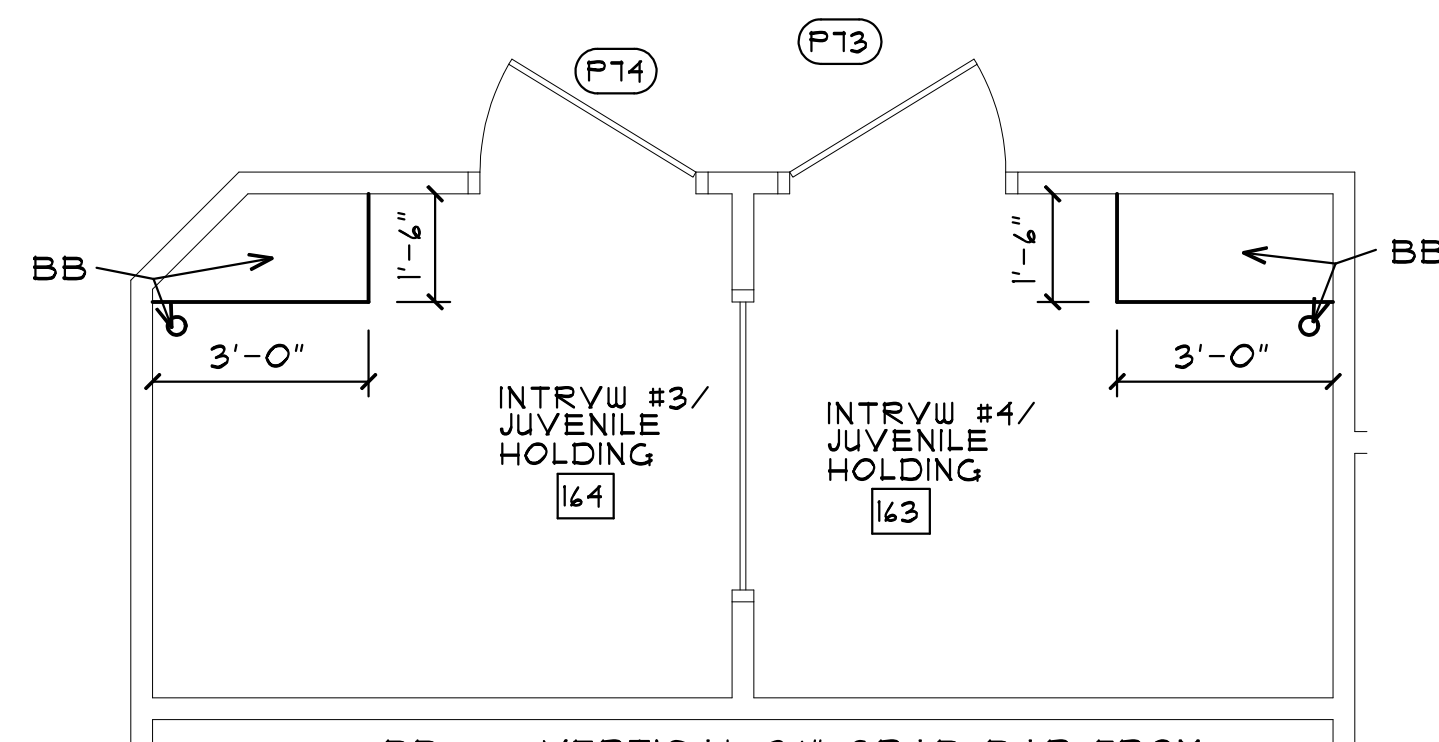
R2 = 24 GA. GALVALUME STANDING SEAM (NON-FLOATING)
METAL ROOF, MBI ULTRA-DEK 24 GAUGE OR EQUAL,
PROVIDE STANDARD GUTTER.

R3 = TORCH DOWN ROOF SEE OVERHANG DETAIL

GC = GUTTER CUTS TO 4\"/>

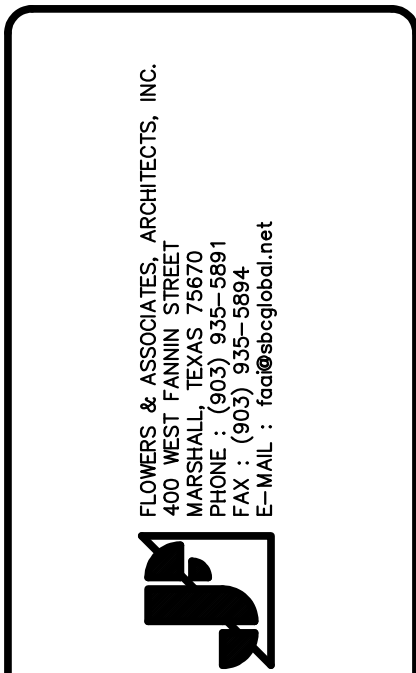


2 ENLARGED HOLDING CELL PLAN
SCALE: 3/8\"/>

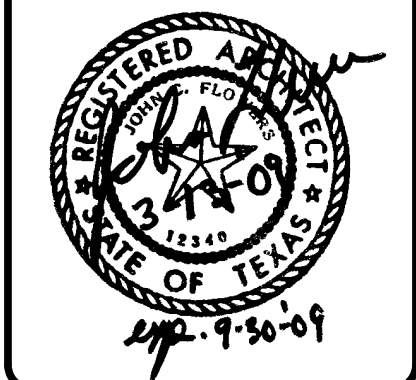


3 ENLARGED JUVENILE HOLDING CELL PLAN
SCALE: 3/8\"/>

REVISIONS	BY



CITY OF MARSHALL
POLICE STATION
401 SOUTH ALAMO, MARSHALL, TEXAS 75670



DRAWN
CHECKED
DATE MARCH 13, 2009
SCALE AS SHOWN
JOB NO. 08-MPFD-95/96/95
SHEET A9 OF 27A SHEETS

April 19, 2024

via email

Mr. Randy Pritchard
Director of Support Services
City of Marshall, Texas
3223 Karnack Highway
Marshall, TX 75672

**Re: *Proposal to City of Marshall, Texas
Corrective Measures at the Marshall Police Station
Marshall, Texas***

Dear Mr. Pritchard:

Thank you for allowing us to submit a proposal that will assist you in your efforts to provide Architecture/Engineering services for Corrective Measures at the Marshall Police Station in Marshall, Texas. Our proposed scope of work follows. It can be amended if you deem appropriate.

SCOPE

KSA understands the scope of the work is for corrective measures at the existing Marshall Police Station, approximately 27,200 square feet, in Marshall, Texas. KSA was previously engaged to provide Investigative Services to identify moisture intrusion issues associated with the existing Police Station. Our completed report identifies numerous corrective measures that should be implemented to help stop and control the ongoing issues at the Police Station. We will base our scope of work and proposal on this report previously submitted and dated February 13, 2024. At the present time we assume that you will require services for assistance with the design and construction of this project.

The scope of the work will include the items noted as needing attention within the Executive Summary of our report. KSA will attend an initial kickoff meeting to discuss and verify the finalized program and the need to develop any additive alternates associated with the project. It is assumed that the project will be designed as one set of Construction Documents and will be constructed as one construction project.

Based on previous discussion, we proposed the following corrective measures:

- Cover existing parapet walls and coping cap with prefinished metal
- Remove, correct flashing and installation issues, and replace existing windows (Base or Alternate)
- Remove existing windows, correct flashing and installation issues, and reinstall existing windows (Base or Alternate)
- Remove and replace existing window sealant

- Provide measure veneer cleaning throughout
- Install head flashing at faux stone locations throughout
- Repair masonry cracks on the west elevation
- Remove and replace all gable wood louvers
- Install flashing at joints between building roof and awning on the south elevation
- Repair head of Lobby Door P1
- Repair water damage within Lobby 101
- Repair water damaged areas in Restrooms 102 and 103
- Repair water damaged window head at Large Conference Room 109
- Repair wall surfaces in SRT Van 129 and at Man Door P35
- Remove rough opening wood trim at Coiling Door at SRT Van and replace with new wrapped in prefinished break metal
- Repair damaged surfaces in Dry Room 126
- Repair damaged surfaces in Patrol Briefing 158
- Repair damaged surfaces in Training Room 159
- Repair damaged Surfaces in Workout 169
- Repair damaged surfaces in Chief's Office 176
- Repair damaged surfaces in Assistant Chief's Office 181
- Repair damaged surfaces in Chief Administration Area 182

Based on the information provided we understand the needs for this new Warehouse Building. KSA will provide full service architectural and structural design services for the project as part of our Basic Services.

DESIGN PHASE SERVICES

- The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.
- The Architect shall discuss with the Owner the Owner's program schedule, budget for the cost of the work, project site, and alternative approaches to design and construction of the project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the project requirements.
- Based on the project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the project and the Architect shall prepare and submit to the Owner a preliminary estimate of the cost of the work.
- The Architect shall submit the Design Documents to the Owner and request the Owner's approval.

CONSTRUCTION DOCUMENTS PHASE SERVICES

- Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the work. The Owner and Architect acknowledge that in order to

construct the work, the awarded Contractor will provide additional information including shop drawings, product data, samples, and other similar submittals, which the Architect shall review.

- The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.
- The Architect shall submit the Construction Documents to the Owner and request the Owner's approval.
- The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of construction cost, shall assist the Owner in awarding and preparing contracts for construction.

BID PHASE SERVICES

- The Architect shall assist the Owner in bidding (to an invited Bidder's List) the Project by:
 - Hosting of Bidding Document for distribution to prospective bidders on civcastusa.com;
 - Maintaining a log of distribution for prospective bidders.
 - Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.
 - Organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

CONSTRUCTION PHASE SERVICES

- The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, nor shall the Architect be responsible.
- The Architect shall visit the site during construction to become generally familiar with the progress and quality of the portion of the work completed, and to determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents.
- The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts.
- The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

REVIEW PHASES

The owner shall be presented Design Documents for review and comments at each of the following stages.

SUGGESTED BUDGET AND PAYMENTS

<u>BASIC SERVICES</u>		<u>LUMP SUM FEE</u>
Document Existing Documents		\$2,750
Design Phase Services	(30%)	\$12,190.50
Construction Documents Phase Services	(40%)	\$16,254.00
Bidding	(5%)	\$2,031.75
Construction Administration	(25%)	\$10,158.75
TOTAL BASIC SERVICES FEE	(100%)	\$43,385.00

The Services Fee excludes any required permit or application fees.

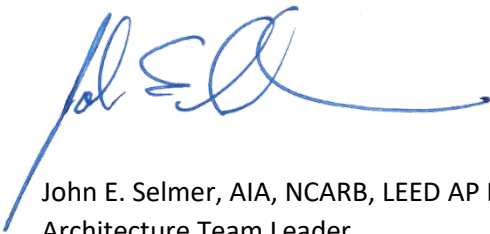
SCHEDULE

The schedule shall be defined and agreed upon by the Owner and the Architect upon acceptance of this agreement.

If you are in agreement with the scope of work (we are amenable to changes, discussions, etc.) outlined herein and the proposed fee, please indicate the same by executing this document at the place provided for hereon. KSA will then prepare a formal contract and begin work. Please let me know if you have any questions. Randy, we thank you for the opportunity to continue working with the City of Marshall and I look forward to hearing from you.

Respectfully submitted,

KSA ENGINEERS, INC.



John E. Selmer, AIA, NCARB, LEED AP BD+C, GGP, RRC
Architecture Team Leader
jselmer@ksaeng.com

CLIENT ACCEPTANCE:

Owner

Date: _____

*Signature of this proposal is neither final nor contractually binding and is meant only as an informal agreement to the scope and fee for an impending full AIA Owner/Architect contract.



TO: City Council
DATE: May 9, 2024
ITEM #: 13.A
SUBJECT: An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above.

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None



TO: City Council
DATE: May 9, 2024
ITEM #: 13.B
SUBJECT: An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above.

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None



TO: City Council
DATE: May 9, 2024
ITEM #: 13.C
SUBJECT: An Executive Session pursuant to Texas Govt. Code Section 551.071. "Consultations with Attorney" to consult with the City Attorney in an executive session to seek his or her advice on legal matters concerning pending or contemplated litigation and upon a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter."

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None



TO: City Council
DATE: May 9, 2024
ITEM #: 14.A
SUBJECT: Consider action as a result of the executive session discussion regarding economic development negotiations. (City Manager)

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None



TO: City Council
DATE: May 9, 2024
ITEM #: 14.B
SUBJECT: Consider action as a result of the executive session discussion regarding economic development negotiations. (City Manager)

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None



TO: City Council
DATE: May 9, 2024
ITEM #: 14.C
SUBJECT: Consider action as a result of the executive session discussion regarding legal matters concerning pending or contemplated litigation. (City Attorney)

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None