



**NOTICE OF REGULAR MEETING AGENDA  
LANCASTER ECONOMIC DEVELOPMENT CORPORATION, TYPE A  
MUNICIPAL CENTER CITY CONFERENCE ROOM  
211 N. HENRY STREET, LANCASTER, TEXAS**



**Thursday, May 18, 2023 - 7:00 PM**

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**CALL TO ORDER**

**PUBLIC TESTIMONY:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

**CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commission Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes from the Lancaster Economic Development Corporation (LEDC) Regular Meeting held on March 16, 2023.

**ACTION:**

2. Discuss and consider a resolution authorizing a contract between the Lancaster Economic Development Corporation, ("LEDC") and GSBS Architects for architectural and design services in an amount not to exceed one hundred ninety-four thousand, five hundred sixty-four dollars (\$194,564) from funds collected from the ¼ of 1 percent additional sales and use tax, as authorized by state law.

**ADJOURNMENT**

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**EXECUTIVE SESSION:** The Boards and Commissions reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

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**ACCESSIBILITY STATEMENT:** Meetings of the Boards and Commissions are held in municipal facilities and are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

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

**CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE**

FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

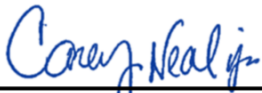
PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

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**Certificate**

**I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on Thursday, May 11, 2023 @ 9:00 a.m., and copies thereof were provided to the Lancaster Economic Development Corporation board members.**



Carey D. Neal, Jr.

Assistant City Manager

## CITY OF LANCASTER BOARDS AND COMMISSIONS

### Lancaster Economic Development Corporation

1.

**Meeting Date:** 05/18/2023

**Policy Statement:** This request supports the City Council 2022-2023 Policy Agenda

**Goal(s):** Financially Sound Government  
Healthy, Safe & Engaged Community  
Sound Infrastructure  
Quality Development  
Professional and Committed City Workforce

**Submitted by:** Shane Shepard, Director of Economic Development

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#### **Agenda Caption:**

Consider approval of minutes from the Lancaster Economic Development Corporation (LEDC) Regular Meeting held on March 16, 2023.

#### **Background:**

Attached for review and consideration are minutes from the Lancaster Economic Development Corporation's Regular Meeting held on March 16, 2023.

#### **Attachments**

Draft Minutes-March 16, 2023

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**MINUTES**  
**REGULAR MEETING OF THE**  
**LANCASTER ECONOMIC DEVELOPMENT CORPORATION**

**MARCH 16, 2023**

The Lancaster Economic Development Corporation Board of the City of Lancaster, Texas, met in a called Regular Meeting in the Council Chambers of City Hall on March 16, 2023 at 7:00 p.m. with a quorum present to-wit:

**Board Members Present:**

Ted Burk, President  
Sandi Collier, Vice President  
Ellen Clark  
Adrienne Davis

**Board Members Absent:**

Octavia Giadolor

**City Staff Present:**

Shane Shepard, Economic Development Director/Assistant Board Secretary  
Karl Stundins, Research and Business Development Manager  
Carey Neal, Assistant City Manager

**Call to Order:**

President Burk called the Regular Meeting to order at 7:00 p.m. on March 16, 2023.

**Public Testimony:**

President Burk stated that citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

There were no speakers.

**Consent Agenda:**

- 1. Consider approval of minutes from the Lancaster Economic Development Corporation (LEDC) Special Meeting held on December 1, 2022 and the Regular Meeting held on December 15, 2022.**

**MOTION:** Board Member Davis made a motion to approve the Minutes from the Special Meeting held on December 1, 2022 and the Regular Meeting held on December 15, 2022, seconded by Board Member Clark. The vote was cast 4 for, 0 against (Giadolor absent).

**Action:**

- 2. Discuss and consider election of the President of the Lancaster Economic Development Corporation (LEDC) [Type 4A] Board of Directors.**

Board Member Clark nominated President Burk. There were no other nominations. The vote was cast 4 for, 0 against (Giadolor absent).

**3. Discuss and consider election of the Vice President of the Lancaster Economic Development Corporation (LEDC) [Type 4A] Board of Directors.**

Vice President Collier nominated herself. There were no other nominations. The vote was cast 4 for, 0 against (Giadolor absent).

**4. Discuss and consider a resolution extending the deadlines of a Performance Agreement between the Lancaster Economic Development Corporation (LEDC) and ThredUp, Inc. from January 1, 2023, to January 1, 2024, to obtain a Certificate of Occupancy and maintain active operations; and extend the deadline to establish not fewer than one thousand five hundred (1,500) new full-time employment positions from January 1, 2026, to January 1, 2027.**

Economic Development Director Shepard read the item and provided a brief overview of the project.

**MOTION:** Board Member Clark made a motion to approve the item. This motion was seconded by Board Member Davis. The vote was cast 4 for, 0 against (Giadolor absent).

**5. Discuss and consider a resolution of the Lancaster Economic Development Corporation (LEDC) approving an agreement with Navi Retail for research and consulting services in an amount not to exceed forty-five thousand dollars (\$45,000) from funds collected from the ¼ of 1 percent additional sales and use tax, as authorized by state law.**

Economic Development Director Shepard read the item and provided a brief overview of the project. Mr. Casey Kidd, CEO of Navi Retail, provided a brief presentation about the company.

**MOTION:** Board Member Clark made a motion to approve the item. This motion was seconded by Board Member Davis. The vote was cast 4 for, 0 against (Giadolor absent).

**6. Discuss and consider a resolution authorizing a grant agreement, in an amount not to exceed one hundred fifty thousand dollars (\$150,000), with Kodiak Robotics, Inc. from funds collected from the one-fourth (1/4) of one (1) percent additional sales and use tax for the promotion and development of new and expanded business enterprises, as authorized by state law.**

Economic Development Director Shepard read the item and provided a brief overview of the project.

**MOTION:** Vice President Collier made a motion to approve the item. This motion was seconded by Board Member Clark. The vote was cast 4 for, 0 against (Giadolor absent).

7. **Discuss and consider a resolution authorizing a grant agreement with Wayfair LLC (“Wayfair”) to rebate a portion of sales tax revenues generated on consumer goods sold at Wayfair’s Lancaster facility, from funds collected from the one-fourth (1/4) of one (1) percent additional sales and use tax for the promotion and development of new and expanded business enterprises, as authorized by state law.**

Economic Development Director Shepard read the item and provided a brief overview of the project.

**MOTION:** Board Member Davis made a motion to approve the item. This motion was seconded by Board Member Clark. The vote was cast 4 for, 0 against (Giadolor absent).

8. **Discuss and consider a resolution authorizing a Performance Agreement by and between the Lancaster Economic Development Corporation and FreshRealm, Inc.**

Economic Development Director Shepard read the item and provided a brief overview of the project.

**MOTION:** Vice President Collier made a motion to approve the item. This motion was seconded by Board Member Davis. The vote was cast 4 for, 0 against (Giadolor absent).

Board Member Clark made a motion to adjourn. This motion was seconded by Vice President Collier. The vote was cast 4 for, 0 against (Giadolor absent).

The meeting was adjourned at 8:39 p.m.

**ATTEST:**

\_\_\_\_\_  
Shane Shepard, Assistant Board Secretary

**APPROVED:**

\_\_\_\_\_  
Ted Burk, President

## CITY OF LANCASTER BOARDS AND COMMISSIONS

### Lancaster Economic Development Corporation

2.

**Meeting Date:** 05/18/2023

**Policy Statement:** This request supports the City Council 2022-2023 Policy Agenda

**Goal(s):** Financially Sound Government  
Quality Development

**Submitted by:** Shane Shepard, Director of Economic Development

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### **Agenda Caption:**

Discuss and consider a resolution authorizing a contract between the Lancaster Economic Development Corporation, ("LEDC") and GSBS Architects for architectural and design services in an amount not to exceed one hundred ninety-four thousand, five hundred sixty-four dollars (\$194,564) from funds collected from the ¼ of 1 percent additional sales and use tax, as authorized by state law.

### **Background:**

The City of Lancaster and the Lancaster Economic Development Corporation ("LEDC"), purchased the property located at 133 North Henry Street in October 2022, for use as office space. The City prepared a Request for Qualifications (RFQ) to select an architectural firm to prepare a design concept and, upon acceptance, final construction documents and manage construction on the project. GSBS Architects was selected as the most qualified company for this project.

GSBS prepared a scope of services for the project (attached) and pricing. GSBS will engage in the following activities as part of the contract:

- Phase I - Review and Assess the Existing Conditions/Provide a Conceptual Design for the renovation
- Phase II - Prepare Construction Documents
- Phase III - Assist with construction bidding and contract award
- Phase IV - Construction Management

The basic fee package for the project is one hundred sixty-two thousand six hundred fifty-eight dollars (\$162,658). Additional services are also priced (cost estimates for 50% and 100% construction documents; geotechnical services; and topographic and improvement survey) bringing the maximum contract cost up to one hundred ninety-four thousand, five hundred sixty-four dollars (\$194,564). This proposal does not include fees for hazardous materials study or TDLR/TAS fees. These will need to be contracted for separately by the City of Lancaster.

GSBS is prepared to start work on the project immediately upon approval. The estimated timeframe for the project is six to eight months.

### **Legal Considerations:**

The City Attorney has reviewed and approved the resolution and agreement as to form.

### **Public Information Considerations:**

This item is being considered at a Regular Meeting of the Lancaster Economic Development Corporation noticed and held in accordance with the Texas Open Meetings Act.

**Fiscal Impact:**

The agreement will not exceed one hundred ninety-four thousand, five hundred sixty-four dollars (\$194,564).

Adequate funds are available in the Lancaster Economic Development Corporation fund balance. An end-of-year budget adjustment will be required.

**Options/Alternatives:**

1. The Lancaster Economic Development Corporation may approve the resolution, as presented.
2. The Lancaster Economic Development Corporation may deny the resolution.

**Recommendation:**

Staff recommends approval of the resolution as submitted.

**Attachments**

Resolution

Scope of Work

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RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LANCASTER ECONOMIC DEVELOPMENT CORPORATION (“LEDC”) APPROVING AN AGREEMENT BETWEEN LEDC AND GSBS ARCHITECTS FOR ARCHITECTURAL AND DESIGN SERVICES IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY-FOUR THOUSAND FIVE HUNDRED SIXTY-FOUR DOLLARS (\$194,564) FROM FUNDS COLLECTED FROM THE 1/4 OF 1 PERCENT ADDITIONAL SALES AND USE TAX; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Lancaster Economic Development Corporation (“LEDC”) recognizes the importance of business and community development to the vitality and growth of the City of Lancaster, Texas (the “City”); and

**WHEREAS**, GSBS Architects was selected through a competitive RFQ process to contract with LEDC to architectural and design services, as authorized by state law, to support promote, develop, encourage, and maintain employment, commerce, economic development, and the public welfare within the City; and

**WHEREAS**, The Board of Directors of the LEDC is responsible for the review and evaluation of Type A agreements, incentives, and grant applications, and, after consideration, has determined that it is in the best interest of the LEDC to enter into an agreement with GSBS Architects for an amount not to exceed one hundred ninety-four thousand five hundred sixty-four dollars (\$194,564); and

**WHEREAS**, the Board of Directors of the LEDC finds that the proposed terms of the Agreement would benefit the City and further economic development opportunities within the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER ECONOMIC DEVELOPMENT CORPORATION (LEDC) OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** That the Board of Directors of the Lancaster Economic Development Corporation approves the resolution and Agreement with GSBS Architects as set forth in and incorporated by reference as **Exhibit “A” – SCOPE OF WORK.**

**SECTION 2.** That this resolution shall take effect immediately from and after its passage and it is so duly resolved.

**DULY PASSED AND ADOPTED ON THIS 18th day of May, 2023.**

**APPROVED:**

\_\_\_\_\_  
Ted Burk, President

**ATTEST:**

\_\_\_\_\_  
Shane Shepard, Economic Development Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David T. Ritter, City Attorney

March 7, 2023

Cheryl Womble  
City of Lancaster  
PO Box 940  
Lancaster, TX 75146

Fee Proposal For: City of Lancaster Old City Hall Renovation

Dear Cheryl Womble:

GSBS Architects is pleased to submit the following proposal to provide services for the City of Lancaster Old City Hall Renovation project. We understand the Project to entail:

**Project Description**

Renovation of approximately 4,117 square foot former City of Lancaster Fire Station and City Hall located at North Henry Street and 1<sup>st</sup> street. Renovation to include future office space for the Development Services and Economic Development Departments of the City. Renovation to include exterior architectural building improvements and site/landscape enhancements connecting the properties ‘green space’, the building, and the historic town square.

**Scope of Services**

Based on this understanding of the Project, GSBS proposes to provide complete Basic Services as anticipated by an AIA B101.

*Phase One: Review and Assessment of Existing Conditions/Concept Design*

- Review and Confirmation of scope, budget, building program, and schedule. Provide any recommendation and revisions as necessary.
- Review existing project data, inclusive of survey information.
- Outline basic engineering and architectural scope for all disciplines.
- Sample building plans, elevations, renderings, and site plans. **One Design option with maximum one revision.**
- Preliminary Cost Estimate.
- Participate in design conference call.
- Total Meetings this Phase (3)
  - o (1) Site Visit/Kickoff Meeting at City of Lancaster
    - Attendees: GSBS Architects (4 ppl), MEP (2 ppl), Civil (1 ppl), Structural (1 ppl)
  - o (1) Design Review Meeting at City of Lancaster, including City Manager and Mayor.
    - Attendees: GSBS Architects (3 ppl).
  - o (1) Economic Review Board Meeting at City of Lancaster
    - Attendees: GSBS Architects (3 ppl).

*Phase Two: Construction Documents Phase*

- Development of construction drawings from Schematic Design through Construction Documents.
- Provide services as necessary to complete requirements associated with the phase listed below, including;
  - o Development of Project manual through Construction Documents, inclusive of Project Specifications, updated project schedule, and code and regulatory analysis. Include Structural Design Criteria, HVAC controls and description, HVAC and Electrical Loads
  - o Design conference calls as required by design team to coordinate scope of work.
  - o Assist in obtaining applicable permits, certifications and meeting regulatory requirements.
- Issue Early Select Demolition set for bidding. (Demolition to begin during this phase)

Construction Documents

- Provide update to Specifications and Drawing Files.
- 50% Construction Document Cost Estimate **(Add Alternate 1)**
- 100% Construction Document Cost Estimate **(Add Alternate 2)**
- Provide RAS Review and TDLR Submission Documentation.
- Provide final sealed Specification and Drawing files.
- Total Meetings this Phase (1)
  - o Site Visit to review completion of Select Demolition work.
    - Attendees: GSBS Architects (3 ppl) MEP (2 ppl), Structural (1 ppl)

*Phase Three: Bidding and Contract Award*

- Provide Basic services of a Design Professional as outlined in the AIA B101.
- Assist Lancaster in selection of qualified bids through selected Construction delivery process.
- Total Meetings this Phase (1)
  - o Attend Pre-Bid Conference at Project Site.
    - Attendees: GSBS Architects (1)

*Phase Four: Construction Phase*

- Provide Basic services of a Design Professional as outlined in the AIA B101.
- Review Pay Vouchers
- Issue Supplemental Instructions, respond to contractor Request For Information, and review or reject contractor Submittals and shop drawings.
- Provide services necessary to close out the project, including, creating the Punch List at Substantial Completion.
- Total number of site visits (assuming 10 months of construction) at intervals appropriate to the stage of construction as follows:
  - o Architectural - 12 (including attendance at monthly on site progress meetings including two additional site visits as required for review)
  - o Landscape - 3
  - o Civil - 3
  - o Structural - 1
  - o MEP/AV - 3

**Not included in our proposal:**

Surveying  
Geotechnical  
Hazardous Materials Survey  
TDLR/TAS Fees

**Proposed Basic Services Fee**

The proposed fee for the Scope of Services described above is:

Phase One: Review and Assessment of Task Order-Project Requirements	\$40,665.00
Phase Two: Construction Documents Phase	\$56,930.00
Phase Three: Bidding and Contract Award	\$8,133.00
Phase Four: Construction Phase	\$56,930.00
<b>Total:</b>	<b>\$162,658.00</b>

**Other Terms and Conditions**

Reimbursable Expenses are in addition to the compensation for the Basic and Supplemental Services and include expenses incurred by GSBS and its consultants directly related to the project.

**Additional Services**

Add Alternate 1 : 50% Construction Document Cost Estimate	\$9,322.00
Add Alternate 2 : 100% Construction Document Cost Estimate (Add Alternate 2 fee assumes Add Alternate 1 was selected)	\$8,384.00
Add Alternate 3: Geotechnical Services*	\$7,100.00
Add Alternate 4: Topographic and Improvement Survey*	\$7,100.00

\*Because geotechnical and land surveys services entail a range of risk vs cost options, we anticipate refining the scope of both providers following an evaluation of the risks with the City of Lancaster.

Additional Site Visits (Per Visit) :	\$1,200.00
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**Recap**

Basic Service Fee	\$162,658.00
Additional Services	<u>\$31,906.00</u>
<b>Total Compensation:</b>	<b>\$194,564.00</b>

Thank you for your trust and confidence, and for the opportunity to provide this proposal for your project. We look forward to a successful relationship.

Sincerely,



Nicholas Palluth  
GSBS Architects

*List each subconsultant with contact information and their role.*

<b>Civil Engineering</b>	RLG Consulting Engineers 12001 N US 75-Central Expy 1000 #300 Dallas, TX 75243 214-739-8100
<b>Structural Engineering</b>	RLG Consulting Engineers 12001 N US 75-Central Expy 1000 #300 Dallas, TX 75243 214-739-8100
<b>MEP/AV/Security Engineering</b>	B&H Engineers 511 E. John Carpenter Freeway, Suite 250 Irving, Texas 75062 214-496-1670
<b>Cost Estimating</b>	OCMI 1722 Routh St. #900 Dallas, Texas 75201 469-431-0571
<b>Geotechnical Engineering</b>	Alpha Testing, LLC 2209 Wisconsin Street Dallas, Texas 75229 972-620-8911
<b>Landscape Architecture</b>	GSBS Architects 7291 Glenview Drive Fort Worth, Texas 76180 817-589-1722