

RICHARD WARREN, PRESIDENT
BRENT McCAULLEY, COUNCILPERSON
RACHEL COTTON, BOARD MEMBER
CHUCK ENGELKEN, COUNCILPERSON



DANNY EARP, BOARD MEMBER
JOHN BLAKEMORE, BOARD MEMBER
NANCY OJEDA, VICE-PRESIDENT

CITY OF LA PORTE DEVELOPMENT CORPORATION MEETING AGENDA

Notice is hereby given of a meeting of the City of La Porte Development Corporation to be held on April 25, 2022, at the City Hall Council Chamber, 604 West Fairmont Parkway, La Porte, Texas, beginning at 5:00 pm to consider the following items of business:

Remote participation is available, also. Attend via a screen using this link:

<https://us02web.zoom.us/j/89608157625?pwd=WFhiVVFJdFA0am1XdXRPQS80Z2R6Zz09>

Join by phone at 888-475-4499 or 877-853-5257. The meeting ID is 896 0815 7625 and the passcode is 910554.

1. **CALL TO ORDER**
2. **CITIZEN COMMENT** (Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)
3. **AUTHORIZATIONS**
 - (a) Approve the minutes of the regular meeting of the La Porte Development Corporation held on March 28, 2022. [President Warren]
 - (b) Presentation, discussion, and possible action on a selection committee for RFP #22502 for Economic Development Services for the City. [Matthew Daeumer, Assistant City Manager]
4. **STAFF REPORTS**
 - (a) Briefing on potential Ybarra expansion project. [Matt Daeumer, Asst. City Manager]
5. **SET NEXT MEETING**
6. **BOARD COMMENTS** *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.*
7. **ADJOURN**

If, during the course of the meeting and discussion of any items covered by this notice, the La Porte Development Corporation Board determines that a Closed or Executive Session of the Board is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 - consultation with counsel on legal matters; Section 551.072 - deliberation regarding purchase, exchange, lease or value of real property; Section 551.073 - deliberation regarding a prospective gift; Section 551.074 - personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Section 551.076 - implementation of security personnel or devices; Section 551.087 - deliberation regarding economic development negotiation; Section 551.089 - deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code. If a Closed or Executive Session is held in accordance with the Texas Government Code as set out above, the La Porte Development Corporation Board will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (281-470-5019), two working days prior to the meeting for appropriate arrangements.

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

CERTIFICATE

I, Lee Woodward, City Secretary, do hereby certify that a copy of the April 25, 2022, La Porte Development Corporation Board agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.LaPorteTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF

POSTING _____

TIME OF

POSTING _____

TAKEN DOWN _____

Lee Woodward

Lee Woodward, City Secretary

RICHARD WARREN
PRESIDENT

BRENT MCCAULLEY
COUNCILPERSON

RACHEL COTTON
BOARD MEMBER

CHUCK ENGELKEN
COUNCILPERSON



DANNY EARP
BOARD MEMBER

JOHN BLAKEMORE
BOARD MEMBER

NANCY OJEDA
VICE-PRESIDENT

MINUTES OF THE LA PORTE DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING OF MARCH 28, 2022

The City of La Porte Development Corporation Board met on Monday, March 28, 2022, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 5:00 p.m., with the following in attendance:

Board members present: Richard Warren, Nancy Ojeda, Chuck Engelken, Danny Earp, John Blakemore

Board members attending remotely: None

Board members absent: Brent McCaulley, Rachel Cotton

Council-appointed members present: Matt Daeumer, Assistant City Manager; Lee Woodward, City Secretary; Clark Askins, Assistant City Attorney

1. **CALL TO ORDER** – President Warren called the meeting to order at 5:00 p.m.
2. **CITIZEN COMMENT** (*Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.*)

There were no comments.

3. PRESENTATIONS, PROCLAMATIONS, AND RECOGNITIONS

- a. **Receive Bay Area Houston Economic Partnership Annual Report as presented by the President of BAHEP. [Corby Alexander, City Manager]**

Mr. C. A. Shields, Marketing Manager, BAHEP, shared highlights of their annual report.

4. AUTHORIZATIONS

- a. **Approve the minutes of the regular meeting of the La Porte Development Corporation held on January 24, 2022. [President Warren]**

Member Engelken moved to approve the minutes of the regular meeting of the La Porte Development Corporation Board of Directors held on January 24, 2022; the motion was seconded by Member Ojeda; the motion was adopted, 5-0.

- b. **Approve incentive payment to Mark Rosado, owner of Battleground Saloon, located at 116 S. Broadway Street in La Porte, Texas, in an amount not to exceed \$10,000.00, in accordance with economic development incentive agreement between the La Porte Development Corporation and Mark Rosado dated January 24, 2022. [Corby Alexander, City Manager]**

Member Ojeda moved to approve incentive payment to Mark Rosado, owner of Battleground Saloon, located at 116 S. Broadway Street in La Porte, Texas, in an amount not to exceed \$10,000.00, in accordance with economic development incentive agreement between the La Porte Development Corporation and Mark Rosado dated January 24, 2022; the motion was seconded by Member Blakemore; the motion was adopted, 5-0.

5. SET DATE FOR NEXT MEETING

Mr. Daeumer said the City Manager's Office would distribute a draft request for a proposal for economic development services. The next meeting date was scheduled for April 25, 2022.

6. BOARD COMMENTS *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.*

Member Ojeda thanked resigned Member Rachel Cotton for her service to the Board.

ADJOURN – The meeting was adjourned without objection at 5:47 p.m.

Lee Woodward, City Secretary



**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD
AGENDA ITEM**

Agenda Date Requested: <u>April 25, 2022</u>
Requested By: <u>Matt Daeumer, Asst. City Manager</u>
Department: <u>Administration/CMO</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Exhibits: RFP #22502

Appropriation	
Source of Funds:	_____
Account Number:	_____
Amount Budgeted:	_____
Amount Requested:	_____
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

SUMMARY & RECOMMENDATIONS

The City Manager's Office is currently looking to fulfill Economic Development Services for the City of La Porte. For more than a year, the Economic Development Coordinator job has been vacant. Staff advertised a Request for Proposal (RFP) #22502 on April 14, 2022. All RFPs are due to the Purchasing Department by May 10, 2022

ACTION REQUIRED BY LPDC BOARD

Consider, discuss, and possible action on selection committee for RFP #22502 for Economic Development Services for the City..

Approved for the La Porte Development Corporation Board meeting agenda

Corby D. Alexander, City Manager

Date

REQUEST FOR PROPOSAL
#22502 ECONOMIC DEVELOPMENT SERVICES



Submission Deadline: May 10, 2022

**City of La Porte
Purchasing Division
604 W. Fairmont Pkwy.
La Porte, TX 77571
(281) 470-5126**

**NOTICE FOR REQUEST FOR PROPOSALS
RFP # 22502 ECONOMIC DEVELOPMENT SERVICES**

The City of La Porte (the "City") invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing Economic Development Services for the City of La Porte.

Information: Forms furnished by the City of La Porte may be obtained without deposit from PublicPurchase.com; the Purchasing Division Office located at 604 W. Fairmont Pkwy, La Porte, TX 77571; or by emailing purchasing@laportetx.gov.

Due Date and Time: Tuesday, May 10, 2022, 2:00 PM Central Standard Time

Qualifications Receiving Location: City Hall Information Desk, 604 W. Fairmont Parkway, La Porte, Texas 77571. Sealed proposals must include one original and one digital copy clearly marked with the RFP number and description. Sealed proposals must be received no later than the date and time stated above. The submittals will be opened immediately after the closing hour on said date and only the names of those submitting proposals for consideration will be publicly read.

NO LATE SUBMITTALS WILL BE CONSIDERED

This Request for Proposals does not commit the City to award a contract or lease, or to pay any costs incurred as a result of preparing such a response. The City reserves the right to further negotiate with a respondent (and as may be required by law), or reject any and all responses received, or to cancel in part or in its entirety this Request for Proposals.

The City of La Porte hereby notifies all consultants/offerors that in regard to any agreement entered into pursuant to this advertisement, minority business enterprises will be afforded equal opportunities to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, religion or national origin in consideration for an award.

The City reserves the right to reject any and/or all proposals, to waive any and all technicalities, and to accept any proposal or part thereof, which in the opinion of the City Council, is most advantageous to the City. In case of ambiguity or lack of clearness in stating the prices in the proposal, the City reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

PURPOSE

The City of La Porte is seeking proposals from qualified consultants to perform economic development consultant services. The intent is to enter into a one (1) year agreement for these services with renewal options.

CITY OF LA PORTE – HISTORY

The City of La Porte is founded on tradition and heritage that can be traced all the way back to the nineteenth century. La Porte was founded in 1889 by French settlers and incorporated in 1892. The name La Porte refers to “Gateway” or “The Door” and refers to the town’s geographical location along Galveston Bay and the Houston Ship Channel. Once considered a “resort town”, today La Porte has grown to a population of approximately 34,976 with a predominantly industrial base. Many diverse enterprises choose to locate in La Porte because of the easy access to and business opportunities associated with the Port of Houston terminals located at Bayport and Barbours Cut. La Porte is fortunate to attract so much industrial trade and investment, daytime employment, high average household incomes, and tourism. La Porte is the fourth largest incorporated city in Harris County.

BACKGROUND

In 1999, the citizens of La Porte voted for the adoption of a ½ cent sales tax for the purpose of spurring economic development in the City. After approval from the voters of the new sales tax, the City Council created an Economic Development Corporation and appointed the first governing body. In 2007, the Board, and City Manager determined that it was time for a staff member to be added so that a systematic economic development program could be developed. Currently the Economic Development Coordinator position is vacant, the recruitment for this position is in progress.

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

- A minimum of 10 years’ experience in responsible planning and administration experience.
- Understanding of the principles, practices, objectives and strategies utilized in economic development.
- Ability to formulate projects and policies that meet the City’s overall community development goals.
- Knowledge of various public outreach and engagement strategies.

SCOPE OF SERVICES

- Familiarity and understanding of the City's economic development priority goals as outlined in relevant plans, studies, and reports.
- Provide information and guidance for new and existing businesses in obtaining financial incentives.
- Prepares reports, including charts and graphs, and presents recommendations for action plans to management.
- Receives inquiries from business firms, manufacturers and others interested in establishing or expanding industry in the City; responds to specific requests for information relating to the suitability of the City for particular business or industry; solicits new businesses for La Porte; performs research to find the business and recruit individuals and agencies to move to La Porte.
- Provide general, technical and policy information to the La Porte Development Corporation Board, Planning Commission, City Council, and other citizen advisory groups.
- Develop market research objectives to help the organization meet its strategic goals.
- Research economic development grant opportunities for the City and community, support the application for such grants upon the approval of the governing body.
- Represent and serve as a liaison for the City when collaborating with external entities, businesses, and industry leaders such as the Chamber of Commerce.
- Community and business marketing website development and management.

SUBMISSION REQUIREMENTS

Sealed submittals are required. Submittals shall be delivered to the City Hall, Information Desk, Attn: Purchasing Manager, at 604 W. Fairmont Parkway, La Porte, Texas 77571 on or before **May 10, 2022, 2:00 p.m. Central Standard time, Tuesday**. All submittals must be labeled on the outside with the Respondent's name and the name of the Project. Late submittals will not be considered. An original (signed), and one digital copy of each response is required.

1. Cover letter and Executive Summary: (1 page)

Provide at least the following:

- Introduction
- Legal name of firm, date of formation

- Location of office that will be engaged in the work (geographical location in relation to the City of La Porte)
 - Contact persons
 - Legal business description (individual, corporation, joint venture, etc.)
 - Statement of availability and commitment of the firm
 - Statement of interest including a narrative and unique qualifications
 - Signature of authority authorized to enter into a contract
2. *Qualifications:* Describe the firm's resources, experience and capabilities as follows:
- a. Provide experience of your firm in providing economic development services to other similar governmental agencies.
 - b. Provide details of your firm's ability meet the Scope of Services outlined.
3. *Project Team:*
- a. Organizational chart of the project team.
 - b. Names, qualifications and resumes of all project team members who will directly participate in the project.
 - c. Identify any sub consultants that would be used and their specific role. (All sub consultants, including markup, must be included in consultant's cost proposals.)
4. *Work Plan/Service Approach:*
- a. Discuss your firm's understanding of the Scope of Services to be performed.
 - b. Describe the needs from City staff. For example, what City staff expertise is needed and how much time do you anticipate.
 - c. Identify any "value-added" services that your firm may provide.
 - d. Describe your firms approach/plan in achieving the city's economic development goals.
5. *References:* Provide at least four (4) references from current or past clients, preferably Texas agencies. References must have worked with the proposed project manager and other key staff proposed to be assigned to for such services.

References should include the following:

Name of the agency

Time period for the project

Brief description of the scope of work

Reference contact name, email and telephone number

6. *Cost Proposal:* Please clearly identify all proposed cost and fees associated with the Scope of Services. The contract would preferably be for a one-year agreement. Proposals should indicate whether cost estimates are for time and materials or a set annual cost which would be paid monthly.

7. *Additional Data:* Responses may include any other information that might deem essential to the evaluation of the Request for Proposal.

8. *Required Forms:* Please include in your submission the following forms:

Completed Conflict of Interest Form
Completed HB 89 Form
Signed Certification Form

SELECTION PROCEDURE

This is a request for proposals. Each submission shall be evaluated by a selection committee. The City may choose to interview the top firms. Invited candidates will be required to give oral presentations and answer questions relating to the proposal. Based on issues or questions raised during the interview, the City may request additional written information in a proposal addendum. City staff will analyze additional information and recommend a select candidate to City Council for approval.

EVALUATION CRITERIA

The criteria that will be used to evaluate the responses are:

1. Qualifications and Experience – 40%

- Firm has demonstrated experience in economic development services and has performed similar satisfactory work in other municipalities.
- Demonstrated an understanding of the City's economic development goals.
- References from current/past clients.

2. Work Plan/Service Approach- 25%

- Provided a plan that addresses the scope of services and the City's economic development goals.

3. Capacity to Perform-25%

- Key personnel assigned to project demonstrated management and technical skills.
- Demonstrated understanding of the scope of services.
- Ability to dedicate necessary resources to the project.

4. Proposed Cost- 10%

SCHEDULE

RFP Release Date	April 14, 2022
Deadline for Written Questions	April 29, 2022
Proposal Deadline	May 10, 2022
Evaluation Period	May 11-May 23, 2022
City Council Approval of Consultant	June 27, 2022

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. **No Gratuities-** Respondents shall not offer gratuities, favors or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be considered a bribe and grounds for exclusion from the selection process and possible legal action.
- B. **All Information True-** Respondent represents and warrants to La Porte that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, shall be subject to exclusion from the selection process.
- C. **Interviews-** The City may choose to interview Firms that are short-listed through the Request for Proposal process. If so, those firms will receive notification by email of the date and time of the interview.
- D. **Inquiries-** Do not contact the City of La Porte during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **Cost of Responses-**The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. **No Obligation-** The City reserves the sole right to (1) evaluate the responses submitted;(2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City of La Porte's best interest; or (6) cancel the entire process.
- G. **Insurance-** The awarded firm shall provide and maintain Professional Liability Errors and Omissions Insurance coverage to protect the Firm and the City from liability arising out of the performance of services if any, under this agreement.

Such coverage shall be in the sum of not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and Five Hundred Thousand Dollars (\$500,000) aggregate. Certificate of Insurance, satisfactory to the City, showing compliance with this requirement and all other requirements shall be furnished to the city before any services are performed.

- H. **Conflict of Interest-** Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any person, who seeks to contract for the sale or purchase of property, goods or services with a local government entity, shall file a completed conflict of interest questionnaire with the City Secretary within seven business days after initial contact. Form included in this request. Please consult your own legal advisor if you have questions regarding this statute or this form.

- I. **H.B. 89-** Pursuant to Texas Government Code 2270.001, respondent certifies that 1.) they do not boycott Israel currently; and 2.) they will not boycott Israel during the term of the contract the above named company has with the City of La Porte, Texas. Form included in this request.

- J. **Questions-** All questions regarding this RFP shall be submitted by email to the following email address: purchasing@laportetx.gov, or through Public Purchase. Please note the RFP name and number for reference. The deadline for question is April 29, 2022 by 5:00 PM.

- K. Any addenda to this RFP shall be published at www.publicpurchase.com.



CERTIFICATION FORM

The undersigned agrees this submission becomes the property of the City of La Porte after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 90 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other respondent, nor any employee of the City of La Porte, and that the contents of this submission have not been communicated to any other respondent or to any employee of the City of La Porte prior to the acceptance of this submission.

Respondent hereby assigns to the City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications, all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website are the official specifications and shall not alter the electronic copy, without clearly identifying changes.

The undersigned understands they will be responsible for monitoring Public Purchasing Website at: www.publicpurchase.com to ensure they have downloaded and signed all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated _____	Received _____
Addendum No 2 Dated _____	Received _____
Addendum No 3 Dated _____	Received _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

Tel No. _____

Email _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

House Bill 89 VERIFICATION

I, _____ (Person name), the undersigned
representative of _____ (Company or Business name)

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, do hereby verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270::

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of La Porte, Texas.**

This statement is exempt for sole proprietorship vendors, vendors who have less than 10 full time employees and contracts that are under \$100,000 of public funds.

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

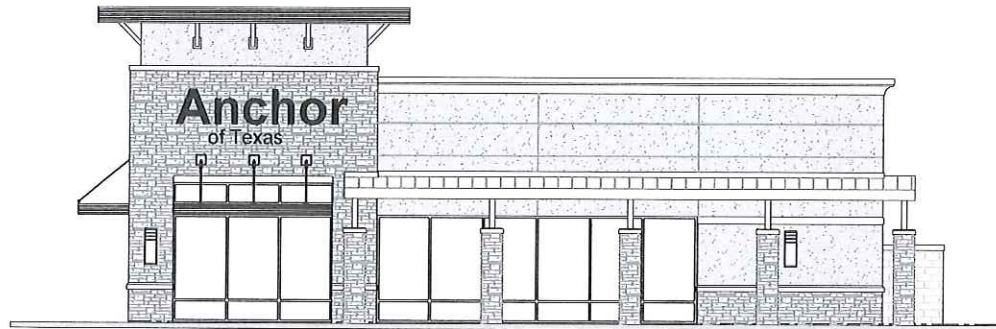
DATE

SIGNATURE OF COMPANY REPRESENTATIVE

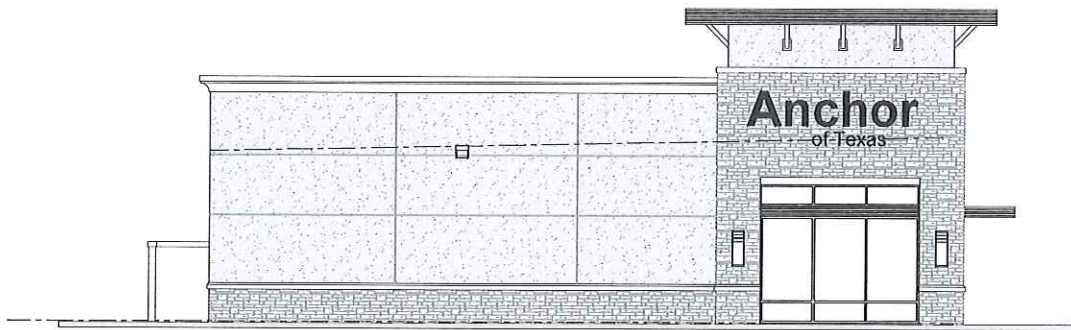


UNDERWOOD RETAIL CENTER PHASE IV
Developer: Ybarra Investments, Inc.

FONT DESIGN STUDIO, LLC
12440 Emily Ct. Suite 402, Sugar Land Texas 77476
Ph: 713 493 0541



03 SOUTH ELEVATION
SCALE: 3/16" = 1"



02 NORTH ELEVATION
SCALE: 3/16" = 1"



01 WEST ELEVATION
SCALE: 3/16" = 1"

EXTERIOR FINISH SCHEDULE

- STONE 1** MASONRY FINISH STONE VENEER BY BOPAL HIGHLINE FINISH STONE. MORTAR TO MATCH EXISTING BUILDING.
- STONE 2** CAST STONE, BY BETHWOOD 4516C, COLOR: "BUFF"
- METAL 1** METAL SHEET METAL BY BERRIDGE, COLOR: COPPER 8704V
- METAL 2** METAL PREFABRICATED METAL PANEL BY BERRIDGE, COLOR: DIERRATAN
- PAINT 1** PAINT COLOR TO BE DIERPARK WILHELMUS SW3035NA AND WHITE
- PLASTER** EXTERIOR STUCCO SYSTEM IMPACT AND PUNCTURE RESISTANT, CEMENT PLASTER STUCCO SYSTEM, COLOR TO BE SELECTED
- PLASTER 2** EXTERIOR STUCCO SYSTEM IMPACT AND PUNCTURE RESISTANT, COLOR TO BE SELECTED

EXTERIOR ELEVATION NOTES

ALL ROOF MOUNTED EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW.
 FUTURE TENANTS TO COMPLY WITH APPROVED DRAWINGS AND GUIDELINES FOR TENANTS IMPROVEMENTS.
 RE: DOOR AND WINDOW SCHEDULE FOR ADDITIONAL INFORMATION, GENERAL CONTRACTOR TO PROVIDE SAMPLES BEFORE PURCHASE AND INSTALLATION FOR ARCHITECT AND OWNER APPROVAL.

EXTERIOR ELEVATION KEY NOTES:

- 1 EIFS CORNICE, COLOR: EPS 1
- 2 PRE-FINISHED DOWNSPOUT AND SCUPPER-OVERFLOW SYSTEM, COLOR: METAL 1
- 3 STANDING SEAM CANOPY WITH PRE-FINISHED METAL ROOFING, DOWNSPOUT ENTAILERS AND RISERED STEEL, PAINTED, COLOR: METAL 1
- 4 DARK BRONZE ANOD. ALUM. STOREFRONT WINDOW SYSTEM, KAWNEER TM RIFAB 451T, CENTER GLAZED, RE: DOOR/WINDOW SCHEDULE
- 5 DARK BRONZE ANOD. ALUM. STOREFRONT DOOR ENTRY SYSTEM, KAWNEER TRIFAB 451T, CENTER GLAZED, RE: DOOR/WINDOW SCHEDULE
- 6 2" PORTLAND CEMENT PLASTER SYSTEM ON GALVANIZED SELF FURRING METAL LATH WITH 15LB FELT, WALL SYSTEM, COLOR: PLASTER 1
- 7 THIN STONE VENEER, COLOR: STONE 1
- 8 CAST STONE BOARD TRIM, COLOR: STONE 2
- 9 EXTERIOR PAINTED OVERHEAD METAL DOOR, COLOR: PAINT 1
- 10 CONTROL JOINT
- 11 WALL PACK LIGHT FIXTURE, RE: ELECTRICAL DRAWINGS
- 12 FUTURE EXTERIOR SIGNAGE, G/C TO PROVIDE REQUIRED BLOCKING TO MEET FORT BEND COUNTY SIGNAGE REQUIREMENTS, (SIGNAGE BY OTHERS, INC.)
- 13 PROVIDE ELECTRICAL SERVICE, RE: ELECTRICAL DRAWINGS. NOTE: ALL BUILDING MOUNTED EQUIPMENT SHOULD BE PAINTED TO MATCH ADJACENT WALL FINISH.
- 14 DECORATIVE LIGHTING FIXTURE, RE: ELECTRICAL DIVISION
- 15 BERRIDGE DEEP DECK METAL PANEL PROFILE WITH CORNER TRIMS, COLOR: METAL 2
- 16 PRE-FINISHED METAL CORNICE, COLOR: METAL 1
- 17 DRIVE THRU WINDOW, RE: DOOR/WINDOW SCHEDULE
- 18 EXTERIOR METAL ROOF ACCESS LADDER BY FREELIGH LADDERS OR APPROVED EQUAL.

FIRM No. BR33912

EFont Design | Studio

12419 Emily Ct, Suite 402
 Sugar Land, Texas 77478
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UNDERWOOD Retail Center Phase IV
 0000 SPENCER HWY., LA PORTE, TEXAS 77571

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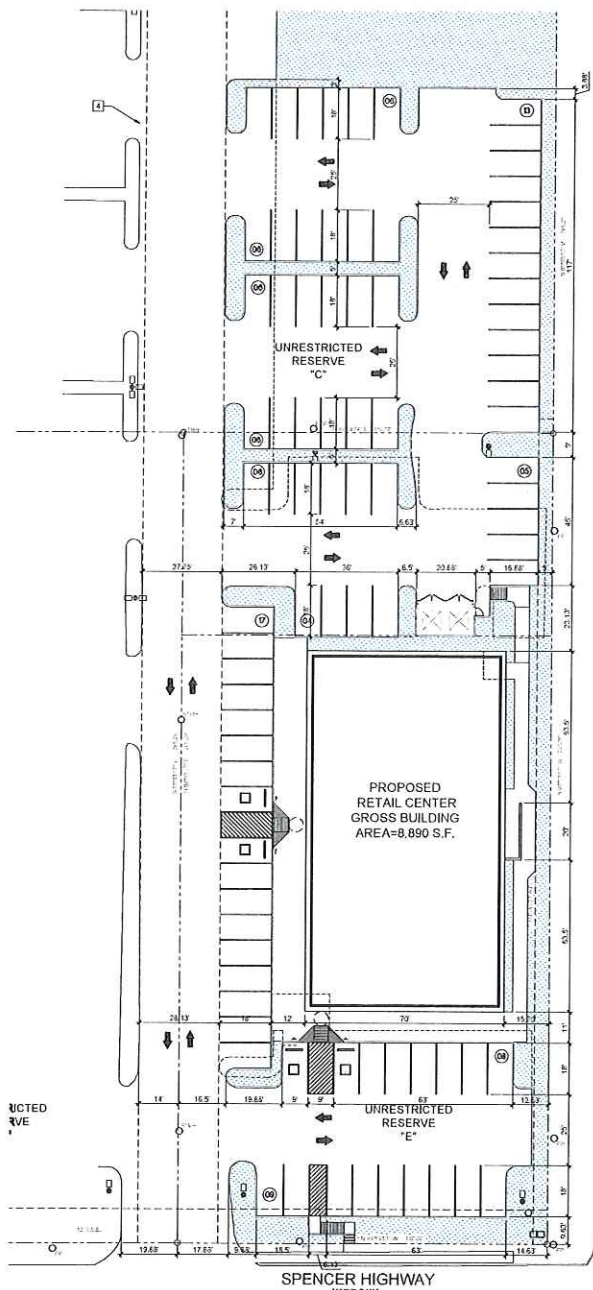
Project Address:
 0000 SPENCER HWY.,
 LA PORTE, TEXAS 77571
 Owner:
 TERRY A. ROBERTS & SONS, INC.,
 STEVE ROBERTS & PUSSELL VENTURES,
 2011 UNDERWOOD,
 LA PORTE, TEXAS 77571
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 Governmental Jurisdiction:
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Revisions	Mark	Description	Date

Sheet Control:
EXTERIOR ELEVATIONS
OPTION 2

Drawn By: G.F., Checked: D.W.
 Date of Issue: 05/04/2022

Project Number: A_021_017
 Sheet Number: **A2.0**



01 ARCHITECTURAL SITE PLAN
SCALE: 1/8"=1'-0"



PARKING SYNOPSIS

TOTAL BUILDING AREA OFFICE BUILDING 8,890 SQ. FT.
PARKING REQUIRED FOR DEVELOPMENT RETAIL 1 FEE 2000 S.F.
RETAIL BUILDING PARKING REQUIRED = 8,890 SF / 200 SF = 44 PARKING SPACES
H.C. PARKING REQ. BY CODE = 2 PARKING SPACES.
PARKING PROVIDED = 46 PARKING SPACES
H.C. PARKING PROVIDED = 4 F.S.

FIRE MARSHAL NOTES AND REQUIREMENTS

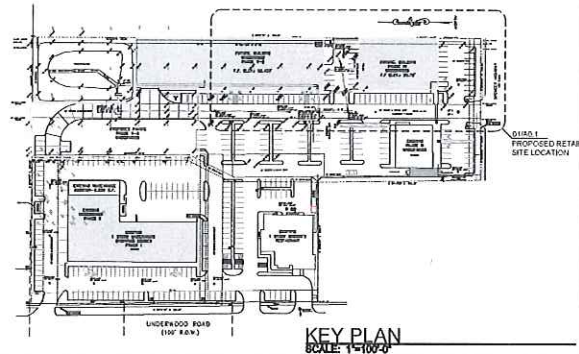
KEY BOX REQUIRED.
WHY WORKMAN COMES THE LOCATION WHERE THE KEY BOX CAN BE ORDERED. ENSURE YOU GET WITH THE RESPONDING FIRE DEPARTMENT TO ENSURE THE BOX IS KEPT CORRECTLY FROM TO ORDERING. SURFACE MOUNTED OR RECESSED IS AUTHORIZED. COLOR OF CHOICE. BOX MUST BE SERIES 3300 WITH HINGED DOOR.
UNDERGROUND FIRE LANE INSPECTION VISUAL AND HYDRO WILL BE DONE AT THE SAME TIME. VISUAL INSPECTION IS REQUIRED TO INSURE THAT FITTING COUPLINGS AND THRUST BLOCKS ARE INSTALLED TO NFPA 24 STANDARDS. A PARTIAL COVER UP OF UNDERGROUND FIRE LANE SHOWING THE CONNECTIONS AND THRUST BLOCKS EXPOSED. DIRT MAY BE PLACED ON THE CONNECTIONS OF THE PIPE TO SECURE THE PIPE BUT NOT COVER JOINTS AND THRUST BLOCKS. THE HYDROSTATIC TEST WITH THE FITTING TO WITHSTAND A 2 HOUR PRESSURE TEST PERFORMING ON PIPES. THE UNDERGROUND FIRE LANE MUST BE CONNECTED TO PUBLIC WATER SUPPLY TO TEST AND FLUSH SYSTEM AFTER 2 HOURS TEST. STATE PAPERWORK (IF ANY) SHALL BE PROVIDED TO SUBJECT UPON COMPLETION OF HYDRO TEST. GAUGE VALVE BE ZEROED AND PIPE FLUSHED TO SEE CLEAR WATER. A RUN-OR-RINSE MUST BE OBTAIN FOR THIS INSPECTION IF THIS CANNOT BE DONE AT THE SAME TIME. ADDITIONAL INSPECTION FEES MAY APPLY.

FIRE SPRINKLER SYSTEM - ABOVE GROUND HYDRO AND CEILING COVER.
INSURE THAT THE SYSTEM IS INSTALLED TO NFPA 24 STANDARDS AND AS PER THE PLANS SUBMITTED TO THE FIRE MARSHAL OFFICE.
A. 24 HOUR HYDROSTATIC TEST PERFORMED BY THE CITY OF LA PORTE FIRE MARSHAL AND ABOVE CEILING PIPE SIZE AND VISUAL. SHALL BE PERFORMED ON THE SYSTEM TO NFPA STANDARDS ABOVE GROUND LINE OR ABOVE GROUND SHALL BE ON SITE FOR THIS INSPECTION. THE GAUGE WILL BE ZEROED AFTER TEST TO FLUSH SYSTEM. THE INSTALLER SHALL PROVIDE STATE PAPERWORK TO THE INSPECTOR UPON COMPLETION OF TEST. (IF ANY) ENSURE IF EXISTING SPRINKLER SYSTEM IS IN PLACE AND ONLY MODIFICATIONS ARE BEING DONE THAT THE INSURER IS APPLYING A CURRENT INSPECTION TAG. IF A CURRENT INSPECTION TAG IS NOT PRESENT THE INSPECTION WILL NOT BE CONDUCTED.

FIRE ALARM SYSTEM - TESTED AT FINAL INSPECTION.
A. INSURE THAT THE SYSTEM IS INSTALLED TO NFPA 72 STANDARDS AND AS PER PLANS SUBMITTED TO THE FIRE MARSHAL OFFICE.
B. SYSTEM SHALL BE TESTED AT FACILITY FINAL INSPECTION FOR ALARMS SHALL BE ON SITE FOR THIS INSPECTION.
C. FIRE ALARM INSTALLER SHALL PROVIDE STATE PAPERWORK AT THE END OF THE TEST (ANY).

PROPERTY IDENTIFYING NUMBERS.

NEW AND EXISTING BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS. BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACES BY A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THESE NUMBERS SHALL CORRELATE WITH THEIR BACKGROUND, WHERE REQUIRED BY THE FIRE CODE. OFFICIAL ADDRESS NUMBERS SHALL BE PROVIDED IN ADDITIONAL APPROVED LOCATIONS TO FACILITATE EMERGENCY RESPONSE. ADDRESS NUMBERS SHALL BE ARABIC NUMBERS OR ALPHABETIC LETTERS. NUMBERS SHALL BE A MINIMUM OF 4 INCHES HIGH WITH A MINIMUM STROKE WIDTH OF 5/8 INCHES. WHERE ACCESS IS BY MEANS OF A PRIVATE ROAD AND THE BUILDING CANNOT BE VIEWED FROM THE PUBLIC WAY A NONMOUNT SIGN POLE OR OTHER SIGN OR MEANS SHALL BE USED TO IDENTIFY THE STRUCTURE. ADDRESS NUMBERS SHALL BE UNPAINTED.



KEY PLAN
SCALE: 1/8"=1'-0"

KEYED NOTES

- 1) EXISTING DRIVEWAY TO REMAIN
- 2) NEW TYPICAL 6" CONCRETE CURB. RE: 03/01 AND CIVIL DRAWINGS
- 3) EXISTING CONCRETE CURB TO REMAIN
- 4) LANDSCAPED AREA. RE: LANDSCAPE DRAWINGS
- 5) ACCESSIBLE RAMP. RE: 13/02
- 6) H.C. ACCESSIBLE STORAGE. RE: 14/02
- 7) PROPERTY LINE
- 8) NEW CONCRETE DRIVEWAY. RE: CIVIL DRAWINGS
- 9) EXISTING FIRE HYDRANT
- 10) SITE LIGHT POLE. RE: STRUCTURAL DRAWINGS FOR LIGHT POLE FOUNDATION AND ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. MATCH EXISTING PHASE BUILDINGS.
- 11) BRICK PAVEMENT MATCH MASONRY VEHICLE FROM EXTERIOR ELEVATIONS. FULLY MORTARED & GROUTED. TYPICAL 4" CONCRETE CURB AT SIDEWALK. RE: 03/02
- 12) CONCRETE WHEEL STOP. RE: 03/02
- 13) ACCESSIBLE RAMP AT PUBLIC SIDEWALK. RE: CIVIL DRAWINGS
- 14) WATER ENTRY FOR DOMESTIC AND FIRE
- 15) BICYCLE AREA. RE: 15/02
- 16) STEEL BOLLARDS. RE: 03/02
- 17) PAINTED H.C. SIDEWALK. RE: 03/02
- 18) DOWNSPOUT LOCATION - CORRECT TO STORM DRAIN SEWER SYSTEM COORDINATE WITH CIVIL PLANS
- 19) GAS METER LOCATION. RE: MEP
- 20) PROPOSED ELECTRICAL SERVICE TO BE BENEATH. PROPOSED LOCATION FOR PRIMARY SERVICE POLE OR PAD MOUNTED UTILITY TRANSFORMER. RE: ELECTRICAL DRAWINGS AND COORDINATE WITH ELECTRICAL POWER PROVIDER.
- 21) PROPOSED SIDEWALK. RE: CIVIL DRAWINGS
- 22) EXISTING SANITARY MANHOLE. RE: CIVIL PLANS
- 23) UNDERGROUND SECONDARY ELECTRICAL. RE: MEP
- 24) SPLIT FACE CURB SHALL BE 24" DIA.
- 25) DOMESTIC WATER METER ASSEMBLY ENTRY. 2" REDUCE PRESSURE ZONE BACKFLOW PREVENTER. RE: CIVIL DRAWINGS
- 26) DOMESTIC WATER LINE
- 27) DOUBLE CHECK VALVE BACKFLOW PREVENTER. RE: CIVIL DRAWINGS
- 28) FIRE WATER LINE. RE: CIVIL DRAWINGS
- 29) 1/2" IRRIGATION SUPPLY WATER LINE BRANCHED FROM MAIN 2" DOMESTIC WATER LINE. RE: CIVIL DRAWINGS
- 30) 1/2" IRRIGATION WATER LINE
- 31) PROPOSED FIRE ACCESS LANE.
- 32) LOCATION OF FUTURE GREASE TRAP AND SAMPLING WELL
- 33) PROPOSED FIRE DEPARTMENT CONNECTION
- 34) FIRE BREAKER ROOM
- 35) SANITARY EXIT POINT. RE: CIVIL DRAWINGS
- 36) ACCESSIBLE RAMP. RE: 13/02
- 37) 4" WIDE, WHITE PAINTED ASBESTRIPES 2-4" O.C. AT 45°
- 38) ACCESSIBLE PARKING SPACES. RE: DETAIL 12/02
- 39) MOVEMENT SIGN DESIGN/ENGINEERING & PERMIT BY SIGN COMPANY (ANY) O.C. TO PROVIDE POWER FOR SIGN. RE: MEP DRAWINGS FOR ADDITIONAL INFORMATION.
- 40) EXISTING LIGHT POLE TO REMAIN
- 41) GENERAL CONTRACTOR TO ADD ONE LIGHT FIXTURE ON EXISTING LIGHTING POLE TO MATCH EXISTING BUILDING PHASE I
- 42) PROPOSED ELECTRICAL GUTTER LOCATION. RE: MEP DRAWINGS
- 43) PROPOSED WALL PACKS TO MATCH EXISTING WALL PACKS ON PHASE I
- 44) PHYSICAL BARRIER TO BE LED BOLLARDS. MODEL: E-68A SERIES FROM E-CORALIGHT.
- 45) CAUTION SIGN OVERDOWN PEDESTRIAN IN AREA. SIGN TO BE LOCATED AT DRIVE THROUGH. RE: 03/02
- 46) STOP SIGN. RE: 13/02

FIRE LANE NOTE:

FIRE LANE SYMBOL
PAINT DEGRADED CURBS WITH AN EXTERIOR GRYLL LATEX PAINT. PAINT COLOR TO BE TRAFFIC RED (GUDDEN NO. 6351) OR EQUAL FACE & TOP OF CURB OR STRIPE SHALL BE PAINT ALONG THE PERMANENT VARIANCE. THERE IS NO CURB. THESE CURBS AND STRIPES SHALL ALSO BE CONDITIONALLY AND LEGIBLY MARKED UP THE VARIANCE FIRE LANE - NO PARKING - TOW AWAY ZONE IN WHITE COLOR. USE STENCIL 1/4" X 1/8" X 3/4" THICK LETTERS @ 20" O.C. LETTERS SHALL BE 4" HIGH PARTIALLY WITH AN INTERIOR ACRYLIC PAINT. LETTERS TO BE 1" STROKE COLOR TO BE TRAFFIC WHITE (GUDDEN NO. 6624) OR EQUAL. STRIPE MAY BE BRUSHED OR SPRAID. ONE COAT TO FRESH LETTERS SHALL BE STENCIL FORWARDED. BRUSH APPLIED AND SPACED AS DETAILED ABOVE. COORDINATE WITH FIRE MARSHAL FOR ADDITIONAL REQUIREMENTS.

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Phase IV
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Mark	Description	Date

Scale: 1/8"=1'-0"

Architectural
SITE PLAN

Drawn By: G.F. Checked: D.W.
Date of Issue: 01/02/2022
Project Number: A_021_017 Sheet Number: A0.1