



**AGENDA  
SUNNYVALE  
4B DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS  
SPECIAL MEETING  
TUESDAY, DECEMBER 6, 2016  
TOWN HALL – 127 N. COLLINS RD.  
7:30 P.M.**

**CALL MEETING TO ORDER**

President calls the meeting to order. Declare a quorum present and state the date, time and members present.

- 1. DISCUSS, CONSIDER AND APPROVE A RECOMMENDATION TO ENGAGE MCCASKILL DESIGN GROUP TO REVIEW & PREPARE QUALIFICATION DOCUMENTS FOR THE TRANSPORTATION ALTERNATIVES (TA) SET-ASIDE PROGRAM'S 2017 CALL FOR PROJECTS-CFP**

**NORTH CENTRAL TEXAS METROPOLITAN AREA - NCTCOG**

**ADJOURN**

ALL LOCATIONS IDENTIFIED ARE IN THE TOWN OF SUNNYVALE UNLESS OTHERWISE INDICATED. FOR A DETAILED PROPERTY DESCRIPTION, PLEASE CONTACT THE BUILDING OFFICIAL AT TOWN HALL. ALL ITEMS ON THE AGENDA ARE FOR POSSIBLE DISCUSSION AND ACTION.

THE SUNNYVALE 4B DEVELOPMENT CORPORATION RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATION ABOUT REAL PROPERTY), 551.073 (DELIBERATIONS ABOUT GIFTS AND DONATIONS), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATIONS ABOUT SECURITY DEVICES), AND 551.086 (ECONOMIC DEVELOPMENT).

THE TOWN OF SUNNYVALE IS COMMITTED TO COMPLIANCE WITH THE AMERICAN'S WITH DISABILITIES ACT (ADA). REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED TO THOSE WHO PROVIDE NOTICE TO THE DIRECTOR OF COMMUNITY SERVICES AT 972-226-7177 AT LEAST 48 HOURS PRIOR TO THE MEETING.

**I HEREBY CERTIFY THAT THE FOREGOING NOTICE WAS POSTED ON DECEMBER 2, 2016, IN THE FOLLOWING LOCATION AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING:**

**TOWN HALL AT 127 N. COLLINS ROAD**

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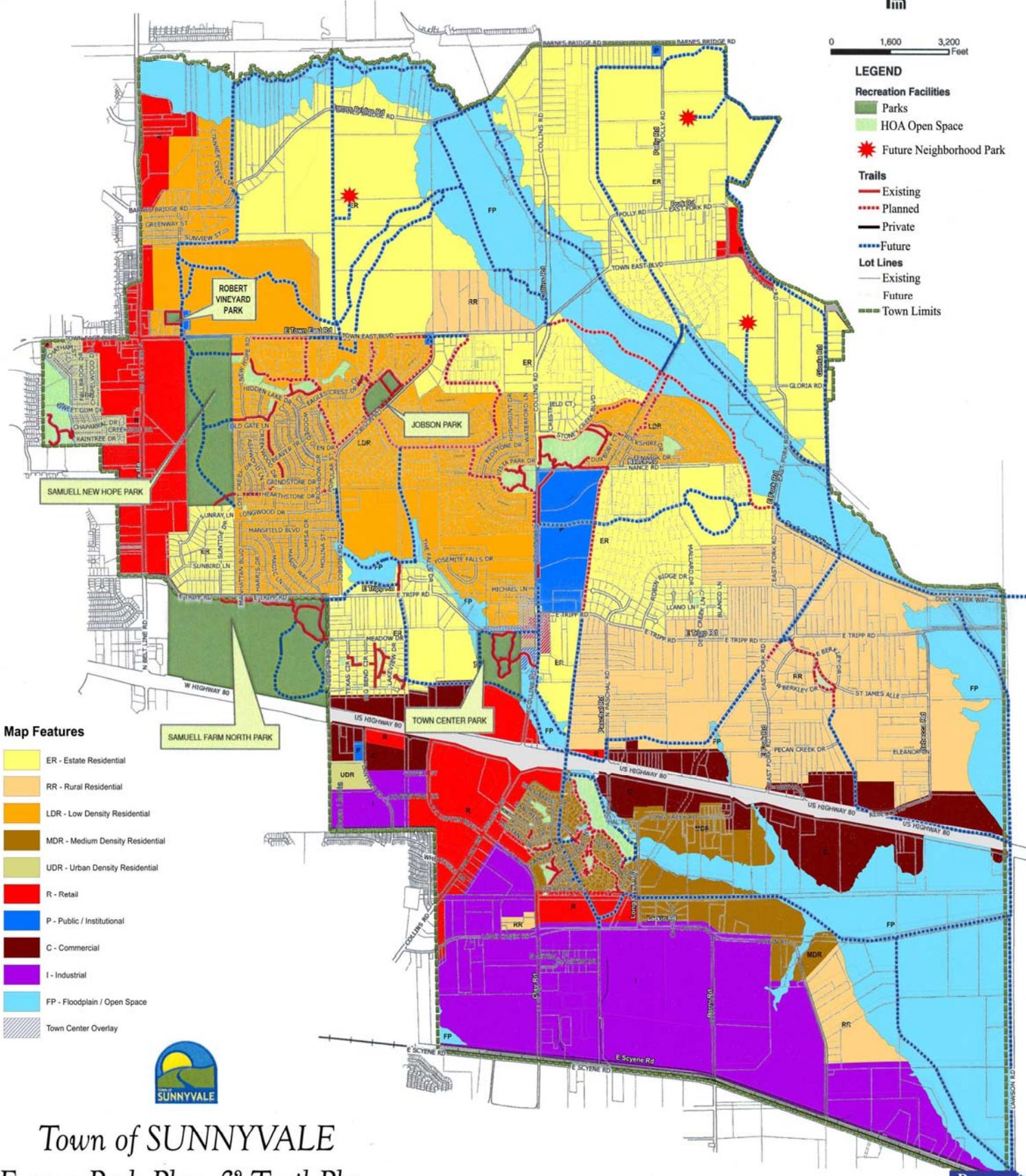
**LESLIE BLACK, TOWN SECRETARY**



0 1,600 3,200 Feet

**LEGEND**

- Recreation Facilities**
- Parks
  - HOA Open Space
  - Future Neighborhood Park
- Trails**
- Existing
  - Planned
  - Private
  - Future
- Lot Lines**
- Existing
  - Future
  - Town Limits



**Map Features**

- ER - Estate Residential
- RR - Rural Residential
- LDR - Low Density Residential
- MDR - Medium Density Residential
- UDR - Urban Density Residential
- R - Retail
- P - Public / Institutional
- C - Commercial
- I - Industrial
- FP - Floodplain / Open Space
- Town Center Overlay



Town of **SUNNYVALE**  
 Future Park Plan & Trail Plan  
 2015

**DUNKIN SIMS STOFFELS**  
 LANDSCAPE ARCHITECTS/PLANNERS



**Proposed Guidelines for the Transportation Alternatives Set-Aside Program  
2017 Call for Projects  
for the North Central Texas Metropolitan Area**

Proposed Eligibility:	
<b>Eligible Area</b>	12 County Metropolitan Planning Area (MPA)  (Collin, Dallas, Denton, Ellis, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties)
<b>Eligible Entities</b>	<ul style="list-style-type: none"> <li>• Local Governments</li> <li>• Regional Transportation Authorities</li> <li>• Transit Agencies</li> <li>• School Districts, Local Education Agencies, or Schools</li> <li>• Tribal Governments</li> <li>• Other local or regional governmental entity with responsibility for oversight of transportation or recreational trails</li> </ul>

Proposed Eligible Project Activities:	
<b>Project Categories</b>	<ul style="list-style-type: none"> <li>• Active Transportation</li> <li>• Safe Routes to School</li> </ul>
<b>Examples of Eligible Project Activities</b>	Construction, planning, and design of: <ul style="list-style-type: none"> <li>• Shared-Use Paths</li> <li>• On-Street Bikeways</li> <li>• Bicycle Infrastructure</li> <li>• Bicycle/Pedestrian Signalization</li> <li>• Sidewalks, Crosswalks, Curb Ramps</li> <li>• Traffic Controls and Calming Measures</li> <li>• Lighting and other Safety-Related Infrastructure</li> </ul>

Available Funding:	
<b>Total Federal Funds</b>	\$23,446,079
<b>Fiscal Years</b>	FY 16*, 17, 18, and 19 (* \$238,079 carry over from the 2014 TAP Call for Projects)
<b>Proposed <u>Maximum</u> Federal Funding Award</b>	\$5,000,000 per project
<b>Proposed <u>Minimum</u> Federal Funding Award</b>	\$250,000 per project

Additional information will be posted online when the Call for Projects opens at [www.nctcog.org/tap](http://www.nctcog.org/tap).

**Transportation Alternatives (TA) Set-Aside Program  
2017 Call for Projects (CFP)  
for the North Central Texas Metropolitan Area**

**(DRAFT 11/14/2016) Schedule**

Meeting	Date
<b>BPAC<sup>1</sup> / TA Public Meeting</b>	11/16/16
<b>STTC<sup>2</sup> Action (CFP Guidelines)</b>	12/2/16
<b>RTC<sup>3</sup> Action (CFP Guidelines)</b>	12/8/16
<b>Call for Projects <u>Opens</u></b>	12/12/16
<b>Application Workshop<sup>4</sup></b>	12/14/16
<b>Deadline for Meetings to Review Applications for Completeness</b>	2/10/17
<b>Call for Projects <u>Closes</u></b>	<u>2/24/17; 5:00pm</u>
<b>Review of Projects / Scoring by NCTCOG</b>	March – April
<b>Public Meetings<sup>5</sup></b>	Early May
<b>STTC Action (Selected Projects)</b>	5/26/17
<b>RTC Action (Selected Projects)</b>	6/8/17
<b>Workshop for Selected Projects</b>	6/21/17
<b>Submittal Deadline for Transportation Improvement Program (TIP) Modifications (November 2017 Cycle)</b>	7/28/17
<b>Approval of Statewide Transportation Improvement Program (STIP)</b>	Nov. / Dec 2017

<sup>1</sup> Bicycle and Pedestrian Advisory Committee

<sup>2</sup> Surface Transportation Technical Committee

<sup>3</sup> Regional Transportation Council

<sup>4</sup> Application Workshop will be recorded and made available on the  
Active Transportation Funding Opportunities website: [www.nctcog.org/TAP](http://www.nctcog.org/TAP)

<sup>5</sup> Email of draft listing to STTC and RTC when public meeting materials released.

### PROPOSED Active Transportation Project Evaluation Criteria and Scoring

Category	Scoring (pts)	Description	Factors
<b>Regional Network Connectivity</b>	25	Improves connectivity of Mobility 2040 regional paths and bikeways between cities and counties	<ul style="list-style-type: none"> <li>Implements the Regional Veloweb network, including completing gaps between existing paths and extensions of the existing network</li> </ul>
<b>Mobility</b>	20	Improves connections and access to transit	<ul style="list-style-type: none"> <li>Implements facilities (sidewalks, paths, on-street bikeways) providing first/last mile access to transit stations and stops</li> </ul>
<b>Safety</b>	15	Improves safety and provides facilities for pedestrians and bicyclists with a high level of comfort and suitable for users of all ages and abilities	<ul style="list-style-type: none"> <li>Improves safety in documented high crash areas through safety countermeasures recommended by a safety report or study such as crossings, bicycle/pedestrian signalization, traffic calming, and separate facilities for various transportation modes</li> </ul>
<b>Reducing Barriers</b>	10	Provides safe crossing of existing travel obstacles such as major roadways, interchanges, railroads, and bodies of water	<ul style="list-style-type: none"> <li>Provides grade-separated or other barrier crossing improvements with a high level of comfort and suitability for users of all ages and abilities</li> </ul>
<b>Congestion Reduction</b>	10	Provides alternative travel options in lieu of motor vehicle trips in areas with greater opportunity for walking and bicycling	<ul style="list-style-type: none"> <li>Implements projects in areas with high vehicle congestion areas identified in Mobility 2040</li> <li>Implements projects in areas with a high density of short car trips</li> </ul>
<b>Destination Density</b>	5	Provides access to areas with a high density of major employers and destinations	<ul style="list-style-type: none"> <li>Improves access to major destinations (schools, employment districts, major employers, high density residential, shopping, entertainment, and other special trip generators)</li> </ul>
<b>Air Quality Benefits</b>	5	Improves air quality by supporting non-motorized facility usage	<ul style="list-style-type: none"> <li>Improves air quality based on the forecasted bicycle and pedestrian traffic counts resulting from the project</li> </ul>
<b>Equity</b>	5	Improves access to disadvantaged populations and underserved communities	<ul style="list-style-type: none"> <li>Improves access for areas with greater percentages of minorities and low income households compared to the regional average, and areas with a high density of zero car households</li> </ul>
<b>Local Network Connectivity</b>	5	Implements locally planned priorities	<ul style="list-style-type: none"> <li>Implements a locally-planned facility identified in an on-street bicycle/pedestrian plan, trails plan, SRTS plan, or other related community master plan adopted by the governing body</li> </ul>
<b>Subtotal</b>	<b>100</b>		

#### Additional Considerations

<b>Project Readiness and Other Factors</b>	20	Project readiness / ability to obligate funds and initiate construction quickly. Other factors related to project impact upon the community.	<ul style="list-style-type: none"> <li>Status of engineering/design and construction</li> <li>Status of environmental approvals (if applicable)</li> <li>Status of stakeholder/community feedback and support</li> <li>Additional local funding overmatch (closes a funding gap)</li> <li>Economic vitality (supports community revitalization, redevelopment, and job creation)</li> <li>Benefit versus cost</li> <li>Geographic distribution</li> </ul>
<b>Project Innovation</b>	5	Project implements innovative or new treatments and technology that can serve as a model for the region	<ul style="list-style-type: none"> <li>Examples may include separated bike lanes, protected intersections, bicycle and pedestrian traffic count equipment, bicycle facilities with interim approval by FHWA (e.g. bike boxes, bicycle signals, colored pavement), etc.</li> <li>Use of a variety of treatments to create safe and comfortable crossings such as median crossing islands, Rectangular Rapid Flash Beacons, pedestrian hybrid beacons, additional crossing treatments, traffic calming measures, etc.</li> </ul>
<b>Total</b>	<b>125</b>		

**PROPOSED Safe Routes to School Project Evaluation Criteria and Scoring**

Category	Scoring (pts)	Description	Factors
<b>Implements a Local Plan</b>	20	Implements a project identified as a priority in a local Safe Routes to School plan	<ul style="list-style-type: none"> <li>Implements an improvement or facility identified in a Safe Routes to School Plan, a School Travel Plan or equivalent section in another plan</li> <li>The SRTS plan addresses all 5 E's: engineering, education, enforcement, encouragement, and evaluation</li> </ul>
<b>Safety</b>	20	Improves the safety of students walking and bicycling to school	<ul style="list-style-type: none"> <li>Identification of safety hazards and the potential of the proposed project to address the problems</li> <li>Potential of the project to increase the safety of high numbers of students already walking or bicycling to school in hazardous conditions</li> </ul>
<b>Congestion Reduction</b>	20	Increases walking and bicycling by students in lieu of motor vehicle trips to and from school	<ul style="list-style-type: none"> <li>Estimated number of students living near the school that would benefit by the improvements and could walk or bicycle to school if conditions were improved</li> <li>Total students enrolled at the school campus</li> <li>Percentage of students living within 2 miles of the school</li> </ul>
<b>Equity</b>	20	Improves school access for disadvantaged populations and underserved communities	<ul style="list-style-type: none"> <li>Improves access to schools with a high percentage of students classified as economically disadvantaged by the Texas Education Agency school report cards.</li> </ul>
<b>Community Support and Stakeholder Involvement</b>	15	Builds upon demonstrated community support for walking and bicycling to school	<ul style="list-style-type: none"> <li>The school or community has demonstrated a commitment to walking and bicycling through events and programs such as Walk and Bike to School Days, pedestrian and bicycle education, Walking School Buses, etc.</li> <li>The application contains letters that indicate community support for the project from those in addition to the applicant and local elected officials</li> <li>A broad range of school, local government, and community stakeholders were involved in identifying the problem and potential solutions</li> </ul>
<b>Air Quality Benefits</b>	5	Improves air quality by supporting non-motorized facility usage	<ul style="list-style-type: none"> <li>Improves air quality based on the forecasted bicycle and pedestrian traffic counts resulting from the project</li> </ul>
<b>Subtotal</b>	<b>100</b>		

**Additional Considerations**

<b>Project Readiness and Other Factors</b>	20	Project readiness / ability to obligate funds and initiate construction quickly. Other factors related to project impact upon the community	<ul style="list-style-type: none"> <li>Status of engineering/design and construction</li> <li>Status of environmental approvals (if applicable)</li> <li>Additional local funding overmatch (closes a funding gap)</li> <li>Benefit versus cost</li> <li>Geographic distribution</li> <li>Agency's participation in Regional School Task Force meetings</li> </ul>
<b>Project Innovation</b>	5	Project implements innovative treatments and technology or an approach to promoting safe routes to school that can serve as model for the region	<ul style="list-style-type: none"> <li>Project documents how the improvements will result in a mode shift from motor vehicle trips to walking and bicycling trips.</li> <li>Use of a variety of treatments to create safe and comfortable crossings such as median crossing islands, Rectangular Rapid Flash Beacons, pedestrian hybrid beacons, additional crossing treatments, traffic calming measures, etc.</li> <li>Use of Separated bike lanes, protected intersections, bicycle and pedestrian traffic count equipment, bicycle facilities with Interim Approval by FHWA (e.g. bike boxes, bicycle signals, colored pavement), etc.</li> </ul>
<b>Total</b>	<b>125</b>		



# DAVID McCASKILL DESIGN GROUP

620 E. Southlake Blvd., TX 76092 / 817.709.2084 / www.dmdg-inc.com

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November 23, 2016

Ms. Cheri Dolan – Economic Development Director  
Town of Sunnyvale  
127 N. Collins Road  
Sunnyvale, TX 75182

Re: Proposal for Landscape Architectural Services  
TA Trail and Safe Routes to School Funding Application Assistance  
Sunnyvale, Texas  
Agreement between Client and Landscape Architect

Dear Cheri:

The **David McCaskill Design Group** is pleased to submit this proposal to provide Landscape Architectural Services for the above referenced project.

## AGGREMENT

This agreement is made and entered into effect as of the 23rd day of November 2016.

Between the CLIENT:  
**Town of Sunnyvale**  
127 N. Collins Road  
Sunnyvale, TX 75182

And the LANDSCAPE ARCHITECT:  
**David McCaskill Design Group**  
620 East Southlake Blvd.  
Southlake, TX 76092

For the following project:  
**Sunnyvale – TA Trail and Safe Routes to School Funding Application Assistance**

GENERAL DESCRIPTION: Provide assistance in applying for TxDOT funded safe routes to school and trail development grants, administered by NCTCOG, for development of the 4.8 mile rail corridor that bisects Sunnyvale from north to south.



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## SCOPE OF SERVICES

Landscape Architectural Services shall include the following tasks:

### **1.01 GRANT FUNDING PREPARATION SERVICES**

- Facilitate a kickoff meeting.
- Coordinate with NCTCOG on the preparation of grants for Safe Routes to School and Trail Development.
- Participate in trail planning meetings with Sunnyvale staff.
- Participate in coordination meetings with City staff from Mesquite and Garland about trail connections between communities.
- Take site photos.
- Preparation of the project narrative.
- Preparation of a schematic trail plan, prepared to sufficient detail so that a detailed cost estimate can be prepared.
- Preparation of a cost estimate.
- Work with the Town to acquire letters of public support.
- Organize a meeting with NCTCOG personnel to review the application.
- Presentations to Town Council, Park Board and the 4B Board.

### **1.02 TO BE PROVIDED BY THE CLIENT**

- Property ownership documentation.
- Assistance in obtaining letters of public support.

### **1.03 EXCLUDED ITEMS FROM THIS PROPOSAL**

- Preparation of construction documents.

## FEE PROPOSAL

**2.01 COMPENSATION** - The CLIENT agrees to pay the LANDSCAPE ARCHITECT for the BASIC SERVICES listed in the Scope of Services the lump sum fee of **\$4,500.00; Four thousand five hundred dollars and zero cents.**

**2.02 REIMBURSABLES** - The following expenses shall be reimbursed as a part of this contract. Reimbursable expenses will be billed at cost and should not exceed **\$500.00; five hundred dollars and zero cents** in total expenses without written authorization from the CLIENT. The expenses will include the following:

- Cost of xerographic and photographic reproduction of drawings and illustrations and other documents furnished or prepared in connection with this project,
- Cost of digital scans,
- Delivery charges,



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- Mileage when using a personal or company vehicle.

See Exhibit A for cost breakdown of reimbursable expenses.

**2.03 BILLING** - The LANDSCAPE ARCHITECT will bill the CLIENT for fees associated with professional services on the twenty fifth (25<sup>th</sup>) of each month or when certain project milestones are completed. All payments are due the LANDSCAPE ARCHITECT upon receipt of the invoice. Unpaid balances more than 30 days old will incur interest at the rates allowed by and in accordance with Texas law.

**2.04 ADDITIONAL SERVICES** - The LANDSCAPE ARCHITECT may provide additional services beyond the basic services listed above upon written authorization by the CLIENT.

**2.05 ADDITIONAL SERVICES HOURLY RATES** - Additional services shall be provided on either a fixed fee or an hourly basis with a mutually agreed “not to exceed” amount. Hourly rates for Landscape Architectural Additional Services are as follows:

- Principal..... \$160
- Registered Landscape Architect..... \$110
- Graduate Landscape Architect..... \$80
- Intern Landscape Architect..... \$60
- Clerical..... \$50

## MISCELANEOUS PROVISIONS

**3.01** This Agreement is governed by Texas law. Any unresolved dispute existing between CLIENT and LANDSCAPE ARCHITECT concerning this Agreement shall first be submitted to non-binding mediation. Any litigation shall be filled in Tarrant County, where this contract is to be performed.

**3.02** This Agreement is the entire and integrated agreement between the CLIENT and the LANDSCAPE ARCHITECT. This Agreement supersedes all prior negotiations, statements or agreements, either written or oral. The parties to this Agreement may amend this Agreement, only by a written document signed by both the CLIENT and the LANDSCAPE ARCHITECT.

**3.03 INDEPENDENT CONTRACTOR:** The CLIENT and the LANDSCAPE ARCHITECT understand, acknowledge and agree that the LANDSCAPE ARCHITECT will be acting as an independent contractor at all times during the performance of the services described in this Agreement. No provisions or obligations expressed or implied in this Agreement shall create an employment, agency or fiduciary agreement.

**3.04 THIRD PARTY BENEFICIARY DISCLAIMER:** Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against either



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the CLIENT or the LANDSCAPE ARCHITECT.

- 3.05** Neither the CLIENT nor the LANDSCAPE ARCHITECT shall assign this Agreement without the written consent of each party.
- 3.06** LANDSCAPE ARCHITECT shall obtain and maintain in full force and effect during the term of this Agreement commercial general liability, professional liability and automobile liability coverage for non-owned and hired vehicles with insurance carriers admitted to do business in the state of Texas.
- 3.07** This Agreement shall be signed by both parties and returned to the LANDSCAPE ARCHITECT prior to the commencement of services.

## SUMMARY

- 4.01** The **David McCaskill Design Group** is pleased to submit this proposal to the **Town of Sunnyvale** for Landscape Architectural Services. We appreciate your consideration and are excited about the opportunity to work together on this project.
- 4.02** By executing this Agreement, the LANDSCAPE ARCHITECT and the CLIENT agree and accept the terms listed above.

LANDSCAPE ARCHITECT  
**David McCaskill Design Group**

CLIENT  
**Town of Sunnyvale**

Signature  
Name: David McCaskill, RLA  
Title: President  
Date: November 23, 2016

Signature  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



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## EXHIBIT A

### STANDARD BILLING RATES FOR REIMBURSABLE CHARGES

#### PRINTING:

- Black and White Bond Prints ..... \$ 0.50/SF
- Color Line Drawing/ 20# bond Plots..... \$ 3.00/SF
- Full Color Premium Bond Plots..... \$6.00/SF
- Full Color Hi Gloss Plots..... \$ 8.00/SF
- Full Color Scrim..... \$10.00/SF
- Full Color Canvas..... \$12.00/SF
- Color Prints (8.5" x 11") ..... \$ 1.50/EA
- Color Prints (11" x 17") ..... \$ 2.10/EA
- Black and White Prints (8.5" x 11") ..... \$ 0.10/EA
- Black and White Prints (11"x17")..... \$ 0.15/EA

#### MOUNTING

- 3/16" Foam Core ..... \$4.00/SF

#### BINDING SERVICES

- Punch and Spiral Bind ..... \$4.00/EA

#### STORAGE MEDIA

- CD ..... \$8.00/EA

#### TRAVEL EXPENSES

- Mileage ..... \$0.54/MILE

# ***Certificate of Attendance***

has participated in the online seminar

**Intersections that Work for Pedestrians and Bicyclists**

conducted by

**Association of Pedestrian and Bicycle Professionals**

**Date:** 10/19/2016

**Hours of Instruction:** 1

**Professional Development Hours:** 1

**CEU:** .1



*Association of Pedestrian and Bicycle Professionals*

*Expertise for Active Transportation*

[www.APBP.org](http://www.APBP.org)

***Professional Development Webinar Series***

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**Melanie Bowzer**

*Association Director*