

**RICHLAND HILLS DEVELOPMENT CORPORATION
BOARD MEETING
MARCH 10, 2025
MINUTES**

Roll Call:

Directors present:

Curtis Bergthold, Chair
Doug Knowlton, Council Member
Travis Malone, Council Member
GW Estep, Council Member
Allison Barger, Citizen Member
Ray Stilwell, Citizen Member
Jorge Cisneros, Citizen Member

Directors absent:

Officers

Candice Edmondson, President
Lindsay Rawlinson, Secretary

1. CALL TO ORDER

Chair Bergthold Called to Order – Time 5:31 p.m.

2. PUBLIC COMMENTS

None.

REGULAR AGENDA

3. Approved minutes from the August 26, 2024 Richland Hills Development Corporation meeting

Motion: Motion was made by Director Barger and seconded by Director Estep to approve the minutes from the August 26, 2024 Richland Hills Development Corporation meeting.

Motion carried by a vote of 7-0.

4. Approved award of bid for parking lot and site improvements at Rosebud Park to C. Green Scaping, LP in the amount of \$293,599

Director of Parks and Recreation Eric Valdez presented the item and advised that in 2019, the Richland Hills City Council adopted the Parks Master Plan to guide future improvements to the City's parks system. As part of the Fiscal Year 2024 budget process, the Richland Hills Development Corporation and City Council approved funding for a new parking lot and a restroom/pavilion structure at both Kate Baker Park and Rosebud Park. While most improvements at Kate Baker Park were completed in Fall 2024, the

restroom/pavilion structure remains unfinished. The restroom/pavilion structures for both parks were purchased from Romtec in 2023 and are currently stored at the City's Public Works yard. At the time of purchase, the City paid half of the total cost, with the remaining funds carried forward into the Fiscal Year 2025 budget to complete the installations. City staff is now coordinating with Romtec representatives to schedule simultaneous construction of both restroom/pavilion structures.

Parkhill completed design and engineering of the parking lot and site improvements at Rosebud Park in December 2024. A Request for Bids was issued on January 10, 2025 and bid proposals were opened on February 21, 2025. Six responsive bids were received with C. Green Scaping, LP submitting the lowest correct, responsive bid in the amount of \$266,908.10.

The FY 2025 RHDC Budget includes \$618,442 for improvements at Rosebud Park including the parking lot and site enhancements under C. Green Scaping's contract, and the installation and final payment for the Romtec restroom/pavilion structure.

Staff also recommends a 10 percent owner's contingency fee of \$26,690.90 be added to the contract to cover unforeseen construction costs. Any unused contingency funds will be returned to the RHDC Budget.

Discussion ensued regarding the bid numbers presented and the proposed contingency funds.

Mr. Valdez confirmed that C. Green Scaping submitted the lowest correct bid while others submitted inaccurate bids. Additionally, he advised that the contingency fee is to account for any changes that may be requested by the City and not the contractor.

Motion: Motion was made by Director Estep and seconded by Director Malone to approve the bid award to C. Green Scaping, LP for parking lot and site improvements at Rosebud Park, in the amount of \$266,908.10, with an owner's contingency fee of \$26,690.90, for a total project cost of \$293,599.

Motion carried by a vote of 7-0.

5. ADJOURNMENT

There being no further business to come before the Richland Hills Development Corporation, Chair Lopez declared the meeting adjourned at 5:47 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Chair