

MEMORANDUM

Date: March 6, 2025

To: Chairman Kevin Mosher and Members of the Caddo Mills EDC

From: John R. Hubbard, Ph.D., CEcD

SUBJECT: Discuss and consider a bids for the construction of a parking lot at the EDC Office.

Note: No action was taken on this item during the March 10, 2025, Caddo Mills EDC Board Meeting.

Discussion:

The Economic Development Corporation (EDC) is considering bids for the construction of a new asphalt parking lot at the EDC office. The proposed parking lot will cover approximately 7,600 square feet and include the following construction elements:

- Excavation and removal of 8 inches of dirt, existing material, and debris
- Installation of 6 inches of TXDOT-approved Type D Grade 1 Flexbase, hydrated, graded, and compacted
- Application of tack coat to adjacent pavement edges
- Installation of 2 inches of Type D HMA surface course material, compacted with a 3 - 5 ton smooth wheel roller

The approved EDC budget for this project is \$48,000. Additional funds, if necessary, may be allocated from the Capital Projects budget.

Tree Removal Consideration

If the trees remain in place, the parking area will be reduced by approximately 30%, significantly impacting the functionality of the lot. The City Manager recommends removing the trees to maximize available parking space.

Bid Summary:

Bidder	Cost Without Tree Removal	Cost With Tree Removal
Action Construction	\$64,510	Not Provided
Metroplex Paving	\$42,500	\$46,000
CR Fabrication	Not Provided	\$93,380
Reynolds Asphalt	\$60,500	\$67,315

Important Observations

- ***Lowest bid without tree removal:*** Metroplex Paving at **\$42,500**
- ***Lowest bid with tree removal:*** Metroplex Paving at **\$46,000**
- *CR Fabrication submitted only a bid with tree removal, which is the highest overall.*
- *Action Construction did not provide pricing with tree removal.*
- *Reynolds Asphalt is consistently higher than Metroplex Paving in both categories.*

Additional Notes

None of the bids include:

- ***Parking lot striping***
- ***Permits from TxDOT or the City***
- *The cost of a **culvert** that is likely to be required by TxDOT for the driveway off Main Street*

These additional costs could push the **total project expenditure above \$50,000**, even for the lowest bidder.

Legal Consideration

Under **Chapter 252 of the Texas Local Government Code**, with limited exceptions, cities must follow **competitive sealed bidding or competitive sealed proposal procedures** for contracts that exceed **\$50,000**.

Staff Recommendation

It is recommended that the **EDC issue a formal request for bids** on this project to ensure compliance with state law, account for all necessary components of the project, and secure the most competitive and qualified contractor.