



COMMUNITY DEVELOPMENT CORPORATION MEETING AGENDA

August 12, 2026 at 6:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. PUBLIC PARTICIPATION

The purpose of this item is to allow citizens an opportunity to address the BCDC Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.

D. REGULAR ITEMS

1. Consider approval of the July 8, 2026, Bartonville Community Development Corporation Meeting Minutes.
2. Discuss and consider a Request for Proposals for Town Entrances/Exits Signage Project.
3. Discuss and consider hosting a small business event.
4. Receive Update on Well at the corner of FM 407 and McMakin (Old Town).
5. Receive Update on Beautification/Drainage/Erosion Control Project.
6. Discussion of Financial Report ending July 2026.

E. FUTURE ITEMS

F. ADJOURNMENT

The Bartonville Community Development Corporation reserves the right to recess into a closed meeting or executive session as authorized by Chapter 551 of the Texas Government Code, (the Texas Open Meetings Act) on any item posted on its open meeting agenda to seek legal advice pursuant to Texas Government Code Section 551.071, Consultation with Attorney of the Texas Open Meetings Act. Any final action, decision, or vote on a matter deliberated in a closed meeting will only be taken in an open meeting that is held in compliance with Texas Government Code, Chapter 551.

CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Shannon Montgomery, Town Secretary

Posted: Thursday, August 6, 2026, prior to 5:00 pm.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, Title: _____



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: August 12, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Consider approval of the July 8, 2026, Bartonville Community Development Corporation Meeting Minutes.

SUMMARY:

Minutes from July 8, 2026, Bartonville Community Development Corporation Meeting.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Approve as presented.

ATTACHMENTS:

- July 8, 2026, Bartonville Community Development Corporation Meeting Minutes.

THE BARTONVILLE COMMUNITY DEVELOPMENT CORPORATION MET IN REGULAR SESSION ON THE 8TH DAY OF JULY 2026, AT BARTONVILLE TOWN HALL, 1941 E. JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING DIRECTORS PRESENT, CONSTITUTING A QUORUM:

Brenda Latham, Chair
Chad Carlson, Vice Chair
Laura Karbash-Smith, Director
Laura Pittman, Director

Directors Absent:

Scott Daum, Director
Jan Deatherage, Director

Town Staff Present:

Kirk Riggs, Town Administrator
Shannon Montgomery, Town Secretary
Katarina Fowler, Permit Technician

A. CALL MEETING TO ORDER

Chair Latham called the meeting to order at 6:14 pm.

B. PLEDGE OF ALLEGIANCE

Chair Latham led the Pledge of Allegiance.

C. PUBLIC PARTICIPATION

The purpose of this item is to allow citizens an opportunity to address the BCDC Board on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No formal action can be taken by the Board on items that are not posted on the agenda.

There was no public participation.

D. REGULAR ITEMS

1. Consider approval of the June 10, 2026, Bartonville Community Development Corporation Meeting Minutes.

Motion made by Director Karbash-Smith, seconded by Director Carlson, to **APPROVE** the June 10, 2026, Bartonville Community Development Corporation Meeting Minutes as presented. Motion carried unanimously.

2. Discuss and consider quotes received for the Entrance Beautification, Drainage, and Erosion Control Improvements and award project.

Motion made by Director Latham, seconded by Director Pittman, to approve Evergreen Lawn and Landscape's Option C and approve a target budget not to exceed \$120,000. Motion carried unanimously.

3. Discuss and consider Signage for Town entrances/exits.

Director Carlson will draft a Request for Proposal for signage at the two medians on FM 407 entering Town limits and bring it to the Board at the August 12, 2026 meeting. Discussion only; no action taken.

4. Discuss and consider hosting a small business event.

Director Carlson asked for ideas from the Board to host a small business event. Examples discussed during the meeting included a shopping bingo card and a wine walk. Discussion only; no action taken.

5. Receive Update on Christmas Lighting at the corner of FM 407 and McMakin (Old Town).

Town Secretary Montgomery updated the Board on the lease for both 2026 and 2027 Holiday Seasons for \$14,000 each and addressed questions from the Board.

6. Discussion of Financial Report ending June 2026.

Town Secretary Montgomery provided a summary of the financial report ending June 2026 and addressed questions from Directors.

7. Discuss and consider the proposed budget for Fiscal Year 2026-2027.

Director Latham made a motion, seconded by Director Pittman, to approve the proposed Fiscal Year 2026–2027 budget reflecting total revenues of \$293,625 and total expenditures of \$293,625. The motion carried unanimously.

E. FUTURE ITEMS

The following items were requested to be added to the August 12, 2026 meeting agenda:

- Well at Old Town update and discussion (Director Latham)
- Small Business Event update and discussion (Director Carlson)
- Signage Request for Proposal (Director Carlson)
- Beautification/Drainage/Erosion Control Project Update (Director Latham)

F. ADJOURNMENT

Chair Latham adjourned the meeting at 7:17 pm.

APPROVED this the 12th day of August 2026.

APPROVED:

Brenda Latham, Chair

ATTEST:

Shannon Montgomery, TRMC, Town Secretary



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: August 12, 2026

FROM: Chad Carlson, Director

AGENDA ITEM: Discuss and consider a Request for Proposals for Town Entrances/Exits Signage Project.

SUMMARY:

At the July 8, 2026 meeting, Director Carlson volunteered to draft a Request for Proposals for Town Entrances/Exits signage.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION: N/A

ATTACHMENTS:

- Draft Request for Proposal

TOWN OF BARTONVILLE, TEXAS

Business Community Development Corporation (BCDC)

REQUEST FOR QUALIFICATIONS AND DESIGN CONCEPTS (RFQ)

**DESIGN, FABRICATION, AND INSTALLATION OF
GATEWAY MONUMENT SIGNS**

FM 407 EASTERN & WESTERN TOWN ENTRANCES

Issue Date: TBD

Proposal Due Date: TBD

Issued By:

Town of Bartonville

Business Community Development Corporation

1941 E. Jeter Road

Bartonville, Texas 76226

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EXECUTIVE SUMMARY

The Bartonville Business Community Development Corporation (BCDC), on behalf of the Town of Bartonville, invites qualified firms to submit qualifications and conceptual design proposals for the creation of two permanent gateway monument signs to be installed along FM 407 at the eastern and western entrances to the Town.

These monuments are intended to become permanent civic landmarks that create an attractive and memorable first impression while reflecting Bartonville's rural heritage, natural beauty, and commitment to preserving its unique identity.

Rather than a conventional roadside sign, the Town seeks an enduring architectural feature that complements the surrounding landscape and reinforces the character of the community for decades to come.

The selected firm will provide professional design services, fabrication, and installation of two complete monument signs, including foundations, structural systems, optional architectural lighting, and all associated construction necessary for a completed installation.

The Town encourages innovative design solutions while emphasizing durability, craftsmanship, low maintenance, and timeless appearance.

1. INTRODUCTION

The Town of Bartonville is recognized for preserving its rural atmosphere while providing a high quality of life for residents and businesses. As the community continues to grow, the Town desires entrance monuments that reinforce this identity and provide a welcoming experience for residents and visitors alike.

The Bartonville Business Community Development Corporation (BCDC) is soliciting qualifications from experienced firms specializing in monument design, stone masonry, architectural metal fabrication, public space enhancements, or similar disciplines to design and construct two signature gateway monuments.

This Request for Qualifications (RFQ) is intended to identify firms capable of delivering an iconic, long-lasting project that reflects the Town's values and enhances the visual quality of the FM 407 corridor.

The Town anticipates entering into negotiations with the firm determined to provide the best overall value based upon qualifications, creativity, durability, and overall project approach.

Selection will not be based solely upon lowest cost.

2. COMMUNITY VISION

Bartonville is unlike many surrounding communities.

The Town has intentionally maintained a rural atmosphere characterized by open spaces, native landscapes, equestrian properties, mature trees, and architecture that complements the North Texas countryside.

The gateway monuments should reflect these characteristics while communicating a sense of permanence, quality, and pride.

The Town is seeking entrance monuments that appear authentic rather than commercial, understated rather than elaborate, and timeless rather than trendy.

Successful designs should feel as though they have always belonged in Bartonville and will continue to represent the community for generations.

3. PROJECT OBJECTIVES

The primary objectives of this project include:

- Create two visually distinctive gateway monuments marking the eastern and western entrances to Bartonville along FM 407.
 - Establish a recognizable identity for the Town through thoughtful architectural design.
 - Incorporate the official Town of Bartonville logo into the monument design.
 - Utilize natural materials that complement the surrounding landscape.
 - Provide an attractive and welcoming first impression for residents and visitors.
 - Minimize long-term maintenance requirements.
 - Design structures capable of providing decades of service.
 - Create an entrance feature that becomes a recognizable civic landmark rather than simply a directional sign.
-

4. PROJECT LOCATIONS

The project includes two gateway monument locations.

Location 1

FM 407

Eastern Town Limit

Median Location

(See Appendix A)

Location 2

FM 407

Western Town Limit

Median Location

(See Appendix A)

Final monument placement will be coordinated with Town staff following selection of the successful proposer and verification of site conditions, utilities, visibility requirements, and any applicable TxDOT requirements.

5. DESIGN PHILOSOPHY

The Town is seeking more than identification signage.

The monuments should function as architectural gateway features that establish a strong sense of arrival while respecting Bartonville's rural character.

Designs should balance simplicity with craftsmanship and avoid unnecessary ornamentation.

The preferred design aesthetic should incorporate:

- Native Texas materials
- Timeless architecture
- Authentic craftsmanship
- Appropriate scale
- Natural color palettes
- Clean lines
- Durable construction
- Minimal maintenance requirements

The Town encourages creative interpretation while maintaining these guiding principles.

6. PROJECT SCOPE

The selected firm shall provide all professional services, labor, equipment, materials, supervision, transportation, permits (if applicable), and incidental work necessary to complete the project from concept through final installation.

The Town anticipates awarding a single contract for the complete project.

The successful proposer shall be responsible for, at a minimum, the following services:

6.1 Site Investigation

The selected firm shall verify all existing field conditions prior to final design.

The investigation should include:

- Existing grades and drainage conditions
- Visibility from approaching traffic
- Existing utilities
- Existing irrigation (if any)
- Available electrical service
- Soil and foundation considerations
- Existing median dimensions
- Any restrictions affecting monument placement

The proposer is responsible for identifying any conditions that may impact construction or installation.

6.2 Concept Development

Each proposer shall develop an original monument concept reflecting Bartonville's character and project goals.

The Town encourages creative solutions while maintaining a timeless and understated appearance.

Concepts should clearly illustrate:

- Overall monument appearance
- Scale and proportions
- Material selections
- Logo placement
- Lettering style

- Structural elements
- Lighting concepts (if proposed)

The Town may request revisions following review of the initial concept.

6.3 Final Design

Following concept approval, the selected firm shall prepare final construction documents suitable for fabrication and installation.

Final documents shall include:

- Plan views
- Elevations
- Construction details
- Foundation details
- Structural information
- Material specifications
- Finish schedule
- Lighting details (if applicable)

All drawings shall be prepared in accordance with applicable engineering and construction standards.

6.4 Fabrication

The selected contractor shall fabricate all monument components using materials consistent with the approved design.

Fabrication shall emphasize:

- Precision workmanship
- High-quality finishes
- Long-term durability
- Structural integrity
- Ease of maintenance

Any substitutions from the approved materials must receive written approval from the Town prior to fabrication.

6.5 Installation

Installation shall include all work necessary to deliver a complete, finished project including:

- Excavation
- Foundations
- Reinforcing steel
- Structural anchoring
- Monument assembly
- Electrical coordination
- Finish restoration
- Cleanup
- Final inspection

The contractor shall protect existing roadways, landscaping, sidewalks, utilities, and adjacent improvements during construction.

Any damaged improvements shall be restored to their original condition at the contractor's expense.

7. DESIGN STANDARDS

The Town desires gateway monuments that remain visually relevant and structurally sound for decades.

Designs should emphasize permanence over trends.

The successful proposal should demonstrate thoughtful consideration of proportion, materials, craftsmanship, visibility, and community identity.

The monuments should appear appropriate during all seasons and complement the surrounding landscape rather than dominate it.

Desired Design Characteristics

Designs should communicate:

- Authenticity
- Permanence
- Quality craftsmanship

- Simplicity
- Rural elegance
- Civic pride

Rather than creating a commercial entrance feature, the intent is to establish a civic landmark that represents Bartonville's unique identity.

Scale

Monuments should be appropriately sized for visibility from FM 407 while maintaining visual balance with the surrounding roadway and landscape.

Oversized commercial monument signs are discouraged.

The Town encourages proportional designs that create a strong visual presence through quality rather than sheer size.

Lettering

The monument shall prominently display:

WELCOME TO THE TOWN OF BARTONVILLE or other suggested wording

The official Town logo shall be incorporated into the overall design.

Lettering should be easily readable from approaching traffic without appearing oversized or excessive.

The Town encourages raised or dimensional lettering rather than painted graphics whenever practical.

Color Palette

Preferred colors include:

- Natural limestone tones
- Weathered steel finishes
- Earth tones

- Bronze
- Charcoal
- Black
- Natural timber finishes

Bright colors, reflective finishes, or highly polished materials should be avoided unless specifically incorporated as subtle accents.

8. MATERIALS & CONSTRUCTION STANDARDS

The Town places a high priority on durability and long-term performance.

Materials should be selected based on appearance, longevity, maintenance requirements, and compatibility with Bartonville's rural character.

Preferred materials include:

- Native Texas limestone
- Natural quarried stone
- Structural steel
- Weathering (Corten) steel
- Powder-coated steel
- Cast bronze
- Aluminum (where appropriate)
- Heavy timber accents

The Town discourages:

- Faux stone products
- Plastic components
- Foam or EIFS products
- Thin adhered veneers intended only for appearance
- Vinyl graphics
- Plastic lettering
- Exposed fasteners where avoidable

All exposed materials should weather gracefully and require minimal maintenance.

Foundations

Monuments shall be designed with permanent reinforced concrete foundations appropriate for site conditions.

The selected proposer shall recommend foundation dimensions based upon final monument size, structural loading, and soil conditions.

Structural Design

The monument shall be designed to withstand North Texas weather conditions, including:

- High winds
- Heavy rainfall
- Seasonal temperature fluctuations
- Long-term UV exposure

The contractor shall provide documentation demonstrating appropriate structural design if requested by the Town.

9. LIGHTING REQUIREMENTS

Lighting is considered an optional enhancement and should only be incorporated where electrical service is practical and cost-effective.

If proposed, lighting should emphasize the architectural character of the monument rather than function as decorative illumination.

Preferred lighting methods include:

- Concealed LED uplighting
- Ground-mounted architectural fixtures
- Shielded fixtures minimizing glare
- Warm white lighting (approximately 2700K–3000K)

Lighting should be designed to:

- Improve nighttime visibility
- Highlight architectural features

- Minimize light spill onto adjacent properties
- Preserve Bartonville's rural nighttime environment

Proposers shall provide a separate cost for lighting if electrical service is not readily available.

Sustainability

The Town encourages designs that minimize long-term operating costs.

Consideration should be given to:

- Energy-efficient lighting
- Durable finishes
- Replaceable components
- Ease of maintenance
- Long service life

10. PROPOSAL REQUIREMENTS

The Town of Bartonville requests complete proposals that clearly demonstrate the proposer's qualifications, design capabilities, technical expertise, and ability to successfully deliver a project of this nature.

Proposals should be organized using the sections outlined below. Additional supporting information may be included at the discretion of the proposer.

10.1 Cover Letter

Provide a cover letter signed by an authorized representative of the firm.

The letter shall include:

- Name of firm
- Primary contact
- Address
- Telephone number
- Email address
- Statement expressing interest in the project
- Signature of authorized representative

10.2 Firm Qualifications

Provide a brief history of the company including:

- Years in business
- Office locations
- Number of employees
- Primary areas of expertise
- Experience with municipal or public-sector projects
- Experience designing gateway monuments or similar architectural features

The Town reserves the right to verify qualifications.

10.3 Project Team

Identify all key personnel assigned to the project including:

- Project Manager
- Lead Designer
- Landscape Architect (if applicable)
- Structural Engineer (if applicable)
- Fabrication Manager
- Construction Superintendent

Include relevant experience for each team member.

10.4 Relevant Experience

Provide a minimum of three (3) comparable projects completed within the last ten years.

For each project include:

- Client name
- Project location
- Brief project description
- Construction value
- Completion date
- Client contact information

- Photographs of completed work

Projects involving municipalities, civic spaces, parks, campuses, or gateway monuments are preferred.

10.5 Design Approach

Describe your firm's vision for creating a gateway monument that reflects Bartonville's identity.

The narrative should address:

- Overall design philosophy
- Community character
- Material selection
- Durability
- Constructability
- Long-term maintenance
- Sustainability
- Unique design elements

The Town encourages creative thinking while maintaining the project's guiding principles.

10.6 Preliminary Design Concept

Although not mandatory, proposers are strongly encouraged to include conceptual illustrations.

Examples may include:

- Hand sketches
- Digital renderings
- Perspective views
- Material boards
- Color palettes
- Inspiration imagery

The purpose of these materials is to communicate the firm's overall vision rather than provide a finalized design.

10.7 Cost Estimate

The Town is requesting preliminary pricing to assist in project planning.

Provide an estimated breakdown including:

Item	Estimated Cost
Design Services	\$ _____
Engineering	\$ _____
Fabrication	\$ _____
Foundations	\$ _____
Installation	\$ _____
Electrical / Lighting (Optional)	\$ _____
Contingency	\$ _____
Estimated Total Project Cost	\$ _____

Because this RFQ emphasizes qualifications and design concepts, pricing may be refined following selection of the preferred proposer.

10.8 Project Schedule

Provide an anticipated schedule including:

- Design kickoff
- Preliminary concepts
- Final design approval
- Fabrication
- Site preparation
- Installation

- Final completion

Identify any anticipated long-lead materials or scheduling concerns.

10.9 Warranty

Describe all proposed warranties including:

- Structural components
- Masonry
- Metal finishes
- Protective coatings
- Lighting systems
- Electrical components
- Workmanship

Include warranty durations where applicable.

10.10 References

Provide a minimum of three references for projects similar in scope.

Include:

- Organization
 - Contact name
 - Title
 - Phone
 - Email
 - Project completed
-

11. REQUIRED DELIVERABLES

The selected proposer shall provide, at a minimum:

Design Phase

- Existing site review
 - Design narrative
 - Three-dimensional renderings
 - Site plan
 - Elevations
 - Material specifications
 - Preliminary construction budget
-

Construction Documents

- Final construction drawings
 - Foundation details
 - Structural details
 - Lighting plans (if applicable)
 - Finish schedule
 - Installation details
-

Construction Phase

- Fabrication
 - Transportation
 - Installation
 - Final inspection
 - Punch list completion
-

Project Closeout

Provide:

- Warranty documentation
 - Maintenance recommendations
 - Product literature
 - Replacement part information
 - Final as-built drawings (if applicable)
-

12. PROJECT SCHEDULE

The anticipated project schedule is shown below.

Milestone	Date
RFQ Issued	TBD
Deadline for Questions	TBD
Responses to Questions Issued	TBD
Proposal Submission Deadline	TBD
Proposal Review	TBD
Interviews (if necessary)	TBD
Recommendation to BCDC	TBD
Contract Negotiations	TBD
Notice to Proceed	TBD
Design Begins	TBD
Construction Begins	TBD
Project Completion	TBD

The Town reserves the right to modify the schedule as necessary.

13. SUBMISSION REQUIREMENTS

Submit one electronic copy in PDF format.

The Town may also request printed copies during the evaluation process.

Submission shall include all information requested within this RFQ.

Incomplete proposals may be considered non-responsive.

Submission Address

Town of Bartonville

Business Community Development Corporation

1941 E. Jeter Road

Bartonville, Texas 76226

Email:

Questions

All questions regarding this RFQ shall be submitted in writing to the designated Town representative no later than the deadline identified within the Project Schedule.

Responses may be distributed to all known proposers.

Proposal Validity

Proposals shall remain valid for a period of ninety (90) calendar days following the submission deadline unless otherwise agreed upon by both parties.

Public Information

Submitted proposals may become public records in accordance with the Texas Public Information Act.

Proposers should clearly identify any proprietary information believed to be exempt from public disclosure.

Insurance

The selected contractor shall provide evidence of insurance meeting Town requirements prior to execution of a contract.

Insurance requirements may include:

- Commercial General Liability
- Automobile Liability
- Workers' Compensation
- Umbrella or Excess Liability

The Town may request additional coverage based upon the final project scope.

14. EVALUATION PROCESS

The Town of Bartonville and the Bartonville Business Community Development Corporation (BCDC) will evaluate proposals based on the criteria identified below.

Selection will be based on the proposal that provides the **best overall value** to the Town, considering qualifications, design quality, durability, project approach, and cost.

The Town reserves the right to request interviews, presentations, additional information, or revised proposals from one or more proposers before making a final selection.

The Town may also elect to award the project based solely upon the information contained in the submitted proposals without conducting interviews.

15. EVALUATION CRITERIA

Proposals will be evaluated using the following weighted criteria.

Evaluation Criteria	Weight
Relevant Experience & Qualifications	20 Points
Creativity & Design Quality	25 Points
Compatibility with Bartonville Character	15 Points
Material Quality & Durability	15 Points
Project Approach & Understanding	10 Points
Cost & Overall Value	10 Points
References & Past Performance	5 Points
TOTAL	100 Points

The Town reserves the right to adjust scoring or request clarification where additional information is necessary to complete the evaluation.

16. COMMITTEE EVALUATION WORKSHEET

Each committee member may independently evaluate each proposal using the following worksheet.

Proposer

Experience & Qualifications (20)

Comments:

Score:

____ /20

Design Creativity (25)

Comments:

Score:

____ /25

Community Character (15)

Does the proposal reflect Bartonville's rural identity?

Comments:

Score:

____ /15

Materials & Durability (15)

Comments:

Score:

____ /15

Project Approach (10)

Comments:

Score:

____ /10

Cost & Value (10)

Comments:

Score:

____ /10

References (5)

Comments:

Score:

____ /5

TOTAL SCORE

____ /100

Overall Recommendation

- ☐ Highly Recommended
- ☐ Recommended
- ☐ Recommend with Revisions
- ☐ Not Recommended

Committee Member

Date

17. TERMS & CONDITIONS

The Town of Bartonville and the Bartonville Business Community Development Corporation reserve the right to:

- Reject any or all proposals.
- Waive informalities or irregularities in any proposal.

- Request additional information from any proposer.
 - Conduct interviews or presentations.
 - Modify the project scope before contract award.
 - Cancel, postpone, or reissue this RFQ.
 - Accept the proposal determined to be in the best interest of the Town, which may not necessarily be the lowest-cost proposal.
-

Negotiation

The Town reserves the right to negotiate with one or more proposers regarding design concepts, materials, scope, schedule, and pricing prior to execution of a final agreement.

Submission of a proposal constitutes acknowledgment that such negotiations may occur.

Proposal Costs

All costs incurred in preparing and submitting a proposal shall be the sole responsibility of the proposer.

The Town shall not reimburse any proposal preparation expenses.

Ownership of Documents

All proposals submitted in response to this RFQ become the property of the Town of Bartonville.

The Town reserves the right to retain all submitted materials for evaluation and future reference.

Public Information

Submitted proposals may be subject to disclosure under the Texas Public Information Act.

Proposers should clearly identify any information believed to be proprietary or confidential.

Insurance

The selected proposer shall furnish certificates of insurance meeting Town requirements before execution of any contract.

Coverage may include:

- Commercial General Liability
- Automobile Liability
- Workers' Compensation
- Umbrella Liability

Additional coverage may be required depending on the final project scope.

Compliance

The selected proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, regulations, and permitting requirements governing the project.

18. SUBMISSION INSTRUCTIONS

Proposals shall be submitted electronically in PDF format unless otherwise authorized by the Town.

Submissions should be organized in the same order as requested in this RFQ.

The Town may request printed copies following the submission deadline.

All proposals shall include:

- Cover Letter
- Qualifications
- Relevant Experience
- Project Team
- Design Narrative
- Preliminary Concepts
- Cost Estimate
- Schedule
- References

- Warranty Information
-

Proposal Delivery

Town of Bartonville

Business Community Development Corporation

1941 E. Jeter Road

Bartonville, Texas 76226

Email:

Questions

Questions regarding this RFQ shall be submitted in writing no later than the date identified in the Project Schedule.

Responses may be distributed to all known proposers.

19. NOTICE OF AWARD

Following evaluation, the Town anticipates selecting the proposal determined to provide the best overall value.

Selection of a proposer does not constitute authorization to begin work.

Work shall not commence until a contract has been executed and a written Notice to Proceed has been issued by the Town.

20. RESERVATION OF RIGHTS

Nothing contained in this RFQ shall obligate the Town to award a contract or reimburse any proposer for costs incurred in preparing a proposal.

The Town reserves the right to:

- Reject any or all proposals.
- Request revised proposals.
- Negotiate with one or more proposers.
- Terminate this solicitation at any time.
- Modify the project scope.
- Award the project in whole or in part.
- Determine the proposal that best serves the interests of the Town.

APPENDIX A

PROJECT LOCATION EXHIBITS

The project includes the design and installation of two gateway monument signs located along FM 407.

The Town will provide aerial exhibits showing the approximate monument locations prior to proposal submission.

The exhibits should include:

- Property boundaries
- Median dimensions
- Existing roadways
- Existing utilities (if available)
- Existing signage
- Existing landscaping
- Traffic direction
- Photographs from approaching traffic

The selected proposer shall verify all field conditions before beginning final design.

APPENDIX B

TOWN BRANDING

The Town will provide the selected proposer with the following materials:

- Official Town of Bartonville logo (vector format if available)
- Approved color references (if applicable)
- Any existing branding standards

The monument shall prominently display:

WELCOME TO THE TOWN OF BARTONVILLE

The Town logo shall be incorporated into the overall design in a manner that complements the architecture of the monument rather than appearing as an applied graphic.

The Town encourages tasteful integration of branding through material selection, dimensional lettering, or architectural detailing.

APPENDIX C

DESIGN INSPIRATION

The following design principles are intended to communicate the Town's expectations and are not intended to limit creativity.

The Town encourages proposers to create an original design inspired by these characteristics.

Desired Characteristics

- ✓ Native limestone
- ✓ Natural stone
- ✓ Corten (weathering) steel
- ✓ Dimensional lettering
- ✓ Architectural lighting
- ✓ Hand-crafted appearance

- ✓ Timeless architecture
 - ✓ Clean detailing
 - ✓ Durable construction
 - ✓ Civic landmark quality
-

The Town Prefers

- Authentic materials
 - Simple elegance
 - Strong proportions
 - High-quality craftsmanship
 - Low maintenance
 - Long service life
 - Designs that appear appropriate today and thirty years from now
-

The Town Wishes to Avoid

- Commercial shopping center monument signs
 - Decorative foam products
 - Artificial stone veneers
 - Plastic panels
 - Vinyl graphics
 - Internally illuminated cabinet signs
 - Electronic message boards
 - Excessive ornamentation
 - Trend-based architectural styles
-

APPENDIX D

PROPOSAL CHECKLIST

Each proposal should include the following:

- ☐ Cover Letter
- ☐ Company Information
- ☐ Firm Qualifications
- ☐ Organizational Chart
- ☐ Project Team
- ☐ Comparable Projects
- ☐ References

- ☐ Design Narrative
 - ☐ Preliminary Concept Drawings
 - ☐ Material Descriptions
 - ☐ Preliminary Cost Estimate
 - ☐ Project Schedule
 - ☐ Warranty Information
 - ☐ Insurance Information
 - ☐ Any Requested Supporting Documentation
-

APPENDIX E

DESIGN REVIEW QUESTIONS

The BCDC may use the following questions during proposal review.

Design

Does the proposal immediately communicate that visitors are entering Bartonville?

Does the design complement the Town's rural character?

Will the monument remain visually attractive twenty years from now?

Does the monument appear unique rather than resembling a subdivision entrance?

Materials

Are the proposed materials appropriate?

Will the materials weather gracefully?

Are replacement materials readily available?

What long-term maintenance will be required?

Construction

Is the monument practical to construct?

Has the proposer demonstrated experience with similar work?

Does the schedule appear realistic?

Value

Does the proposal provide long-term value rather than simply a low initial cost?

Would this monument create a memorable first impression?

Would the committee feel proud to identify this as one of Bartonville's signature civic features?

APPENDIX F - COMMITTEE NOTES

Proposal:

Committee Member:

Date:

General Comments

Strengths

Weaknesses

Questions for Interview

Final Recommendation

- ☐ Highly Recommend
- ☐ Recommend
- ☐ Recommend with Revisions
- ☐ Do Not Recommend
-

ACKNOWLEDGEMENT

The Town of Bartonville appreciates the time and effort invested by all firms submitting qualifications and design concepts for this project.

The Town recognizes that preparation of thoughtful design proposals requires significant professional expertise and values the participation of firms committed to creating a gateway feature that reflects the unique character of Bartonville.

The Bartonville Business Community Development Corporation looks forward to reviewing creative, high-quality proposals that will help establish a welcoming and enduring entrance experience for residents and visitors for years to come.



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: August 12, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Receive Update on Well at the corner of FM 407 and McMakin (Old Town).

SUMMARY:

Staff is providing this update regarding the Town's well located at the corner of FM 407 and McMakin Road in Old Town, including the condition of the existing pump and information received from well service providers regarding repair or replacement options.

Staff met with three well companies to review the condition of the well and discuss replacement options. One company checked the pump to determine whether it was still operating and was able to get the pump working again; however, Staff was advised that the pump is on its last leg and could fail at any time.

The consensus of the vendors indicated that replacing the pump only would likely be in the range of approximately \$25,000 and a full replacement of the well would cost approximately \$250,000.

FISCAL INFORMATION:

Pump replacement is estimated to be approximately \$25,000 based on information received from the responding companies. A full well replacement was estimated at approximately \$250,000.

RECOMMENDED MOTION OR ACTION:

Receive the update and provide direction to staff regarding whether to proceed with pump replacement planning, obtain additional quotes, or further evaluate long-term well replacement options.

ATTACHMENTS: N/A



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: August 12, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Receive Update on Beautification/Drainage/Erosion Control Project.

SUMMARY:

This memo provides an update to the Economic Development Board regarding the beautification, drainage, and erosion control project and the proposed approval of funding in an amount not to exceed \$120,000.

The Town has received a fully executed contract for the project. The work is intended to improve the appearance of the project area while also addressing drainage and erosion control needs. These improvements support the Board's economic development goals by enhancing public spaces, protecting existing infrastructure, and contributing to the overall visibility and appeal of the community.

The project cost breakdown is as follows:

Item	Amount
Subtotal	\$131,672.08
Less 15% October discount	(\$19,750.81)
Contract total	\$111,921.27

The contract total is \$111,921.27 and is expected to remain unchanged unless change orders are approved.

FISCAL INFORMATION: \$120,000 Budget FY 2026-2027

RECOMMENDED MOTION OR ACTION:

Staff will coordinate the required deposit and proceed with scheduling the work in accordance with the executed contract. Staff will also monitor progress and provide updates to the Board as needed, including any proposed change orders before additional costs are incurred.

ATTACHMENTS:

- Executed Agreement
- Proposal

Agreement Signature Page

Town of Bartonville / BCDC Entrance Beautification, Drainage, and Erosion Control Improvements

Proposal: Evergreen Lawn & Landscape proposal submitted July 1, 2026.

Board Selection and Pricing Confirmation

This signature page confirms that the Board selected **Option C - October Install + Substitutions** from the Evergreen Lawn & Landscape proposal.

Selected Option	Included Value-Engineering Items	Current Project Total
Option C - Oct + Substitutions	October installation timing; 2" Texas Native Rock substitution; 30-gallon tree substitution.	\$111,921.27

15% discount clarification: The 15% October-installation discount is applied to the **final invoice total** for the approved project scope. If mutually approved written changes alter the final invoice total, the 15% discount will be calculated from that final invoice total.

By signing below, the parties confirm acceptance of Option C and authorize Evergreen Lawn & Landscape to proceed with the approved scope, schedule, and pricing, subject to applicable Town/BCDC approvals and any mutually approved written changes.

Accepted and Agreed

Town of Bartonville / BCDC

Evergreen Lawn & Landscape

Signature: _____

Printed Name: Kirk Riggs

Title: Town Administrator

Date: 7.9.2026

Signature: _____

Printed Name: Rachel Pulizzi

Title: General Manager

Date: 7/9/26

PROPOSAL

Entrance Beautification, Drainage, and Erosion Control Improvements

Prepared for

Town of Bartonville, Texas

Bartonville Business Community Development Corporation (BCDC)

Submitted by

Evergreen Lawn & Landscape

1960 Business Park Blvd • Argyle, TX 76226 • 940-321-3081 • Evergreenlls.com

RFP Submission Deadline: July 1, 2026

Date Submitted: July 1, 2026



Cover Letter

June 30, 2026

Brenda Latham, Board Chair
Bartonville Business Community Development Corporation
Town of Bartonville, Texas
Brenda@RepeatRE.com

Dear Ms. Latham and Members of the BCDC Board:

Evergreen Lawn & Landscape is pleased to submit this proposal in response to the BCDC Request for Proposal for Entrance Beautification, Drainage, and Erosion Control Improvements at four priority roadway entrances within the Town of Bartonville. We have reviewed the RFP and the site figures provided and are confident we can deliver an integrated solution that reflects the Town's Hill Country aesthetic while solving the underlying drainage and erosion issues at each location.

As a full-service Landscape company operating dedicated landscape installation, irrigation, fertilization and weed control, and ongoing maintenance divisions in-house, Evergreen is uniquely positioned to carry this project from site assessment and design through construction and long-term plant establishment under a single point of accountability. The same company that installs the improvements will warranty and maintain them, which protects the Town's investment well beyond substantial completion.

We understand that the Jeter Road East & FM 407 entrance (Figure 1) is the Town's number-one priority, with construction to begin on or about July 16, 2026, and we have structured our schedule accordingly.

We appreciate the opportunity to be considered and welcome any questions during the evaluation period.

Respectfully submitted,

Rachel Pulizzi
General Manager
Evergreen Lawn & Landscape
940-321-3081 • Rachel@evergreenlls.com

5.1 Firm Qualifications

Company Overview

Evergreen Lawn & Landscape was established in 1984. The company is headquartered in Argyle, Texas, and provides lawn care, landscaping, irrigation, fertilizer, and weed control services throughout Denton County and surrounding North Texas communities, including Argyle, Northlake, Lantana, Bartonville, Flower Mound, Highland Village, and Denton. Evergreen employs approximately 55 team members and is a locally owned small business with deep roots in the community, serving residential and commercial clients for more than 40 years.

Evergreen provides work across multiple integrated divisions, which together cover the complete life cycle of this project:

- **Landscape Division**— design, site preparation, grading, hardscape, and planting installation.
- **Fertilization & Weed Control Division** — soil amendment, establishment fertilization, and weed management during the plant establishment period (1 year)
- **Maintenance & Enhancement Division**— Maintenance included for 1 year to ensure long-term plant survival and clean appearance.

Because all functions are performed by Evergreen crews rather than subcontracted out, the Town receives single-source accountability, consistent quality standards, and a team that remains responsible for the work after installation is complete.

Relevant Experience

Evergreen's experience aligns directly with the four scope areas in this RFP — drainage correction, erosion control, native and drought-tolerant planting, and roadway/entrance beautification. Representative qualifications include:

- Commercial and municipal entrance, median, and right-of-way landscape installations using Texas Hill Country and native plant palettes.
- Grading and drainage improvements to redirect surface flow and eliminate ponding and rutting in turf and bed areas.
- Erosion-control installations including rock swales, and boulders to deter vehicle encroachment.
- Design and installation suited to drought-tolerant plantings.
- Long-term maintenance options that demonstrate the firm's ability to sustain plant health and appearance through the establishment period and beyond.

Key Personnel & Credentials

The following team will be assigned to the Bartonville project. Evergreen confirms that these individuals will remain available for the duration of the engagement.

Role	Assigned To	Responsibilities & Credentials
Principal / Owner	<i>Rusty McCommas</i>	Executive sponsor; contract authority and final quality accountability.
Project Manager/ GM	<i>Rachel Pulizzi</i>	Single point of contact for BCDC and Town staff; scheduling, coordination, code compliance, and reporting.
Landscape Designer	<i>Cole Schulz</i>	Conceptual and final design; Hill Country / native plant selection and erosion-control planting plans.
Field Superintendent	<i>Noel Flores</i>	On-site supervision of grading, drainage, hardscape, and planting crews; daily quality control and safety.

5.2 Project Approach

Design Philosophy & Methodology

Our approach treats each entrance as both an infrastructure problem and a first impression of the Town. The guiding principle is that beautification must be built on a sound functional foundation — drainage and erosion issues are solved first, and the planting and hardscape design then works with the corrected grading rather than against it. Every recommendation is filtered through three lenses:

- **Function and durability** — plantings and materials selected to stabilize soil, tolerate roadway conditions, and require minimal long-term water and upkeep.
- **Safety and sight lines** — plant heights, placement, and any vehicle-deterrent features designed to maintain clear visibility at intersections and right-of-way areas.
- **Hill Country character** — native and adapted, drought-tolerant species, natural stone, and informal massing that reads as authentically Texas and reflects the community's aesthetic values. Existing elements from the surrounding areas (407 Median, Marty B's shopping, Corner of 407/McMakin and local neighborhoods) have been included to help the design feel like it is connected - See photos below for inspiration:



Materials Palette

The following hardscape and softscape elements form the proposed palette for the Bartonville entrances. All selections are drought-tolerant, regionally adapted, and consistent with the Town's Hill Country aesthetic.

Hardscape Materials

Colorado River Rock

Smooth, rounded multicolored river gravel used as decorative ground cover and in drainage swales. It provides erosion control and a clean, natural finish while still allowing water to infiltrate.



Oklahoma Moss Boulders

Large, naturally weathered fieldstone boulders with moss-toned surfaces. Used as accent features and to anchor planting beds, they also help deter vehicles from driving off the roadway edge.



Tejas Rock

A warm, Texas-toned decorative stone used as ground cover and pathway base. It complements the Hill Country palette and helps suppress weeds with minimal upkeep.



Bend-a-board

Flexible landscape edging that forms clean, curved borders between beds, turf, and gravel. It holds mulch and rock neatly in place along the curved roadway entrances.



1" Texas Native Rock

Locally sourced angular native rock (approximately 1") used as durable ground cover and drainage media. It is low-maintenance, regionally appropriate, and reinforces the native character of each site.



Note: Decomposed granite was purposely avoided due to weeds/maintenance issues and runoff on slopes.

Softscape Materials

Color Guard Yucca

An evergreen accent yucca with striking green-and-gold variegated, sword-shaped foliage. It adds year-round structure and color and is extremely drought-tolerant.



Red Yucca

A tough Texas-adapted evergreen with grass-like foliage and tall coral-red flower spikes that attract hummingbirds. It thrives in heat and poor soils with very little water.



Mexican Feather Grass

A fine-textured ornamental grass with soft, flowing blades that sway in the breeze. Drought-tolerant and ideal for naturalistic Hill Country massing.



Whale's Tongue Agave

A bold, sculptural succulent with wide blue-gray leaves that serves as a dramatic focal point. It is highly drought- and heat-tolerant and requires minimal care.



Coral Drift Rose

A low, compact groundcover rose that blooms in waves of coral-orange from spring through frost. Disease-resistant and well-suited to sunny entrance beds.



Desert Willow Tree

A small native flowering tree with willow-like foliage and trumpet-shaped pink-lavender blooms. Drought-tolerant and attractive to pollinators, it provides seasonal interest and light shade.



Vitex Tree

Also called Texas Lilac, a heat-loving small tree with showy purple flower spikes in summer. Drought-tolerant and fast-growing, it makes a strong vertical accent at an entrance.



Site-Specific Concepts

Figure 1 — Jeter Road East & FM 407 (Priority 1).

Re-grade and stabilize the rutted west side, install an erosion-resistant surface or swale to manage runoff, and add a low boulder/native-planting edge to deter vehicles from driving off the road, paired with drought-tolerant entrance plantings.

Figure 1



Intersection of FM407 and Jeter East

Note: the location suggested below is larger than the Figure 1 map provided by Bartonville

FIGURE 1—JETER X 407



Focal areas with
1" Native Rock

Bend-a-board edging

Colorado River Rock and Boulders

- | | | |
|----|--|-----------------------|
| 4 | | Desert Willow |
| 2 | | Vitex |
| 10 | | Mexican Feather Grass |
| 4 | | Coral Drift Rose |
| 11 | | Color Guard Yucca |
| 14 | | Red Yucca |
| 3 | | Whale's Tongue Agave |

Figure 2 — I T Neely Drive & FM 407.

Address erosion along the flagged edges with stabilization plantings and grading, and introduce a coordinated native bed at the entrance.

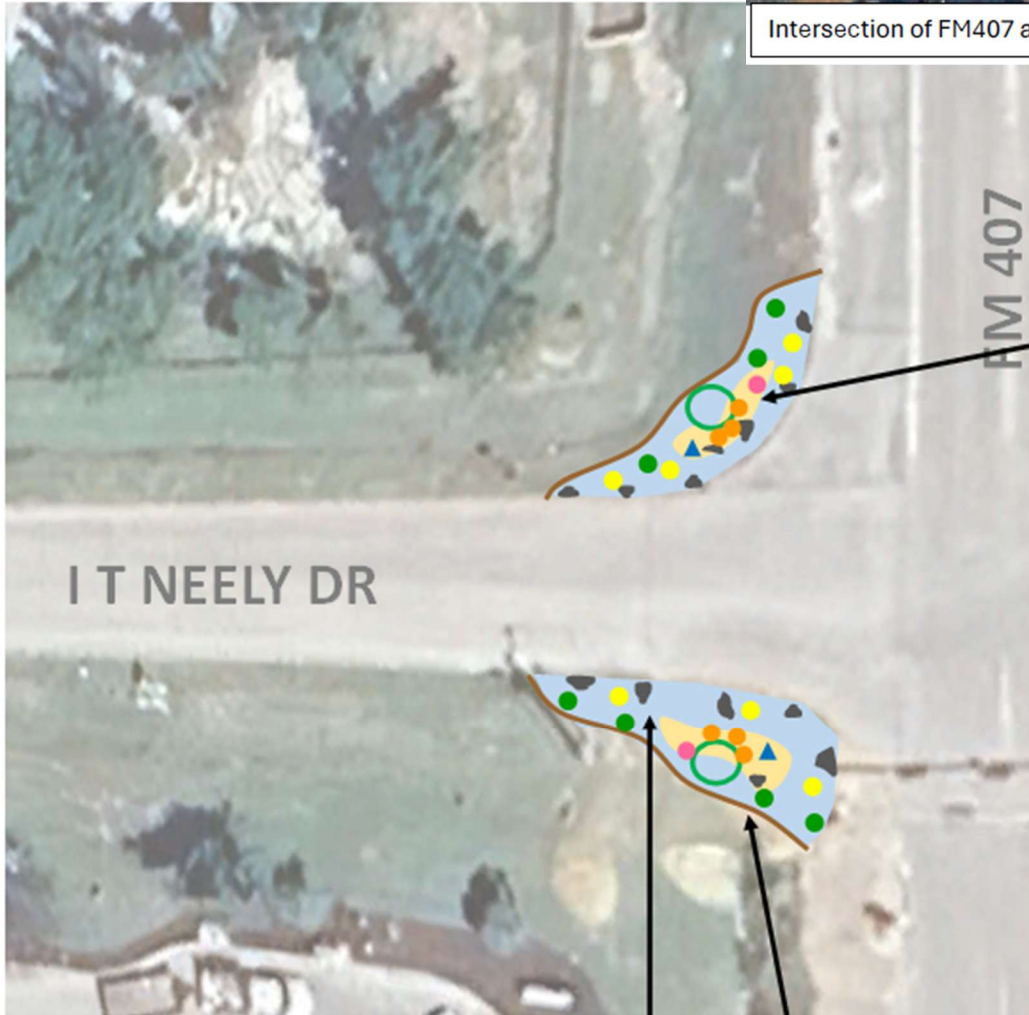
Figure 2

Item D5.



Intersection of FM407 and IT Neely

FIGURE 2—I T NELLY X 407



Focal areas with 1"
Native Rock

Bend-a-board edging

Colorado River Rock and Boulders

- | | | |
|---|---|-----------------------|
| 2 |  | Desert Willow |
| 0 |  | Vitex |
| 6 |  | Mexican Feather Grass |
| 2 |  | Coral Drift Rose |
| 7 |  | Color Guard Yucca |
| 7 |  | Red Yucca |
| 2 |  | Whale's Tongue Agave |

Figure 3 — Jeter Road East & McMakin Road.
Correct erosion at the marked corners and unify the intersection with consistent Hill Country planting and edging.

Figure 3



Intersection of McMakin and Jeter East

FIGURE 3—JETER X MCMAKIN



Focal areas
with 1" Native
Rock

Bend-a-board edging

Colorado River Rock and Boulders

- | | | |
|----|--|-----------------------|
| 2 | | Desert Willow |
| 0 | | Vitex |
| 6 | | Mexican Feather Grass |
| 2 | | Coral Drift Rose |
| 10 | | Color Guard Yucca |
| 13 | | Red Yucca |
| 2 | | Whale's Tongue Agave |

Figure 4 — FM 407 Median at Lantana Town Center.

Beautify the median with low-water, low-maintenance massed plantings and durable inorganic mulch/rock suited to a high-traffic commercial corridor, with attention to sight lines.

Note: the location suggested below is different than Figure 4 from Bartonville since that area is currently concrete.

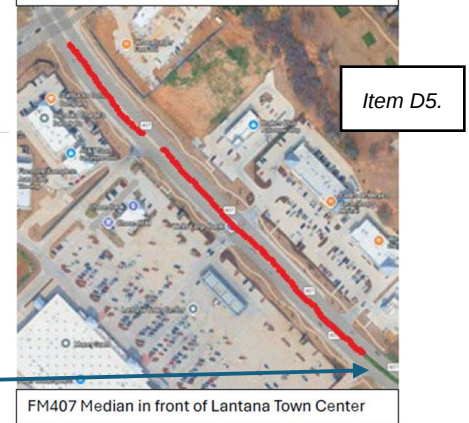
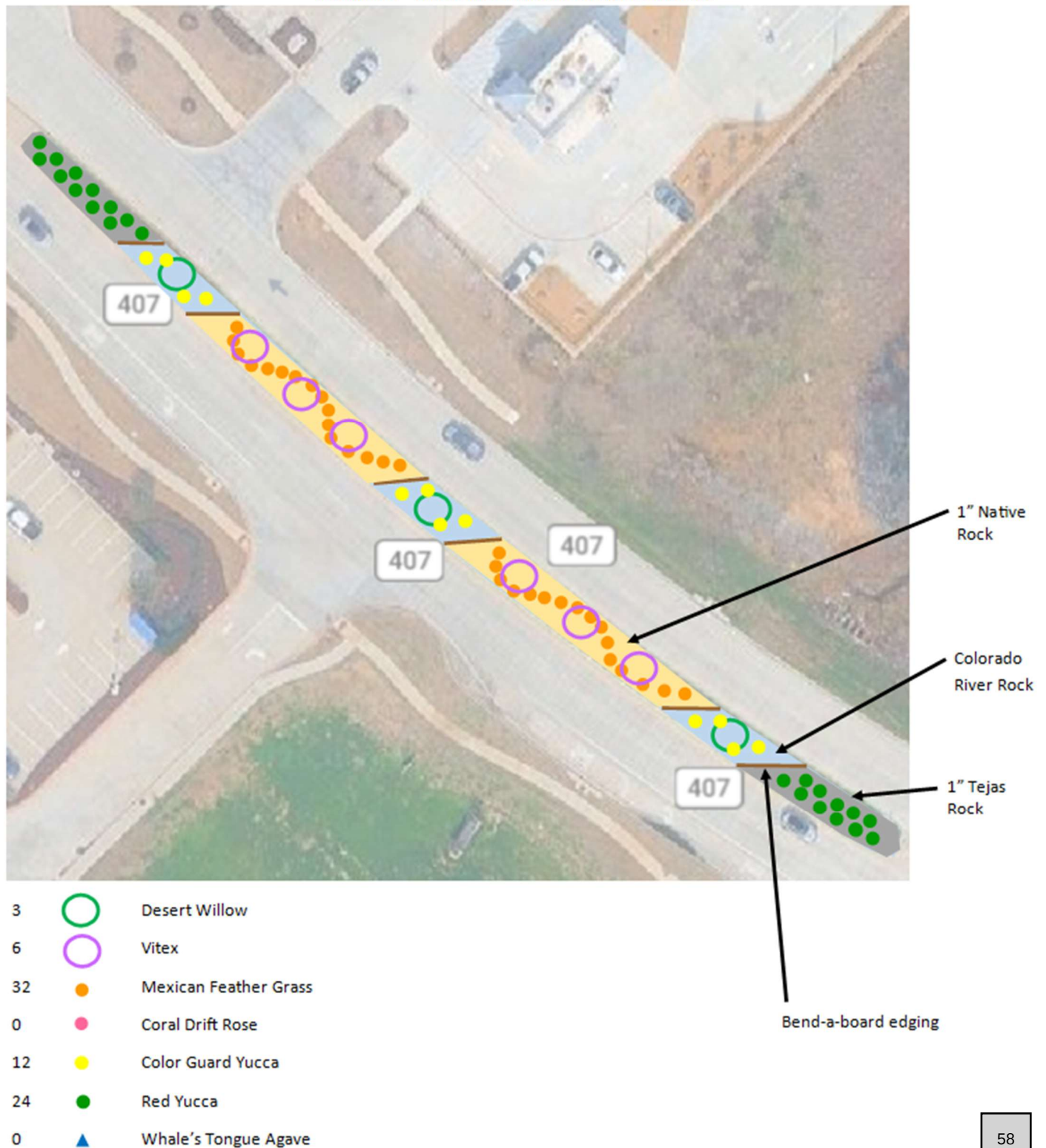


FIGURE 4—MEDIAN IN FRONT OF DUTCH BROS



5.3 Cost Proposal

Date: 6/30/2026
Estimate #: 21887
Valid Until: 7/30/2026

Estimate Description	Quantity	Rate	Amount
2026 - LANDSCAPE ENHANCEMENTS Evergreen Lawn & Landscape is proud to present a landscaping enhancement plan for the Town of Bartonville. Our goal is to elevate the community's visual appeal while improving safety and long-term sustainability in public spaces. Project includes installing new landscape beds throughout key town areas to create a welcoming and well-maintained appearance. These enhancements are designed to reflect the town's charm and provide year-round visual interest. We will incorporate decorative boulders and natural river rock, and low-maintenance plantings to protect high-traffic corners and preserve landscape integrity.	1	0.00	0.00
FIGURE 1 LOCATION- JETER X 407 Site Prep & Grading, clean up and restoration.	1	2000.00	2000.00
Weed Fabric (sq ft)	4190	1.04	4357.60
Colorado River Rock 2in - 4in (ton)	60	799.95	47997.00
Moss Boulders (Large 200lb - 300lb) (each)	32	262.95	8414.40
Bend-a-board Edging (lnft)	340	9.95	3383.00
Mex Feather Grass (1g)	10	39.95	399.50
Rose- Drift Coral (3g)	4	74.95	299.80
Yucca - Color Guard (3g)	11	69.95	769.45
Yucca - Red (3g)	14	52.95	741.30
Agave - Whale's Tongue (15g)	3	549.95	1649.85
Texas Native 1in Rock (ton)	3	314.95	944.85
Desert Willow (45g)	4	993.75	3975.00
Vitex - Shoal Creek (45g)	2	899.95	1799.90
FIGURE 2 LOCATION-I T NELLY X 407 Site Prep & Grading, clean up and restoration.	1	700.00	700.00
Weed Fabric (sq ft)	1357	1.04	1411.28
Colorado River Rock 2in - 4in (ton)	19	799.95	15199.05
Moss Boulders (Large 200lb - 300lb) (each)	13	262.95	3418.35
Bend-a-board Edging (lnft)	120	9.95	1194.00
Desert Willow (45g)	2	993.75	1987.50
Mex Feather Grass (1g)	6	39.95	239.70
Rose- Drift Coral (3g)	2	74.95	149.90
Yucca - Color Guard (3g)	7	69.95	489.65
Yucca - Red (3g)	7	52.95	370.65
Agave - Whale's Tongue (15g)	2	549.95	1099.90
Texas Native 1in Rock (ton)	2	314.95	629.90

FIGURE 3 LOCATION—JETER X MCMAKIN Site Prep & Grading, clean up and restoration.	1	800.00	800.00
Weed Fabric (sq ft)	1745	1.04	1814.80
Colorado River Rock 2in - 4in (ton)	23	799.95	18398.85
Moss Boulders (Large 200lb - 300lb) (each)	14	262.95	3681.30
Desert Willow (45g)	2	993.95	1987.90
Mex Feather Grass (1g)	6	39.95	239.70
Rose- Drift Coral (3g)	2	74.95	149.90
Yucca - Color Guard (3g)	10	69.95	699.50
Yucca - Red (3g)	13	52.95	688.35
Agave - Whale's Tongue (15g)	2	549.95	1099.90
Texas Native 1in Rock (ton)	3	314.95	944.85
Bend-a-board Edging (lnft)	150	9.95	1492.50
FIGURE 4 - MEDIAN IN FRONT OF DUTCH BROS Site Prep & Grading, clean up and restoration.	1	6000.00	6000.00
Bend-a-board Edging (lnft)	100	9.95	995.00
Weed Fabric (sq ft)	5850	1.04	6084.00
Colorado River Rock 2in - 4in (ton)	16	799.95	12799.20
Texas Native 1in Rock (ton)	38	314.95	11968.10
Tejas Black Rock - 1" (ton)	13	799.95	10399.35
Desert Willow (45g)	3	993.75	2981.25
Vitex - Shoal Creek (45g)	6	899.95	5399.70
Mex Feather Grass (1g)	32	39.95	1278.40
Yucca - Color Guard (3g)	12	69.95	839.40
Yucca - Red (3g)	24	52.95	1270.80
Please Note: • Irrigation is not included in this proposal. • Plant and tree selections have been carefully chosen for their drought tolerance and compatibility with native conditions. • Fall planting is highly recommended to provide optimal establishment time and encourage strong root development prior to the summer months.	1	0.00	0.00
		Subtotal	\$195,634.28
		Sales Tax	\$0.00
		Total	\$195,634.28

Pricing Options	Option A — Base Bid	Option B — October Install	Option C — Oct + Substitutions
Base project total	\$195,634.28	\$195,634.28	\$195,634.28
Alt #2 — 2" Texas Native Rock sub	—	—	-\$57,230.00
Alt #3 — 30-gal Tree sub	—	—	-\$6,732.20
Subtotal	\$195,634.28	\$195,634.28	\$131,672.08
Alt #1 — October install (15% discount)	—	-\$29,345.14	-\$19,750.81
PROJECT TOTAL	\$195,634.28	\$166,289.14	\$111,921.27

Pricing Options Summary

The itemized base cost above is presented three ways so the BCDC can select the approach that best fits its budget and timing. Option A is the full base bid installed over the summer. Option B keeps the complete design and material specification but shifts the majority of installation to October for a 15% value-engineering discount — the option Evergreen highly recommends for plant survival. Option C combines the October timing with the rock and tree substitutions for the lowest overall cost. The two substitutions may also be elected individually under any option.

Optional Alternates & Value-Engineering Options

Alternate 1 Value-engineering option — In lieu of installing over the summer months, move majority of installation timeline to the month of October. This will increase the likelihood of all plants and trees surviving and thriving without irrigation. The result would be a 15% discount on the project if approved to install during the month of October.

15% off entire project

Alternate 2 – Remove Colorado River rock and substitute with 2” Texas Native rock

\$57,230.00 savings

Alternate 3 - Plant Material Substitution: Use smaller tree sizes – reduce to 30 gal to reduce initial installation cost while maintaining the overall design intent.

\$6,732.20 savings

5.4 Schedule

Evergreen's schedule aligns with the RFP timeline, with construction of Priority 1 (Figure 1) beginning on or about July 16, 2026. The estimated durations below are to be finalized following site assessment; the remaining three locations follow in sequence to maintain consistent crews and quality. All dates are weather dependent. The milestones below are shown for each pricing option: Option A installs over the summer, while Options B and C shift the majority of installation to October (see Section 5.3, Pricing Options).

Milestone	Option A — Summer	Option B — October	Option C — October
Anticipated award (per RFP)	By July 15, 2026	By July 15, 2026	By July 15, 2026
Fig. 1 construction start (per RFP)	On/about July 16, 2026	October 1, 2026	October 1, 2026
Fig. 2, 3 & 4 Installation	Aug.–Sept. 2026	October 1, 2026	October 1, 2026
Final completion — all locations	September 1, 2026	October 31, 2026	October 31, 2026
Plant warranty begins	Not warranted* See page 18	October 31, 2026	October 31, 2026
PROJECT TOTAL	\$195,634.28	\$166,289.14	\$111,921.27

5.5 References

In addition to formal project references below, Evergreen's reputation is reflected in our strong Google reviews from local customers throughout Denton County

<https://share.google/urhRk612K8dL2ZFdP>

Evergreen Lawn & Landscape

4.9 ★★★★★ 367 Google reviews

Lawn care service in Denton County, Texas

Evergreen has consistently delivered more than 500 landscape related projects per year, which requires **strong project management, careful coordination of supplies and materials, and an experienced landscape team capable of delivering quality work for hundreds of landscaping customers each year.**

#	Client / Project	Contact	Scope & Year
1	Town of Bartonville/ Landscape enhancements of Corner of 407 & McMakin	Kirk Riggs 817-693-5286 Kriggs@townofbartonville.com	2025
2	Robson Ranch/ Sales Office and Model Village- Property enhancements	Gabe Schmid 940-246-1005 Gabe.Schmid@robson.com	Multiple projects over 2025 & 2026
3	Bruce & Shannon Bordelon/ Rock/drainage/Erosion project	Bruce Borderlon 817-896-6266 bbordelon@gmail.com	2022 – to Present

5.6 Insurance & Compliance

Proof of Insurance

Evergreen Lawn & Landscape maintains insurance coverage appropriate for work of this type and will furnish certificates of insurance naming the Town of Bartonville and the BCDC as additional insureds upon award. Current coverage includes:

- **Commercial General Liability** — \$1,000,000 occurrence/ \$2,000,000 aggregate
- **Automobile Liability** — \$1,000,000
- **Workers' Compensation** — \$1,000,000
- **Umbrella / Excess Liability** — \$1,000,000

MCMOHOL01C DRSMITH

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
6/30/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURICA 2400 N Glenville Dr, Ste B125 Richardson, TX 75082	CONTACT NAME: PHONE (A/C No, Ext): (469) 443-3488 FAX (A/C No): (866) 652-9394 E-MAIL ADDRESS: ADDRESS:														
INSURED McMonies Holdings LLC dba Evergreen Lawn & Landscape 1924 Victoria Circle McKinney, TX 75072	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: National American Insurance Company</td> <td>23663</td> </tr> <tr> <td>INSURER B: Texas Mutual Insurance Company</td> <td>22945</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: National American Insurance Company	23663	INSURER B: Texas Mutual Insurance Company	22945	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO ☐ LOC OTHER:			MP47760142	9/28/2025	9/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			MP47760142	9/28/2025	9/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$			MB72580142	9/28/2025	9/28/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	0002117265	9/28/2025	9/28/2026	☒ PER STATUTE ☐ OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							

CERTIFICATE HOLDER *****INFORMATION ONLY*****	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Licenses & Certifications

Evergreen holds the licenses and certifications required to perform this scope of work in Texas, including:

- **Texas Licensed Irrigator (LI)** — #LI0024773 for irrigation design and installation.
- **TDA Pesticide / Herbicide Applicator License** — #0609724 for weed control during establishment.

Landscape Warranty

Recommended installation timing (October) — Because this project does not include a permanent irrigation system, all plant material must establish on natural rainfall alone. In North Texas, planting during the summer exposes young plants to extreme heat, intense sun, and extended dry spells at the very stage when their root systems are smallest and least able to take up water, which sharply increases transplant shock and plant loss even with regular hand-watering. Installing in October reverses those conditions: cooler air and soil temperatures, shorter days, and the region's more dependable fall, winter, and early-spring moisture allow roots to develop steadily through the cool season. By the time the first North Texas summer arrives, the plantings are well established and far better able to withstand heat and drought on their own. For these reasons Evergreen highly recommends the October installation window, and the plant-material warranty below is structured to reflect the substantially higher survival rate it provides.

Evergreen warrants its work as follows. Because the same firm maintains the installations through the establishment period, warranty performance is actively supported rather than reactive:

- **Plant material** — ***If installed prior to October 1st – No warranty. If installed after October 1st, then warranty through June 1st 2027.** Dead or declining plants replaced at no cost during the warranty period.
- **Workmanship** —labor warranted for 1 year
- **Exclusions** — damage from vandalism, vehicle impact, drought or ice beyond design assumptions.

Code & Regulatory Compliance

Evergreen will comply with all applicable Town of Bartonville codes, regulations, and safety requirements throughout the project. Because the work areas are located near active roadways, Evergreen will prioritize clear communication and coordination before and during construction. Evergreen will provide advance notice of any anticipated lane closure dates and times so the Town of Bartonville can notify the Police Department and Emergency Services District (ESD) and prepare for any potential traffic impacts.

Closing Statement

Evergreen Lawn & Landscape appreciates the opportunity to submit this proposal to the Town of Bartonville BCDC. As a local company with more than 40 years of experience serving North Texas properties, Evergreen understands the importance of creating attractive, functional, and sustainable entrance improvements that reflect the Town's character. Our team is prepared to work closely with BCDC and Town staff to develop a practical, cost-conscious, and visually appealing solution that addresses drainage, erosion control, and beautification needs across the identified project locations.



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: August 12, 2026

FROM: Shannon Montgomery, Town Secretary

AGENDA ITEM: Discussion of Financial Report ending July 2026.

SUMMARY:

July 2026 Monthly Financial Report.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION: N/A

ATTACHMENTS:

- July 2026 Revenue and Expense Report

Town of Bartonville
Revenue and Expense Report
As of July 31, 2026

8/6/2026 1

Item D6.

800 - Bartonville Community Devel Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
-							
<u>Sales & Mixed Beverage Tax</u>							
-4025 Sales Tax Revenue	9,193.14	106,395.58	120,000.00	13,604.42	11.34%	97,513.40	122,823.71
Total Sales & Mixed Beverage Tax	9,193.14	106,395.58	120,000.00	13,604.42	11.34%	97,513.40	122,823.71
<u>Other/Transfer</u>							
-4250 Interest Earned	2,226.07	23,290.23	25,000.00	1,709.77	6.84%	22,210.98	27,469.22
-4999 Transfer In	0.00	0.00	16,125.00	16,125.00	100.00%	0.00	0.00
Total Other/Transfer	2,226.07	23,290.23	41,125.00	17,834.77	43.37%	22,210.98	27,469.22
Total	11,419.21	129,685.81	161,125.00	31,439.19	19.51%	119,724.38	150,292.93
Total Revenue	11,419.21	129,685.81	161,125.00	31,439.19	19.51%	119,724.38	150,292.93

Town of Bartonville
Revenue and Expense Report
As of July 31, 2026

8/6/2026 1

Item D6.

800 - Bartonville Community Devel Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
10-Administration							
<u>Supplies</u>							
10-5147 Computer Software & Maintenance	0.00	3,000.00	3,000.00	0.00	0.00%	3,000.00	3,000.00
10-5158 Copier/Printing Expense and Supplies	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Supplies	0.00	3,000.00	3,500.00	500.00	14.29%	3,000.00	3,000.00
<u>Contracted Service</u>							
10-5149 Consulting Fees	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	0.00
10-5381 Legal	52.50	52.50	1,500.00	1,447.50	96.50%	367.50	1,227.37
10-5488 Traffic Study	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	0.00
Total Contracted Service	52.50	52.50	13,000.00	12,947.50	99.60%	367.50	1,227.37
<u>Other</u>							
10-5280 Grant Expenses	0.00	0.00	100,000.00	100,000.00	100.00%	0.00	8,700.00
10-5289 Marketing	0.00	14,000.00	14,000.00	0.00	0.00%	14,687.50	19,585.00
10-5514 Postage	0.00	0.00	625.00	625.00	100.00%	0.00	730.00
Total Other	0.00	14,000.00	114,625.00	100,625.00	87.79%	14,687.50	29,015.00
<u>Maintenance</u>							
10-5481 Old Town Maintenance & Repairs	4,944.95	17,632.25	10,000.00	(7,632.25)	(76.32%)	7,836.80	13,642.45
Total Maintenance	4,944.95	17,632.25	10,000.00	(7,632.25)	(76.32%)	7,836.80	13,642.45
<u>Salary & Benefits</u>							
10-5627 Salary Transfer to Town	0.00	0.00	20,000.00	20,000.00	100.00%	10,000.00	10,000.00
Total Salary & Benefits	0.00	0.00	20,000.00	20,000.00	100.00%	10,000.00	10,000.00
Total Administration	4,997.45	34,684.75	161,125.00	126,440.25	78.47%	35,891.80	56,884.82

Town of Bartonville
 Revenue and Expense Report
 As of July 31, 2026

800 - Bartonville Community Devel Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Total Expense	4,997.45	34,684.75	161,125.00	126,440.25	78.47%	35,891.80	56,884.82