

**Office of the Public Works Director**

City of Richland Hills, Texas

**Memorandum**

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
From: Michael Barnes, P. E., Public Works Director  
Date: June 26, 2013  
Subject: Green Ribbon Project

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**Council Action Requested:**

Consider application for TxDOT's Green Ribbon Project in the amount of \$400,000.00.

**Background Information:**

This is the second year that TxDOT has provided grant funding for landscape projects for TxDOT medians and rights of way. The grant program is called the Green Ribbon Project. The total funds eligible is estimated at \$2,000,000.00 for several area counties. The maximum amount of funding for any city to receive is \$400,000, which limits the maximum of projects from 4-6. Last year (2012) the city submitted an application for a Green Ribbon Project for landscaping along Baker Blvd. but was not selected. TxDOT has informed city's that preference may be given to a city that made application last year but was not selected.

If approved, the project must be located in "TxDOT ROW and must be plants, materials to establish and no hardscape with exception of bed edging for weed protection". If selected as a grant recipient, cities must provide funding for the consultant fees to design the project. Consultant fees are estimated 10-15% of construction amount. Design of the project must meet TxDOT's specifications.

City staff will prepare and submit the application for landscaping along Baker Blvd. prior to the deadline of July 19, 2013 by 5:00pm. TxDOT personnel anticipate selection of projects in August 2013. All projects must be let by July 2014. A project is considered let when bids are

received. Staff is anticipating letting the project in the spring of 2014 providing TxDOT approval within 30 days of final submittals.

All cost overruns will be the responsibility of the city.

**Board/Citizen Input: N/A**

**Financial Impact:** Not yet determined but estimated at \$50-60,000 to be paid for out of the Oil and Gas Infrastructure Fund.

**Staff Contacts:**

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**Attachments:** Green Ribbon Application Form and Green Ribbon Guidelines

## FY 14 Green Ribbon-FTW

June 21, 2013

### Green Ribbon Program Guidelines for the Fort Worth District

- Mandatory representation at this workshop
- Locals must provide plans to the area offices six months prior to letting in FY 14 (September 2013 thru August 2014)—means earliest lettings would be February/March 2014 with actual start of contracts around April/May 2014. You would need to consider a delay start in your plans to hit planting seasons. Maximum delay start is 6 months which would be good for a March and April letting. No lettings after July 2014. Plans must meet state requirements because the locals must be on the state right of way.
- Locals will be required to sign AFA for cost overruns (Green Ribbon funds will be fixed)—means change orders, etc. the AFA will also cover Landscape Maintenance requirements
- Those that have not received allocations in the recent past (last 2 years) *may* be given more consideration for funding than those that have recently received funding.
- Our districtwide estimated allocation is a little over \$2M; won't have final dollar figure until mid-August. Allocations for projects will be limited to a maximum of \$400,000 (this includes barricades, etc.)—means there will only be a maximum of 5 to 6 projects in FY 14, if they are at the maximum amount. If there is potential to combine these items in a roadway project for FY 14, this would allow more bang for your buck; the area offices would be your contact for potential projects to be incorporated in.
- Application request must be received by due date or will not be considered—July 19, 2013 by 5pm. Can be hard copy delivered or electronic pdf format (please make sure that you get a response that the files were received).
- Design criteria for sight distances, etc.—Need to work with the area offices to make sure the locations are acceptable. The designers (city or city's consultant need to make sure they are aware of sight triangles, etc.)
- District procedures that no trees will be in medians (need to check with area offices if there are large medians; could be exceptions). Sprinklers are limited to bubbler system/drip irrigation; not spray in the medians.
- Lettings are going to be local and state. Local lets will be determined on a case by case occurrence based on experience and area office input.

## Project Eligibility

- ✓ • Must be on the state right of way
- ✓ • Must be plants, materials to establish and no hardscape with exception of bed edging for weed protection
- ✓ • City/local entity must provide plans that meet the design criteria for on-system projects. Those being state let must meet the requirements for a statewide letting.
- ✓ • Need a brief schedule for project/plans development with location map; basically, there is no time to have committees, etc. No match is required for the green ribbon funds; however, if there is an overrun then the city must pay 100% for bid items and any revisions to plan sheets, if needed
- ✓ • Must have certification for Local Government Project Procedures (either yourself or consultant working on project)
- ✓ • Local entity must be able to execute an agreement with TxDOT quickly (generally less than two months total time for both agencies)

## References

- Roadway Design Manual---for site distance information  
[http://www.txdot.gov/business/contractors\\_consultants/resources.htm](http://www.txdot.gov/business/contractors_consultants/resources.htm) then go to the online manuals listed alphabetically and select (this is in .pdf format)
- Landscape Manual  
[http://www.txdot.gov/business/contractors\\_consultants/resources.htm](http://www.txdot.gov/business/contractors_consultants/resources.htm) then go to the online manuals listed alphabetically and select (this is in .pdf format)
- Local Government Project Procedures Manual  
<http://www.txdot.gov/business/governments/lgpp.htm> click and open to the section(s) you wish to read

## Application Submission

Application is hard copy form that you will fill out and provide attachments. The application is not a set of plans but rather a concept plan with a narrative of what and where you plan to do the landscaping and a very brief schedule to let us know when you will be submitting plans for review. You may attach an additional sheet if you need more space to describe your project and a project location map **must** accompany the application. Applications with attachments can be scanned in and emailed; however, please make sure to receive a response of verification from TxDOT. If you are emailing please email to the following: [Allen.Bowie@txdot.gov](mailto:Allen.Bowie@txdot.gov)

