

CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PARKS AND RECREATION DEPARTMENT

TO: Mayor and City Council

FROM: Malcolm Matthews, Director, Parks and Recreation Department

THROUGH: Terry M. Brechtel, City Manager

COPIES: Melissa B. Vossmer; Finance; Management and Budget; Legal; File

SUBJECT: Ordinance Authorizing a Professional Services Contract with Bain, Medina, Bain, Inc. for Architect and Engineering Services Associated with the Dawson Park Parking Lot Improvements Project

DATE: October 31, 2002

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes a professional services contract with Bain, Medina, Bain, Inc., a SWDBE firm, for professional architect and engineering services associated with the Dawson Park Parking Lot Improvements Project in City Council District 2; appropriates \$30,000.00 from CDBG Funds; authorizes execution of an agreement in an amount not to exceed \$28,868.00; establishes a project budget and allocates funds for the project contingency.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

Community Development Block Grant (CDBG) Funds have been approved for parking improvements at Dawson Park, located at 2500 E. Commerce in City Council District 2. At this time, the amount of \$30,000.00 has been approved for design only. The project will include design of a 30-40 car parking lot expansion to the existing parking lot serving the park.

The firm of Bain, Medina, Bain, Inc. was selected for architect and engineering design services through the City's Request for Qualifications (RFQ) process. Their services include civil engineering services, landscape architect services (to comply with parking lot landscape ordinance requirements), tree survey, site topographic survey and drainage report. The work will include design development through completion of construction documents. Upon future funding for construction, additional fees will be required for construction administration services. Design for the project is estimated to begin in January 2003 and to be completed in May 2003.

POLICY ANALYSIS

These actions are consistent with the approved CDBG funds. The design firm was selected based upon demonstrated ability and qualifications through the City's RFQ process.

FISCAL IMPACT


Funding of \$30,000.00 was approved through FY02 Reprogrammed CDBG Funds. All of these funds will be appropriated. Total architect/engineer fees are \$28,868.00 and project contingency is \$1,132.00. The General Fund budget is not impacted.

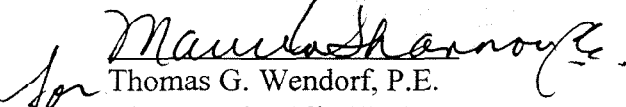
COORDINATION

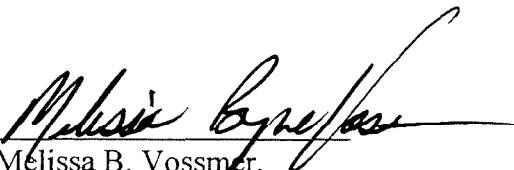
The City Attorney's Office, Public Works, Housing and Community Development, Office of Management and Budget and Finance have provided assistance.

SUPPLEMENTARY COMMENTS


A Discretionary Contracts Disclosure Form is attached from Bain, Medina, Bain, Inc., which is a SWDBE firm.


Malcolm Matthews,
Director of Parks and Recreation


for Thomas G. Wendorf, P.E.
Director of Public Works


Melissa B. Vossmer,
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

City of San Antonio
Discretionary Contracts Disclosure

For use of this form, see City of San Antonio Ethics Code, Part D, Section 1& 2

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the city in the enforcement of provisions contained in the City Charter and the code of ethics, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any individual who would be a party to the discretionary contract:

Pamela Bain, as President of Bain Medina Bain, Inc.

(2) the identity of any business entity that would be a party to the discretionary contract and the name of:

(A) any individual or business entity that would be a subcontractor on the discretionary contract;

Bain Medina Bain, Inc. would be the sole business entity for this contract.

(B) any individual or business entity that is known to be a partner, or a parent or subsidiary business entity, of any individual or business entity who would be a party to the discretionary contract;

N/A

(3) the identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

N/A

Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four months made directly or indirectly

City of San Antonio
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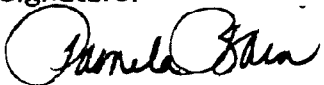
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to any member of City Council, or to any political action committee that contributes to City Council Elections, by any individual or business entity whose identity must be disclosed under (1), (2), or (3) above. Indirect contributions by an entity include, but are not limited to, contributions made through officers, owners, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
CECPAC	\$ 400.00	April 2001
David Carpenter	\$ 120.00	April 2001
Friends of Bonnie Conner,	\$ 50.00/each	July 2002
Toni Morrison, David		August/September 2002
Carpenter, Bobby Perez,		
Carroll Schubert and		
Enrique Martin.		September 2002
Friends of Ed Garza	\$ 150.00	

Disclosure in Proposals

Any individual or business entity seeking a discretionary contract with the City of San Antonio shall disclose any known facts which, reasonably understood, raise a question* as to whether any city official would violate Section 1 of Part B by participating in official action relating to the discretionary contract.

Signature: 	Date: September 20, 2002

¹ For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

Attachment I

Dawson Park Parking Lot Improvements
Fund _____

REVENUES:

<u>Description:</u>	<u>Approved Funds</u>	<u>Current Appropriation</u>	<u>Remaining Funds</u>
FY02 Reprogrammed CDBG	<u>\$30,000.00</u>	<u>(\$30,000.00)</u>	<u>\$0.00</u>
Total:	\$30,000.00	(\$30,000.00)	\$0.00

EXPENDITURES:

<u>Index Code:</u>	<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
new	Engineering Fees	\$0.00	\$28,868.00	\$28,868.00
new	Project Contingency	<u>\$0.00</u>	<u>\$1,132.00</u>	<u>\$1,132.00</u>
	Total:	\$0.00	\$30,000.00	\$30,000.00

Site Map

Dawson Park



City of San Antonio
Parks & Recreation