

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PUBLIC WORKS DEPARTMENT**

TO: Mayor and City Council

FROM: Thomas G. Wendorf, P. E., Director of Public Works
Laura Isenstein, Director of Library Department

THROUGH: Terry M. Brechtel, City Manager

COPIES: Melissa Byrne Vossmer, Andrew Martin, Louis A. Lendman, Milo D. Nitschke,
Malcolm Matthews, and file

SUBJECT: Comanche Lookout Branch Library

DATE: November 21, 2002

SUMMARY AND RECOMMENDATIONS

This ordinance accepts a proposal and authorizes a professional service contract in the amount of \$220,000.00 for architectural basic and additional services payable to Rehler, Vaughn & Koone, Inc., a non-MBE firm, and authorizes \$20,000.00 for miscellaneous contingency, and for reimbursable and printing expenses, for an overall total of \$240,000.00 in connection with the new Comanche Lookout Branch Library. The facility will be located at the southwest corner of the park facing Judson Road, in Council District 10.

BACKGROUND INFORMATION

This project includes the design of a 15,000-sq. ft. branch facility and related site improvements located on the 6.6-acre portion of the Comanche Lookout Park fronting Judson Road and Nagodoches Road. The branch library facility will include community meeting room, computers and library resources such as books, CDs, videos, outdoor reading areas, and integrate the outdoors with the facility design.

Three million dollars in funding for the basic facility was approved with passage of Proposition 5 of the 1999 Bond Election. As an agreement is reached between the Library Board of Trustees and the Library Foundation regarding the following additional design elements: additional construction, landscaping, sustainable design engineering and energy conservation and furnishing enhancements beyond those of the basic library building program, and their ability to raise the funds for those elements is determined, then the City will submit a contract amendment to the Council funding this additional project work by the project architects.

Fourteen (14) qualified firms who responded to the advertised Request for Qualification for the proposed project were ranked (Attachment #3) by a rating committee consisting of representatives from the Library Department, the Library Board, Parks and Recreation Department, the Economic Development Department, and the Public Works Department. Six (6) firms were short-listed and interviewed by the same ranking committee. The selection committee selected and recommends Rehler, Vaughn & Koone, Inc., for this project.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of past City Council policy to implement previously approved Capital Improvements Projects.

FISCAL IMPACT

This is a one-time capital improvement expenditure. Funds in the amount of \$240,000.00 are available from the 1999 G.O. Library System Improvements Bond and authorized payable as follows:

\$220,000.00	Payable to Rehler, Vaughn & Koone, Inc. for professional A/E basic and additional services for design of a basic 15,000 square foot facility
<u>\$ 20,000.00</u>	Payable for miscellaneous contingency, reimbursable expenses
\$240,000.00	Total amount of this Ordinance

COORDINATION

This request for Ordinance approval has been coordinated with the Office of Management and Budget, the Finance Department, the Parks and Recreation Department, and the Economic Development Department.

SUPPLEMENTARY COMMENTS

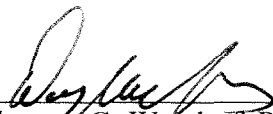
Proposed expanded scope may include the following:

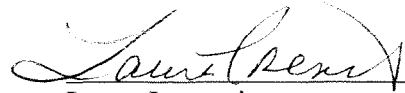
- Additional funds payable to Rehler Vaughn & Koone, Inc. for additional professional services for design of enhancements and Green Building alternates

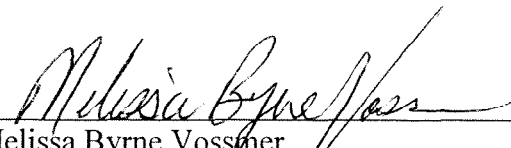
The Discretionary Contracts Disclosure statement required by the Ethics Ordinance is attached, (Attachment #4).

ATTACHMENTS


Attachment #1:	A/E Design Proposal
Attachment #2:	G.I.S. Location Map
Attachment #3:	Firm Qualification Ranking Information
Attachment #4:	Discretionary Contracts Ethics Disclosure

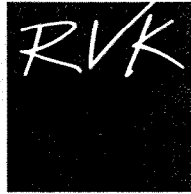

for Thomas G. Wendorf, P. E.
Director of Public Works


Laura Isenstein
Director of Library Department


Melissa Byrne Vossner
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager



Architects
Interior Designers
Landscape Architects

November 18, 2002

Mr. Jesse Fernandez
City of San Antonio
Public Works Department
P.O. Box 839966
San Antonio, TX 78283-3966

RE: Comanche Lookout Library
San Antonio, Texas

JESSE, thank you for the opportunity to submit the enclosed revised architectural services proposal.

If you have any questions regarding the proposal, please contact me. We look forward to working with you.

A handwritten signature in black ink, appearing to read 'Ken Rehler', with a long horizontal line extending to the right.

Ken Rehler
President

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PROJECT SCOPE

The project consists of a new one-story public library of approximately 15,000 sq. ft. on a 6.6 acre site located at Comanche Lookout, San Antonio, Texas.

BASIC SERVICES

1. **Schematic Design** - Based on site and program information you provide to us, we will prepare a site plan study illustrating the size and relationship of the project components. We will develop design sketches to determine the scale and character of the project. We will prepare schematic floor plan/s and color rendered exterior elevations.
2. **Design Development** - Based on the approved schematic design work, we will prepare additional drawings and other documents to fix and describe the size and character of the project. Interior design services for the selection of finishes and colors will be provided.

We will help in the evaluation and selection of the consulting artist and work with the artist to incorporate Design Enhancements for the project. We will attend meetings with interested stakeholders and make presentations as needed; however, the maximum number of meetings included as part of our Basic Services shall be 12.

Green Building Design - As we approach the process of designing the new branch library, we will be attempting to incorporate the latest concepts of sustainable and energy conscious construction. In the process of developing this project, we will also make a conscious effort to adopt a sustainable approach to site orientation and placement of the building. Through the use of energy sensitive materials and mechanical systems we will endeavor to provide a building that has a low life cycle cost which in turn will make for a low maintenance building. This factor will in turn help offset the higher initial cost of construction through the gains made from incorporating these green and sustainable concepts. Through good landscaping design we will promote bio-diversity. If additional funds are available, we can incorporate special building features such as solar energy and water harvesting.

During this phase, our consultants will determine the structural and mechanical-electrical requirements and systems to be used, as appropriate.

3. **Construction Documents** - Based on the approved design development work, we will prepare architectural construction drawings and specifications setting forth the requirements for the construction of the project. The drawings will be prepared utilizing computer-aided design and drafting equipment (CAD). We will also assist you in preparing the conditions of the contract for construction.

During this phase, our consultants will prepare the drawings and specifications for the structural and mechanical-electrical engineering portions of the project.

4. **Landscape Architectural Services, Tree Preservation Plan and Irrigation Design** - We will design and document for the exterior hardscape (paving, walls, fences, arbors, etc.) and softscape (planting and irrigation) that will comply with the City of San Antonio Landscape Ordinance. We will prepare a tree preservation plan if required by the City of San Antonio Tree Preservation Ordinance .

ADDITIONAL IN-HOUSE SERVICES

Additional In-House Services include any work which is not outlined as part of the Basic Services above and/or any work required beyond the limitations set forth in this proposal. If our work proceeds based on an approved design and changes are later required, the extra work necessary to make the changes will be done as an additional service. The following can also be provided as additional services, if you desire:

Computer Visualization - Based on approved design of the building, we can prepare a three-dimensional computer model of the project to the level of detail we deem appropriate for the final rendering(s), including colors, materials and textures. After this computer model is developed, we can view it from any angle and height and produce color prints of the desired views.

Interior Design Services - We can design or select interior furnishings, artwork or special interior finishes. We can prepare bidding documents, provide bidding/negotiation and contract administration services.

Sign/Graphics Design- We can provide design and documentation for exterior project and/or construction site signs, interior building graphics and sign standards, as you may require.

Renderings/Models: We can prepare color renderings, perspective sketches and/or scale models of the project.

CONSULTANT SERVICES (Included in Basic Services)

We will rely on outside professional firms to provide structural and mechanical-electrical engineering and/or other special consulting services necessary for the design of the project.

Civil Engineer - Calle & Associates, Inc.

Structural Engineer - Lundy & Franke Engineering, Inc.

MEP Engineers - ms2, Inc.

BASIC COMPENSATION

Compensation for Basic Services (1-4 Schematic Design through Landscape Architecture), inclusive of normal structural and mechanical-electrical engineering, will be a stipulated fixed fee of One Hundred Seventy-Five Thousand dollars (\$175,000.00)

Payments for Basic Services will be made monthly. Compensation for each basic service 1-4 will equal the following percentages of the total basic services fee:

Schematic Design	20%
Design Development	25%
Construction Documents	55%

SPECIAL CONSULTANTS' COMPENSATION

In addition to our structural and mechanical-electrical engineering consultants, we anticipate needing special consulting services. The fees for these services will be in addition to our Basic Services fee. Special consultants will be engaged by us and billed to you at 1.15 times our cost. We will coordinate the work of these consultants as a part of our Basic Services.

The exact Consultants' lump sum fees can be determined when each Consultant is hired.

ADDITIONAL SERVICE COMPENSATION & REIMBURSABLE EXPENSES

Additional Services are available but not included in the compensation for In-House Basic Services. If required, we will perform additional services at our standard hourly rates in effect at the time the work is done or, at your request, we can provide a separate proposal for any additional services which you desire. Please refer to the attached hourly compensation schedule which is currently in effect.

Reimbursable expenses, such as reproduction of documents (exclusive of interoffice and inter-disciplinary coordination prints), auto travel mileage, delivery charges, long distance communication, freight, and expenses incurred in travel and lodging will be billed monthly at 1.15 times our cost and will be in addition to the above compensation.

Total additional services and reimbursable expenses shall not exceed Forty-Five Thousand dollars (\$45,000).

INVOICES

Invoices for the work we have performed will be submitted to you each month. Payment is due upon receipt. If payment is overdue interest will be charged at the rate set forth by state law.

OTHER PROVISIONS

This proposal does not include Bidding/Negotiation, Construction Administration, Landscape Architecture and Tree Preservation Plan.

This proposal is subject to change if this agreement has not been signed within ninety (90) days.

Our services do not include items which need to be performed independently for you by others, including boundary and topographic surveys, subsoil investigations, and any other documents required to describe existing conditions of the project. Our work will be prepared based on the documents which you furnish to us.

We will exercise professional judgement to design the project in compliance with the Americans with Disabilities Act Architectural Guidelines (ADAAG).

The Texas Board of Architectural Examiners, 8213 Shoal Creek Boulevard, Suite 107, Austin, Texas 78758, phone 512/458-4126, has jurisdiction over individuals licensed under the Architects' and Landscape Architects' Registration Laws, Articles 249a and 249c, VTCS, respectively.

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Architects
Interior Designers
Landscape Architects

COMANCHE LOOKOUT LIBRARY

Production Schedule

Schematic Design Phase

Calendar Days Used 60 days

Design Development Phase

Calendar Days Used 60 days

Construction Documents Phase

Calendar Days Used 100 days

Anticipated Construction Phase

14 months

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Architects
Interior Designers
Landscape Architects

COMPENSATION SCHEDULE FOR SERVICES

HOURLY RATES

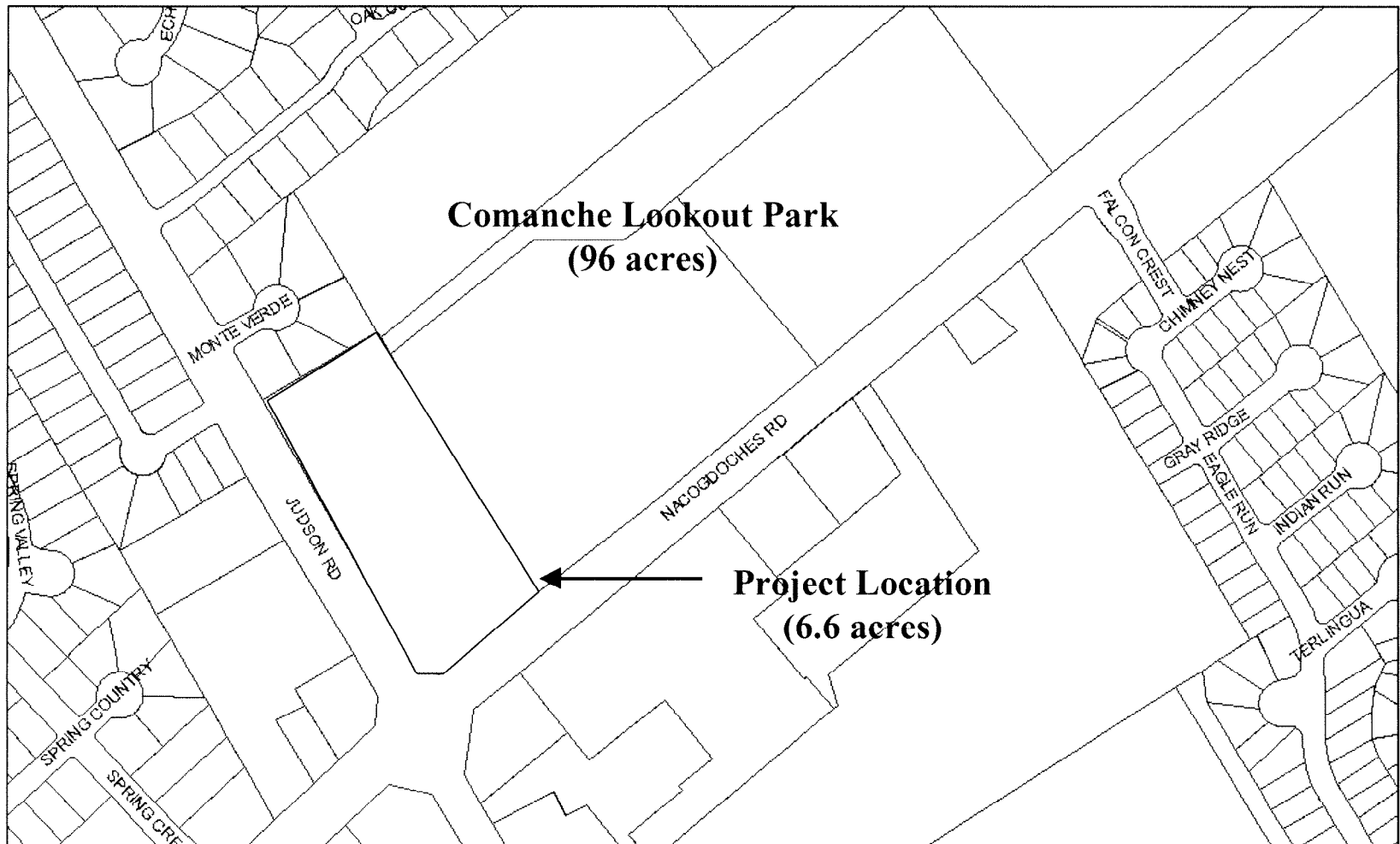
<u>RATE PER HOUR</u>	<u>CLASSIFICATION</u>
\$115 to \$165	Principals
\$100 to \$110	Architect
\$60 to \$95	Landscape Architect
\$55 to \$90	Interior Design
\$50 to \$100	Senior Staff
\$45 to \$70	Drafting & Support Staff

The specific hourly rate within each classification listed above are based on two and one-half (2.5) times the direct personnel expense of each individual. The direct personnel expense is equal to 1.35 times the individual's hourly pay rate. Individual billing rates will fall within the range outlined above and will be rounded off to the nearest five dollar amount.

Standard Hourly Rates are adjusted from time to time in accordance with the normal salary review practices of the firm. The current rates in effect at any time are available upon request.

Principals:

Ken Rehler
George P. Vaughn, AIA
John W. Koone, CCS
Patricia A. Trenton, ASID
Kenneth Zuschlag, AIA
David Bomersbach, AIA
Judith K. Zimmerman
Kimberley M. Wolf, ASLA



Comanche Lookout Branch Library
at Comanche Lookout Park
15800 Nacogdoches Road
Council District No. 10

G.I.S. Location Map



City of San Antonio Discretionary Contracts Disclosure*

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

Attach additional sheets if space provided is not sufficient.

State Not Applicable for questions that do not apply.

** This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.*

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;

Ken Rehler
George Vaughn
John W. Koone

(2) the identity of any business entity that would be a party to the discretionary contract:
Rehler Vaughn & Koone, Inc. and
the name of:

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

Calle & Associates, Inc.
ms2, Inc.
Lundy & Franke Engineering, Inc.

(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;

(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.

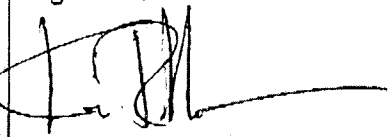
Political Contributions

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 (24) months made directly or indirectly to any current or former member of City Council, any candidate for 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 individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
Tim Banwolf (GV)	\$250	11/1/00
Ed Garza (GV)	\$300	3/14/01

Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question¹ as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 	Title: President Company: Fehler Vaughn & Koone, Inc.	Date: 9/11/02

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.