

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

**CONSENT AGENDA**

**ITEM NO.**

**16**

**TO:** Mayor and City Council

**FROM:** Thomas G. Wendorf, P.E., Director of Public Works

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Melissa Byrne Vossmer; Andrew Martin; Louis A. Lendman; Milo D. Nitschke;  
File

**SUBJECT:** Howard Drainage – Wildwood to El Monte

**DATE:** December 12, 2002

**SUMMARY AND RECOMMENDATIONS**

This ordinance accepts a proposal and authorizes a professional service contract in the amount of \$90,923.00 payable to CDS/Muery Services, a non-MBE firm, and \$10,000.00 for miscellaneous engineering contingency in connection with the Howard Drainage – Wildwood to El Monte project, an authorized 1999 General Obligation (G.O.) Drainage Improvement Bond funded project located in Council District 1.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

This ordinance accepts a proposal from CDS/Muery Services to provide engineering services for drainage improvements and street reconstruction from Wildwood to El Monte which will include enhanced parkway improvements. The proposal includes items that are not included with traditional base engineering fees, i.e., drainage report, Traffic Control Plan, construction phase services, tree survey and inventory, and TDLR review and inspection. This project is funded through design only. The current estimated project construction cost is \$750,000.00.

**POLICY ANALYSIS**

Approval of this ordinance will be a continuation of Council policy to design previously approved 1999 G.O. Drainage Improvement Bond funded Capital Improvement projects.

### FISCAL IMPACT

This is a one-time capital improvement expenditure. Funds in the amount of \$100,923.00 are available from 1999 G.O. Drainage Improvement Bond funds and authorized payable as follows:

\$90,923.00	payable to CDS/Muery Services, Inc. for engineering services
\$10,000.00	payable for engineering contingency

### COORDINATION

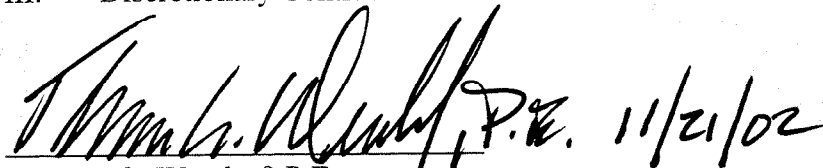
This request for ordinance has been coordinated with the Office of Management and Budget and the Finance Department.

### SUPPLEMENTARY COMMENTS

The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is attached.

### ATTACHMENTS

- I. Project Map
- II. Proposal
- III. Discretionary Contracts Disclosure Form

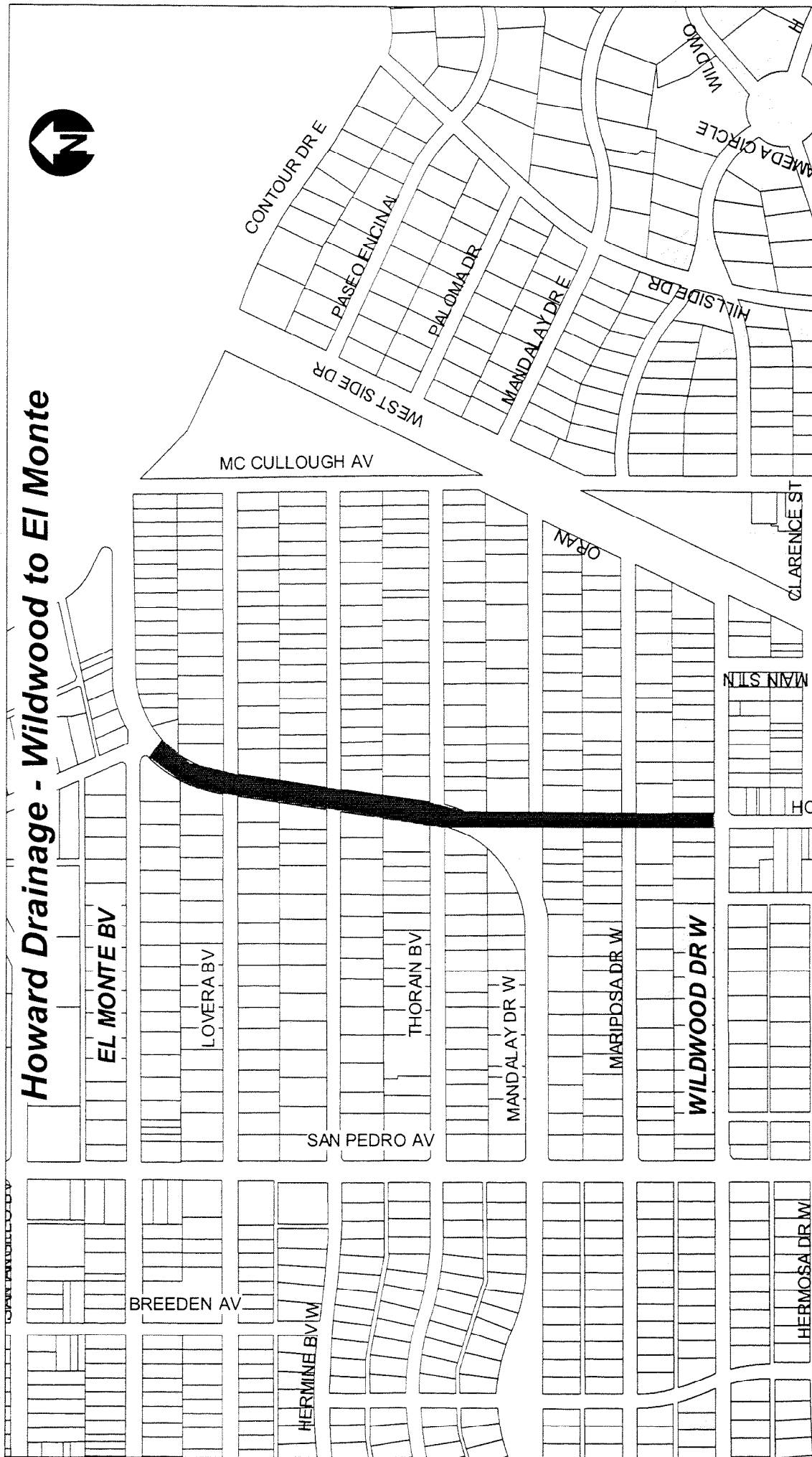
  
Thomas G. Wendorf, P.E.  
Director of Public Works

  
Melissa Byrne Vossmer  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager

# Howard Drainage - Wildwood to El Monte



**CDS/MUERY SERVICES**  
*Engineering & Surveying*

3411 Magic Drive  
San Antonio, Texas 78229  
Phone: (210) 581-1111  
Fax: (210) 581-5555

November 1, 2002

Mr. Jim Clements, P.E.  
Capital Programs Division  
Public Works Department  
City of San Antonio 839966  
San Antonio, Texas 78283-3966

**Reference: Engineering Services**  
**Howard Drainage: Wildwood to El Monte**

Dear Mr. Clements:

Please find attached the revised Project Fee Man-hour and Subconsultant cost breakdown consistent with our meeting discussion on October 31, 2002. With your approval, this should conclude the contract negotiation phase for the Howard Project.

We look forward to working with you and your staff. If we may be of further assistance, please call.

Sincerely,

CDS/Muery Services



By: Kenneth R. Rothe, P.E.  
Its: President

Attachments: Engineering Services Proposal

(NOVEMBER 1, 2002)

		PERSONNEL CATEGORIES W/ MANHOUR BREAKDOWN								
		SUB-CONSULT/ MISC.	Sr. Engr. \$ 100.00	Sr. Surv \$ 85.00	Engr. \$ 75.00	Sr. Tech. \$ 60.00	Tech. \$ 45.00	Draft/Cler \$ 35.00	Crew \$ 97.00	Task Totals
		EXPENSE	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	
PRELIMINARY PHASE										
<u>Surveying</u>										
Research for ROW Information				1		2	6			\$475
Coordination w/CSA on BM's & Control Network				1		4				\$325
Horizontal Control Network w/ROW Ties				1		2			12	\$1,369
Vertical Control Network				1		2			6	\$787
Utility Investigation & Location					1	1	10	4		\$725
Topography Survey										\$0
a. Tree ties w/ inventory data						1			4	\$448
b. Surface features						4			40	\$4,120
c. Utilities						1			8	\$836
d. Cross sections						2			16	\$1,672
Field Data Processing				4		16	8			\$1,660
ROW Determination with Centerline			1	4		16				\$1,400
Tree Survey Plan						2	6			\$390
Base Map Preparation			2	1	2	8	32			\$2,355
<u>Drainage</u>										
Establish Drainage Criteria			1		1					\$175
Drainage Area Map					2	1	8			\$570
Drainage Hydrology Calculations			1		8					\$700
Street Capacity Estimates					2	2				\$270
Preliminary Storm Sewer Layout			1		4	4				\$640
Preliminary Hydraulic Analysis			1		8	16				\$1,660
Drainage Report			4		8	2	2			\$1,210
<u>Street Layout</u>										
Review CSA recommendations for street & sidewalk improvements			2		2					\$350
Establish street layout w/curbs, sidewalks, & driveways			2		4	8				\$980
Draft plan view of proposed street improvements			2		2	16	24			\$2,390
Address ADA access points, slopes, ramps, etc.			1		4	4				\$640
Establish typical street sections			2		2		4			\$530
<u>Project Enhancement</u>										
Coordination and Idea Development (By Outside Consultant)		\$5,900								\$5,900
Management of Enhancement Efforts(Markup)		\$885								\$885
<u>Utilities</u>										
Coordinate drafting of utility improvements from field ties and mapping					2	4	8			\$750
Identify all utility conflicts & areas for potholing			1		2	2				\$370
Incorporate location of proposed water improvements (if applicable)										\$0
Incorporate location of proposed wastewater improvements (if applicable)										\$0
<u>Cost Estimate</u>										
Quantity take-off of all improvements			1		4	4	12			\$1,180
Prepare Cost Estimate			1		2	2	4			\$550
<u>Report</u>										
Prepare report for Preliminary Phase			4		16			8		\$1,880
Reproduction - 14 Sets w/ Preliminary Report		\$300								\$300
Review Meeting			2		2			1		\$385
SUBTOTAL HOURS			29	13	78	126	124	13	86	
SUBTOTAL \$		\$7,085	\$2,900	\$1,105	\$5,850	\$7,560	\$5,580	\$455	\$8,342	
PHASE SUBTOTAL \$		\$38,877								\$38,877
INTERMEDIATE PHASE										
Update Title Sheet							2			\$90
Index & Quantity Sheet							8			\$360

	SUB-CONSULT/ MISC.	Sr. Engr. \$ 100.00	Sr. Surv \$ 85.00	Engr. \$ 75.00	Sr. Tech. \$ 60.00	Tech. \$ 45.00	Draft/Cler \$ 35.00	Crew \$ 97.00	Task Totals
Finalize typical street sections						4			\$180
Design Storm Sewer System - Hydraulic Model		4		8	8				\$1,480
Geotechnical Investigation (BY Others)									\$0
Perform Pavement Design w/Letter Report		2		16					\$1,400
Complete Street Plan & Profile		1		12	16	40			\$3,760
Complete Storm Drain Plan & Profile		1		8	8	16			\$1,900
Complete Storm Drain Sections					8	8			\$840
Drainage Report		4		8	4	8			\$1,600
Project Enhancement Development (By Outside Consultant)									\$0
Project Enhancement Drawings									\$0
Tree Preservation Inventory		2		4			4		\$640
Set Project Centerline w/ References					4			18	\$1,986
Pothole efforts for utility location									\$0
a. Coordination				1	2	4			\$375
b. Survey ties					4			8	\$1,016
Signing Layouts				2	2	4			\$450
Pavement Markings and Delineation Layouts				2	4	16			\$1,110
Illumination and Signal Layouts									\$0
Street Cross Sections				4	8	16			\$1,500
Update Cost Estimate				4	4	8			\$900
Obtain approval signatures on Plan Cover Sheet									\$0
Reproductions	\$300								\$300
Review Meeting		2		2			1		\$385
SUBTOTAL HOURS		16	0	71	72	134	5	26	
SUBTOTAL \$	\$300	\$1,600	\$0	\$5,325	\$4,320	\$6,030	\$175	\$2,522	
PHASE SUBTOTAL \$	\$20,272								\$20,272
<b>DESIGN PHASE</b>									
Update Plan Sheets					8	16	8		\$1,480
Index & Quantity Sheet						4			\$180
General Notes & Traffic Notes		1		2	4	6			\$760
NPDES Permit - SW3P		2		6	6	8	8		\$1,650
Traffic Control Plan		4		8	8	16	8		\$2,480
Project Enhancement Development (By Outside Consultant)									\$0
Project Enhancement									\$0
CSA Handicap Details						2			\$90
CSA Standard Details						2			\$90
Drainage Details				4	4	4			\$720
Barricade Details						2			\$90
Cross Sections				2	2	6			\$540
Specifications		4		8	8		8		\$1,760
Special Specifications				12			4		\$1,040
Obtain approval signatures on Plan Cover Sheet									\$0
Review by TDLR Reviewer (Outside Consultant)	\$780								\$780
TDLR plan review coordination	\$117								\$117
Reproduction	\$500								\$500
Review Meeting		2		2			1		\$385
Driveway Plats (Not Included at this time)									\$0
SUBTOTAL HOURS		13	0	44	40	66	37	0	
SUBTOTAL \$	\$1,397	\$1,300	\$0	\$3,300	\$2,400	\$2,970	\$1,295	\$0	
PHASE SUBTOTAL \$	\$12,662								\$12,662
<b>CONSTRUCTION PHASE</b>									
Pre-bid Conference				2					\$150
Bidding		4		4					\$700
Bid Tabulation & Recommendation		2		2		2	6		\$650
Pre-construction Conference				2					\$150
Construction Observation		8		40			4		\$3,940
Change Orders		2		8			8		\$1,080
Payment Request Reviews		2		16			2		\$1,470
Construction Staking - Streets			2					32	\$3,274
Construction Staking - Storm Drainage			1					16	\$1,637
Construction Staking - Misc.			1					8	\$861
Cut Sheets		2		4	8	16			\$1,700
Driveway Plats (Not included at this time)									\$0
Right of Entry Agreements (Not Included)									\$0

	SUB-CONSULT/ MISC.	Sr. Engr. \$ 100.00	Sr. Surv \$ 85.00	Engr. \$ 75.00	Sr. Tech. \$ 60.00	Tech. \$ 45.00	Draft/Cler \$ 35.00	Crew \$ 97.00	Task Totals
Inspection by TDLR Insptr (Outside Consultant)	\$500								\$500
TDLR Inspection Coordination				4					\$300
As-builts - Mylars	\$500								\$500
As-builts - DGN Format	\$100				4	16			\$1,060
1-Year Maintenance - Walk thru & Evaluation		10					4		\$1,140
SUBTOTAL HOURS		30	4	82	12	34	24	56	
SUBTOTAL \$	\$1,100	\$3,000	\$340	\$6,150	\$720	\$1,530	\$840	\$5,432	
PHASE SUBTOTAL \$	\$19,112								\$19,112

PROJECT TOTAL ALL PHASES

\$90,923

\$90,923

PROPOSAL BREAKDOWN INCLUDES:

- 1 TREE SURVEY AND INVENTORY
- 2 TDLR REVIEW AND INSPECTION
- 3 PROJECT ENHANCEMENT
- 4 TRAFFIC CONTROL PLAN
- 5 POTHOLING COORDINATION AND FIELD TIES
- 6 1-YR MAINTENANCE WALKTHRU AND EVALUATION

EXCLUDED FROM THIS PROPOSAL :

- 1 DRIVEWAY PLATS
- 2 RIGHT OF ENTRY AGREEMENTS
- 3 GEOTECHNICAL INVESTIGATION

PREPARED BY:

**CDS/Muery Services**

Engineering & Surveying

3411 Magic Drive, San Antonio, TX 78229

Tel: 210-581-1111 Fax: 210-581-5555

**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:

NONE

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

NONE

and the name of:

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

NONE

and the name of:

(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:

NONE

(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:

NONE

<sup>1</sup> A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.



# City of San Antonio Discretionary Contracts Disclosure\*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 122

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.


## 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 Bannwolf	\$1,000.00	10/01/99
c/o 21 <sup>st</sup> Century Committee		
Campaign of Juan F. Solis	\$1,000.00	01/27/00
Friends of Debra Guerra	\$1,000.00	03/13/00
Sixth District Republican Assn.	\$1,000.00	08/10/00
Julian Castro for Council Campaign	\$1,000.00	04/17/01
David Carpenter Campaign	\$1,000.00	04/17/01

## 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 question<sup>2</sup> 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.

<div style="display: flex; justify-content: space-between;"> <div> <b>Signature:</b>   </div> <div> <b>Title:</b> President   <b>Company:</b> CDS/Muery Services         </div> <div> <b>Date:</b>             November 18, 2002         </div> </div>		
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<sup>2</sup> 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.