

CONSENT AGENDA
ITEM NO. 35

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

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; Rebecca Waldman; Laura Isenstein; Jason E. Cosby; File

SUBJECT: Amendment to a Professional Services Agreement for Facility and Building Component Assessment Services

DATE: December 12, 2002

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the City Manager to amend the "Professional Service Agreement for Facility Condition and Building Component Assessment Services" with ISES Corporation to include the City's library facilities and authorizes 1989 General Obligation Library Improvement Bond funds in the amount of \$145,379.89.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

On July 14, 2001, the Mayor and City Council passed Ordinance 94201, which authorized a five-year professional service contract with ISES Corporation and its local subcontractor, The Arizpe Group, to perform facility and building component assessment services for the City of San Antonio. In March 2002, ISES Corporation completed Task 1, which was an assessment of twenty-one (21) facilities for the Building Maintenance Division of Public Works, under this contract.

This action will amend the existing contract and authorize ISES Corporation to conduct facility assessments on twenty-two (22) library facilities. The Library Department will use the data resulting from the assessments in forecasting and programming future improvements and maintenance needs to the assessed facilities. ISES Corporation and the Arizpe Group would also be available, under the five-year contract, to conduct assessments of other facilities and prepare a Facility Management Plan if requested by the City.

The facility assessments will include the following components:

- Assessment of structural, mechanical, electrical, plumbing and life safety components
- Complete elevator system analysis
- Make specific recommendations for energy efficiency

- Equipment inventory for preventive maintenance (in format compatible with the existing work order/facility management system)
- Computer Aided Drafting (CAD) vector services for all facilities

A report will be developed for each facility that will enable the City to properly and effectively evaluate the scope and complexity of deferred maintenance and capital improvement projects that are necessary in the various facilities. These evaluations will be conducted using a ten-year window to project, prioritize and schedule such improvements.

POLICY ANALYSIS

This request is part of the City's ongoing efforts to be responsible stewards of our valuable City facilities and provide a properly maintained, clean and safe environment for our citizens and employees.

FISCAL IMPACT

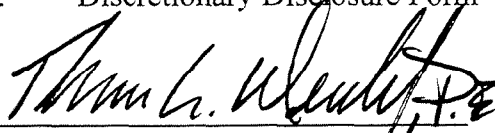
Funds in the amount of \$145,379.89 are available from the 1989 General Obligation Library Improvement Bonds and authorized payable to ISES Corporation.

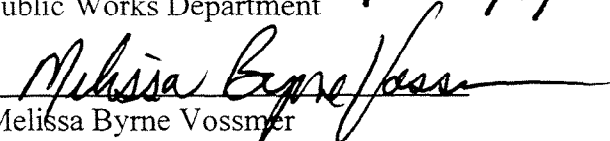
COORDINATION

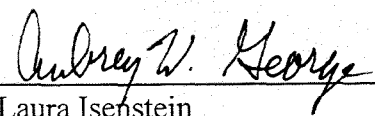
This request for ordinance has been coordinated with the Library Department, the City Attorney's Office, Department of Asset Management, Office of Budget and Management, and the Finance Department.

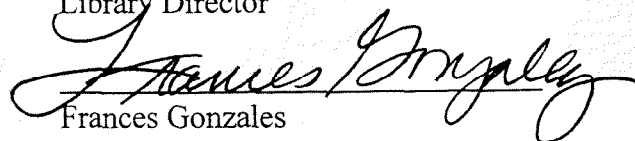
ATTACHMENT:

1. ISES Proposal
2. Discretionary Disclosure Form



 Thomas G. Wendorf, P.E. Director
 Public Works Department 12/6/02


 Melissa Byrne Vossmer
 Assistant City Manager


 for Laura Isenstein
 Library Director


 Frances Gonzales
 Assistant to the City Manager

Approved:


 Terry M. Brechtel
 City Manager



November 5, 2002

Mr. Michael W. Quinn
Facility Manager, Department of Public Works
Building Maintenance Division, City of San Antonio
8313 Cadmus Street
San Antonio, Texas 78214

**RE: FACILITY CONDITION ANALYSIS AND BUILDING COMPONENT
ASSESSMENT SERVICES, PHASE 2**

Dear Mr. Quinn,

As directed in your letter of April 13, 2001, ISES Corporation is pleased to submit the following price proposal to perform work under the referenced project. The work will be in full accordance with our Statement of Qualifications dated November 1, 2000 and will adhere to the process followed in Phase 1. The services to be provided, and the prices for each service, are as listed below.

	Section	Lump Sum Cost	Est Hours
1.1.A	Mobilization	\$ 3,637.52	32
1.1.B	Data Collection and Inspection	\$ 15,685.65	308
	Facility Inspection	Incl in 1.1.B	
	Data Collection	Incl in 1.1.B	
	Digital Photographs	Incl in 1.1.B	
	Project Coordination w/City	Incl in 1.1.B	
	Plan Reviews	Incl in 1.1.B	
	Maintenance Coordination	Incl in 1.1.B	
	Historic / Capital Review	Incl in 1.1.B	
	Contractural Service Review	Incl in 1.1.B	
	Inspection Schedules	Incl in 1.1.B	
1.1.C	FRC Calculation	\$ 2,182.51	20
1.1.D	FCA Report Development	\$ 61,161.40	404
1.1.E	Installation and Training	\$ 4,930.00	24
1.1.F	Executive Summary	\$ 2,910.02	24
1.1.G	Continuing Support	see note below	
1.1.H	Elevator Analysis	\$ 6,610.00	88
1.1.I	Vectorized Cad Drawings	\$ 27,042.79	260
2.1	Base Equip Inventory	\$ 17,725.00	124
2.1.A	Base Bar Code Addition	\$ 1,165.00	8
2.1.B	Custom Bar Code Addition	\$ 2,330.00	16
Total Estimated Delivered Project Cost		\$ 145,379.89	

Note that all figures include all applicable expenses. Support for the FCA software system is provided for one year free of charge from original installation. Annual cost thereafter is \$4,750.00.

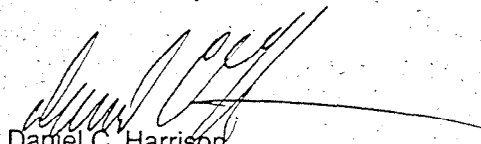
Mr. Michael W. Quinn
City of San Antonio

November 5, 2002
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The prices listed above are for the full performance of work in accordance with our Statement of Qualifications of November 1, 2000. The facilities to be included in Phase 2 are the City of San Antonio Library Facilities as listed in Attachment 1. Please note that the separate items listed under 1.1.B are included in the cost for 1.1.B. These items are part of our standard procedure, and breaking out the cost for these individual items would be problematic.

As indicated in the Statement of Qualifications, the Arizpe Group will work as a sub-contractor to ISES on this project. TAG will be performing all of the CAD verification and preparation services, plus performing approximately one-third of the FCA inspection and report development services. If you have any other questions concerning this price proposal, please do not hesitate to contact me at (770) 879-7376, extension 109 or via email at danh@isescorp.com. Thank you very much for choosing ISES to provide your Facility Condition Analysis needs.

Very respectfully,



Daniel C. Harrison
Vice President

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.

N/A

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

ISES CORPORATION

and the name of:

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

THE ARIZPE GROUP

and the name of:

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

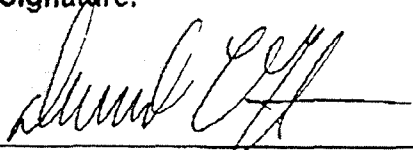
N/A

¹ 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*

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Signature: 	Title: VICE PRESIDENT Company: ISES CORPORATION	Date: 22 NOV 02