

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
DEPARTMENT OF AVIATION**

**TO:** Mayor and City Council

**FROM:** Kevin C. Dolliole, Aviation Director

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

**COPIES:** Christopher J. Brady, Office of Management and Budget, Finance, Public Works, File

**SUBJECT:** Professional Services Agreement – New Office, Classroom and Administration Building Project at Stinson Municipal Airport

**DATE:** November 21, 2002

**SUMMARY & RECOMMENDATION**

This proposed ordinance designates the firm of Beaty and Partners Architects, Inc. to provide architectural and engineering services for the New Office, Classroom and Administration Building Project at Stinson Municipal Airport, and authorizes the negotiation of a contract for these services for an amount not to exceed \$194,229.00. In addition, this proposed ordinance appropriates \$19,423.00 for contingent expenses and \$6,000.00 for administrative expenses for a total appropriation of \$219,652.00.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

The City has in its Five-Year Capital Program, a project to construct a new office, classroom and administration building at Stinson Municipal Airport to support both administrative needs and the growing needs of the tenants for office and conference room facilities. Much of the tenant activity at Stinson centers on flight school instruction that requires classrooms and conference rooms in order to effectively conduct educational based programs. Conference rooms and classrooms will be rented either for exclusive use or on a per use basis.

The scope of work for this Project includes site evaluation and selection, building spatial requirements and configuration given both current and projected demands. Preparation of construction contract documents and construction administration for this facility will be initiated upon the acceptance of the first phase. Also included are the renovations to the current administrative areas located in the existing terminal building.

The City requested Interest Statements from consulting firms desiring to provide these architectural services. A total of fourteen (14) qualified interest statements were received. All

proposals received for this Project were evaluated by City staff based on capability, past experience, knowledge and familiarity with similar projects. The City Architect/Engineer Selection Committee reviewed the ratings and recommended that the following five firms be further considered through an interview process:

Beaty & Partners Architects  
JMS Architects  
Jose Luis Hernandez Architects  
Madeline Anz Slay Architects  
Saldana & Associates

This short list was presented to the A/E Selection Committee, which concurred with the recommendation that these five firms be further considered. Interviews were conducted with a committee consisting of three staff members from the Aviation Department and one staff member from the City Architects Office.

Based on the presentations made during the interviews, it is the recommendation of the interview committee that the firm of Beaty & Partners Architects Inc. be selected for negotiations. The representative from the Economic Development Department concurred with this decision. A copy of the interview ratings is attached.

#### **POLICY ANALYSIS**

This proposed action continues the policy of improving facilities at Stinson Municipal Airport.

#### **FISCAL IMPACT**

Funding in the amount of \$219,652.00 for this proposed action will be from the Stinson Revolving Fund. Future funding, which is estimated to be \$2,000,000.00 for construction, will be brought forward through subsequent ordinances.

#### **COORDINATION**

This request for ordinance has been coordinated with the Public Works, Finance and Management and Budget Departments.

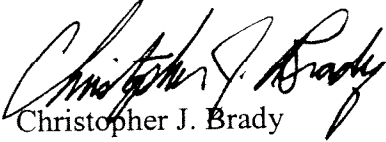
## SUPPLEMENTARY COMMENTS

The ethics disclosure form from Beaty and Partners Architects, Inc. is attached.

## SIGNATURES



Kevin C. Dolliole  
Aviation Director



Christopher J. Brady  
Assistant City Manager

APPROVED:



for Terry M. Brechtel  
City Manager

**PROJECT: New Administration Building**  
**at**  
**Stinson Municipal Airport**  
**ARCHITECT/ENGINEER INTERVIEW RATINGS**  
**CITY OF SAN ANTONIO**

	Weight Factors	15	15	15	15	15	5	10	5	5	100
No.	Architect/Engineer Candidates	Design and Creative Ability of Firm/Team	Construction Document & Technical Capability of Firm/Team	Construction Administration Capability of Firm/Team	Capability of Subconsultants	Firm's Suitability Familiarity for Project Type/Scope	*Special Considerations	**Locally Headquartered Business Enterprise	*Disadvantaged Business Enterprise (DBE)	** Small Business Economic Development Advocacy Policy Compliance (SBEDA)	Total Rating
1	BEATY & PARTNERS ARCHITECTS	13.8	14.0	12.8	13.3	13.5	3.5	10.0	0.0	2.0	82.8
2	JMS ARCHITECTS	10.0	10.3	9.5	9.5	7.0	3.0	10.0	1.0	3.0	63.3
3	JOSE LUIS HERNANDEZ ARCHITECT	11.3	12.0	10.8	9.8	11.0	1.5	10.0	5.0	4.0	75.3
4	MADELINE ANZ SLAY ARCHITECTS	10.8	11.3	10.3	10.5	9.0	3.5	10.0	0.0	2.0	67.3
5	SALDANA & ASSOCIATES	13.0	12.5	12.0	10.3	12.0	2.5	10.0	5.0	2.0	79.3
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Reviewer: Summary

Date:

# 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**<sup>1</sup> that would be a party to the discretionary contract:  
Beaty & Partners Architects, Inc. a  
and the name of:

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

Fernandez, Frazer White & Associates, Inc.  
QuadTech Engineering, Inc.  
Bill Reiffert & Associates, 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;

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

<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.

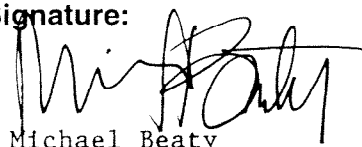
### Political Contributions

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:
None		

### 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.

<b>Signature:</b>  Michael Beaty	<b>Title:</b> President  <b>Company:</b> Beaty & Partners Architects, Inc.	<b>Date:</b> 10.29.02

<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.

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**City of San Antonio**  
**Discretionary Contracts Disclosure**

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State "Not Applicable" for questions that do not apply.

**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 identify 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 and the name of:  
(A) any individual or business entity that would be a subcontractor on the discretionary contract;

**FERNANDEZ, FRAZER, WHITE & ASSOCIATES, 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;

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 entity who would be a party to the discretionary contract.

N/A

**Political Contributions**

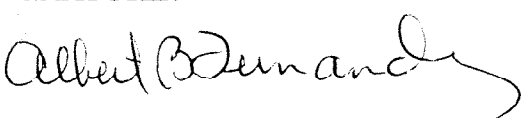
Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any 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 identify must be disclosed under (1), (2) or (3) above. Indirect contributions by an entity include, but are not limited to; contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity includes, 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
Ed Garza	\$225.00	April 2001

**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>1</sup> as to whether any city official would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

NONE

<b>SIGNATURE:</b> 	<b>TITLE:</b> President  <b>COMPANY:</b> Fernandez, Frazer, White & Assoc., Inc.	<b>DATE:</b>  10/29/2002
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<sup>1</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.

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

William F. Rickrim, P.E.  
David E. Hobza, III, P.E.

(2) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract:

QuadTech Engineering, Inc.

and the name of:

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

Not Applicable

(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;

Not Applicable

(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.

Not Applicable

<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.




### Political Contributions

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To Whom Made:	Amount:	Date of Contribution:
Not Applicable		

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Not Applicable		
Signature: 	Title: Vice President/Owner  Company: QuadTech Engineering, Inc.	Date: 11/1/02

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None

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None

a

and the name of:

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None

(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

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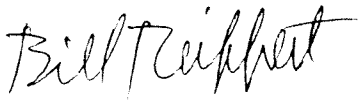
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None		
<b>Signature:</b> 	<b>Title:</b> Owner  <b>Company:</b> Bill Reiffert & Assoc. Inc.	<b>Date:</b> 0/30/02

<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.