

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

CONSENT AGENDA

ITEM NO. 15

**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; Louis A. Lendman; Milo D. Nitschke; File

**SUBJECT:** Navidad from Martin to Salinas

**DATE:** January 16, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance awards a professional service contract in the amount of \$14,987.00, payable to San Antonio Design Group, Inc., a non-MBE firm, for engineering services, authorizes \$3,300.00 for additional services, and \$1,499.00 for engineering contingency in connection with the Navidad from Martin to Salinas, an authorized Community Development Block Grant (CDBG) funded project, located in Council District 1.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

This ordinance provides for compensation to San Antonio Design Group, Inc. for engineering services through the design phase. Additional services will include geotechnical and Americans with Disabilities Act (ADA) review. The scope for this project includes the reconstruction of Navidad from Martin to Salinas to provide for the design only to reconstruct street with curbs and sidewalks.

**POLICY ANALYSIS**

Approval of this ordinance will be a continuation of Council policy to complete previously approved CDBG funded Capital Improvement Projects.

## FISCAL IMPACT

This is a one-time capital improvement expenditure. Funds in the amount of \$19,786.00 are available from CDBG funds to be allocated and authorized payable as follows:

\$14,987.00	payable to San Antonio Design Group, Inc. for engineering services
\$ 3,300.00	payable for additional services
\$ 1,499.00	payable for engineering contingency

## COORDINATION

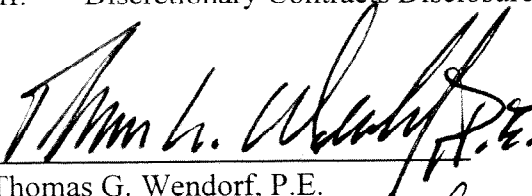
This request for ordinance has been coordinated with the Office of Management and Budget, Finance Department, and the Housing and Community Development Department.

## SUPPLEMENTARY COMMENTS

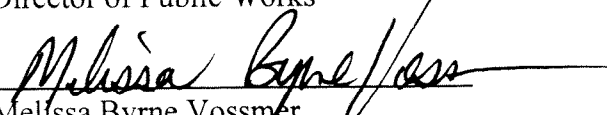
The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is attached.

## ATTACHMENTS


- I. Project Map
- II. San Antonio Design Group, Inc. Letter, dated December 12, 2002
- III. Discretionary Contracts Disclosure Form

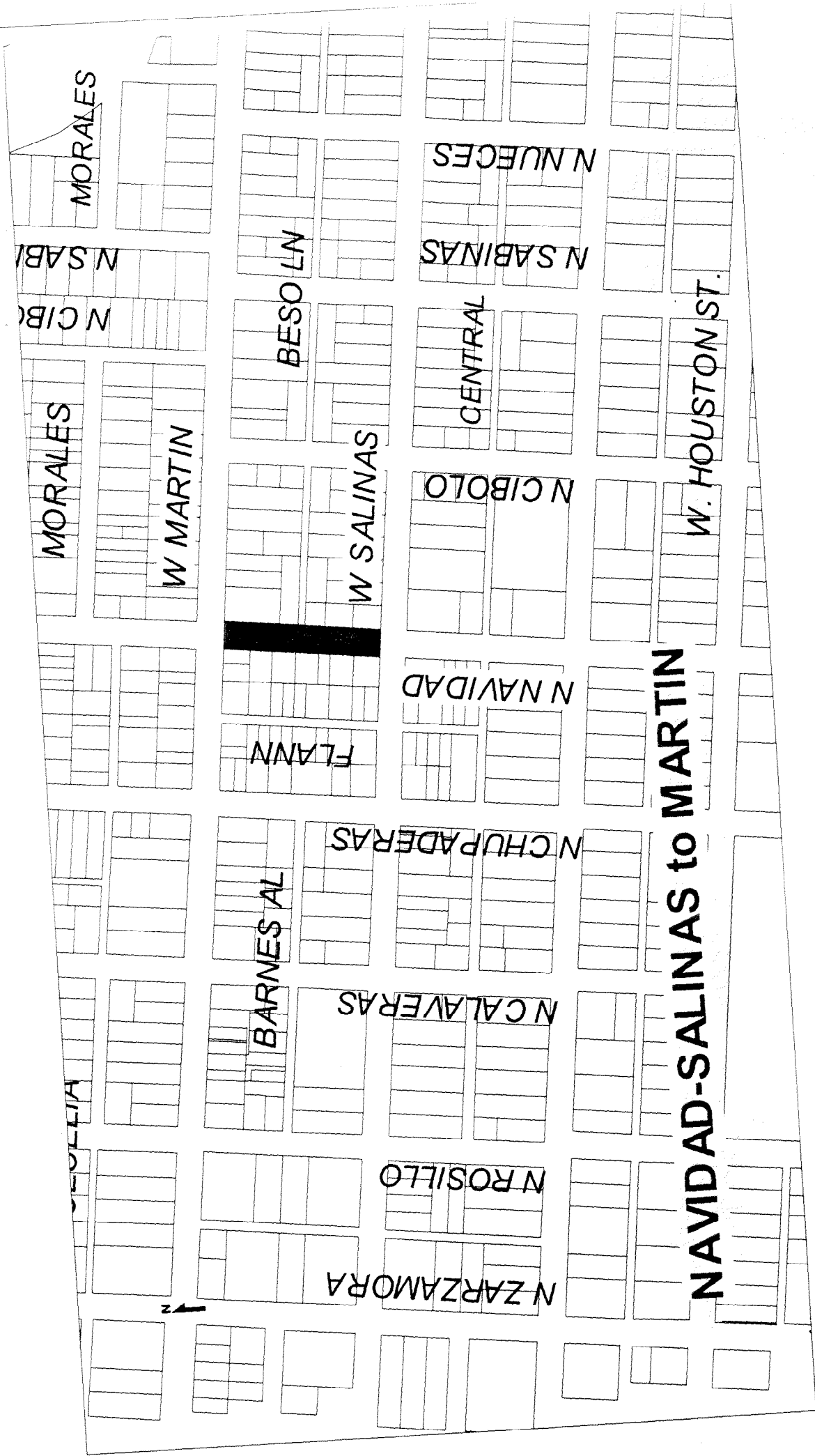
  
Thomas G. Wendorf, P.E.  
Director of Public Works

12/18/02

  
Melissa Byrne Vossmer  
Assistant City Manager

Approved:

  
for Terry M. Brechtel  
City Manager



NAVIDAD-SALINAS to MARTIN

W. HOUSTON ST.

N ZARZAMORA

N ROSILLO

N CALAVERAS

N CHUPADERAS

N NAVIDAD

N CIBOLO

CENTRAL

N SABINAS

N NUECES

BESOL LN

W SALINAS

W MARTIN

BARNES AL

FLANN

MORALES

N CIBOLA

N SABI

MORALES

COLLIA





**San Antonio  
Design Group Inc.**

DEVELOPMENT & INFRASTRUCTURE  
CONSULTING ENGINEERS

December 12, 2002

Mr. Jim Clements P.E.  
City of San Antonio  
Capital Programs  
114 W. Commerce  
San Antonio, Texas 78283

**RE: NAVIDAD – MARTIN TO SALINAS**

Dear Mr. Clements

San Antonio Design Group Inc. (SADG) is pleased to submit this revised fee proposal to provide engineering services for the above referenced project through the design phase. Attached is a breakdown of the proposed fees and additional services cost. The following is a summary of these costs:

<u>FEE</u>	<u>ADDITIONAL SERVICES</u>	<u>TOTAL</u>
\$14,987.00	\$3,300.00	\$18,287.00

The following Production Schedule is requested for this project.

Phase A	30 calendar days
Phase B	60 calendar days
Design	60 calendar days

OK JMC

Please call if you have any questions.

Sincerely

J. A. Saucedo Jr.  
Principal

Encl: as

DECEMBER 11, 2002

	PRINCIPAL	DESIGN ENGINEER	CADD TECHNICIAN	SURVEY CREW	CLERICAL	TOTAL HOURS
	\$90.00	\$80.00	\$45.00	\$86.00	\$35.00	
<b>PRELIMINARY PHASE A</b>						
Scope meeting & minutes	2.0	2.0			2.0	6.0
Initial Investigation		4.0	4.0			8.0
Field surveying & Processing		1.0	8.0	16.0		25.0
Preliminary Drainage Study		8.0	8.0			16.0
Preliminary Phase A Report		12.0	24.0		8.0	44.0
Review Meeting & Minutes	2.0	2.0			2.0	6.0
Subtotal of Hours	4.0	29.0	44.0	16.0	12.0	105.0
Subtotal Labor	\$ 360.00	\$ 2,320.00	\$ 1,980.00	\$ 1,376.00	\$ 420.00	\$ 6,456.00
Reproduction - 14 sets						\$ 65.00
<b>PRELIMINARY PHASE B</b>						
Intermediate Title Sheet		1.0	3.0			4.0
Intermediate Notes & Quantities		3.0	2.0			5.0
Intermediate Project Layout & Phasing Plan		2.0	4.0			6.0
Intermediate SW3P		1.0	2.0			3.0
Intermediate Plan & Profile		4.0	16.0			20.0
Final Drainage Study		6.0	6.0		4.0	16.0
Drainage Map & SW3P		2.0	4.0			6.0
Intermediate Cost Estimate		2.0	6.0		4.0	12.0
Intermediate Review Meeting	2.0				2.0	4.0
Subtotal of Hours	2.0	21.0	43.0	0.0	10.0	76.0
Subtotal Labor	\$ 180.00	\$ 1,680.00	\$ 1,935.00	\$ -	\$ 350.00	\$ 4,145.00
Reproduction - 14 sets						\$ 200.00
<b>DESIGN PHASE</b>						
Final Title Sheet			1.0			1.0
Final Notes & Quantities		1.0	4.0			5.0
Final Project Layout & Phasing Plan		1.0	4.0			5.0
Final SW3P			2.0			2.0
Final Plan & Profile		4.0	4.0			8.0
Final Cost Estimate		4.0			2.0	6.0
Final Review Meeting	2.0				2.0	4.0
Attend Citizen Meetings	2.0					2.0
Prepare Specifications		8.0			8.0	16.0
Stake for Utilities		2.0		6.0		8.0
Subtotal of Hours	4.0	20.0	15.0	6.0	12.0	57.0
Subtotal Labor	\$ 360.00	\$ 1,600.00	\$ 675.00	\$ 516.00	\$ 420.00	\$ 3,571.00
Reproduction - 14 sets						\$ 550.00
<b>SUBTOTAL FEE</b>						\$ 14,987.00
<b>ADDITIONAL SERVICES</b>						
Geotechnical						\$ 2,750.00
ADA Review						\$ 550.00
<b>TOTAL ADDITIONAL SERVICES</b>						\$ 3,300.00
<b>TOTAL</b>						\$18,287.00

# Scope Meeting Checklist

Date: 11-19-02

Start Time: 10:00 AM  
Stop Time: 11:15 AM

Project Name: **Navidad – Martin to Salinas**  
Council District: **1**

## ***Attendees:***

City of San Antonio Public Works Department

COSA Environmental Services Department:

## **Capital Programs:**

COSA Development Services Department:

Jim Clements, P.E.  
Al Siam Ferdous, P.E.  
Richard Grochowski, E.I.T.

COSA Planning Department:

Hugh Guillen

Consultant: San Antonio Design Group Inc.

Representative: Stephen Cady, P.E.  
Notes recorded by: J. A. Saucedo Jr.

## **Traffic Engineering:**

Utility Representatives:

John Otter	CPS
Duane Bryant P.E.	SAWS
Ray Akridge	SBC
Victor DeLeón	Time Warner

## **Engineering:**

## **Storm Water Engineering:**

## **Storm Water Operations:**

## **Street Maintenance:**

## **PROJECT ADMINISTRATION**

Initial Project Scope: **Reconstruct N. Navidad St From Martin to Salinas with curb and sidewalks with pavement width to match a reconstructed portion of Navidad. Reconstruct Salinas pavement at Navidad.**

COSA Project Manager: Jim Clements, P.E.

Capital Projects Officer: Tim White

COSA Project Engineer: Al-Siam Ferdous, P.E.

COSA Engineering Associate: Richard Grochowski, E.I.T.

Estimated Cost: **\$109,679.27**      Date of Estimate:

Length of Project: **407.00 Feet**

## **PROGRAMMING AND FUNDING**

Program Funding: \_\_\_\_\_ Type: CDBG Year: 28th

Tentative Advertising date: \_\_\_\_\_

### **I. Project Name: Navidad – Salinas to Martin**

**A. Remind consultant to take meeting notes**

**B. Construction plan sheets shall have cost estimates quantities per sheet to facilitate project phasing as needed to meet program funding.**

## **EXISTING ELEMENTS**

### **II. Project Scope/ Limits**

#### **A. Existing Conditions**

1. Existing width of pavement ( expected width of street cross-section) APPROX. 28 FEET
2. Curb/gutter/sidewalks present? NO
3. Existing features (trees, landmarks, schools, etc.) 6 Trees, Church at W. Martin.
4. Potential hazards None
5. Predominant land use: Residential
6. Special Interest Groups:
  - a. Neighborhood Association \_\_\_\_\_
  - b. Community Group \_\_\_\_\_

**III. Identify COSA Requirements and Specific Project Concerns**

**A. Drainage (handout from Storm Water Engineering)**

1. Is a drainage study required? **Yes**
  2. Hydraulic calculations based on: **25 Year Storm**
  3. Comments: design exception may be granted for street design without drain pipe
- 

**B. Traffic (handout from Traffic)**

1. Traffic Control Plan for construction: **Not Needed**
2. Bike lanes or other special considerations: **No**
3. Pavement Design
  - a. Number of traffic lanes: 1 each direction
  - b. Lane width: 15'
  - c. Median width:
  - d. Traffic count:
4. Comments: **Mr. Clements requested that Beso Alley be made one way heading towards Navidad. Also, City said to include one soil boring near Beso Alley. The City will provide the pavement design based on results of the soils report.**

**C. Environmental (Provide ESA)**

1. Comments: ESA provided. No further environmental action is warranted for this project.

**D. Tree Protection (Pass out tree specifications and ordinance)**

1. Required Tree Survey   **No**
2. Tree mitigation/preservation                     **No**

**E. Enhancements:**   **N/A**  

**F. ADA Requirements**

1. Texas Department of License and Regulation(Provide TDLR list if needed)
  - a. Consultant to provide for plan review by a TDLR certified plan reviewer **additional services**



- b. Consultant to provide for construction inspection by TDLR certified inspector **additional services**

**G. ROW Data**

Comments: R.O.W is 55.6' wide. Additional R.O.W. will not be required.

**H. Storm Water Pollution Protection Plan : Not Discussed**

**I. Driveway Plats (additional service) : Not Discussed**

**J. Construction Services**

1. Emphasize working smart using technology \_\_\_\_\_
2. Emphasize constructability of project \_\_\_\_\_

**IV. Utility Adjustments - (Upgraded / Adjusted - Depth of Excavation)**

**A. City Public Service – Gas** An 8" Gas main on east side of road.

**B. City Public Service – Overhead Electric**

**C. San Antonio Water System - Water** A 6' water main on west side of road

**D. San Antonio Water System – Wastewater** A 8" Sanitary Sewer main up the center of the road, that ends before Martin St. No manhole at the end

**E. Southwestern Bell** \_All overhead. Is checking on an buried cable in the area

**F. Time-Warner : All Overhead**

**G. Other** \_\_\_\_\_

**H. Railroad Permit** \_\_\_\_\_ N/A

**I. San Antonio River Authority Joint Use Agreement** \_\_\_\_\_

**J. Potholes by Phase B : Not Discussed**

**V. Maintenance Bond – one year warranty period at the end the consultant will be required to make and inspection of the Project** \_\_\_\_\_

**A. Meeting minutes due in five working days** \_\_\_\_\_

**B. Cost proposal due in 15 working days with proposed production timeline**

## **VI. Approvals**

- A. Consultant required to obtain all approvals evidenced by approval signatures on the plan cover sheet.**
- B. Executive Project Management System (EPMS) – Consultant required to provide regular realistic updates.**
- C. Possible electronic requirement of as-built plans (required format?) AUTOCAD**
- D. Utilities and City Engineer signature blocks on the plan cover sheet.**

## **VII. Subsequent to the November 19, 2002 scoping meeting, J. A. Saucedo Jr., and Steve Cady Met with Mr. Jim Clements, on November 25<sup>th</sup>, the following was agreed to:**

- A. Pavement width will be 30'**
- B. Minimum slope will be 0.30% with curb and gutter.**
- C. Driveway slope will be 12% where sidewalks does not cross**
- D. Sidewalks will be at the property line.**

## **Attachments (For Consultant Only)**

- 1. Drainage Issues**
- 2. Traffic Issues**
- 3. Location Map**
- 4. EPMS Sample**
- 5. Tree Ordinance / Specifications**
- 6. Phase I Environmental**

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

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 18.2

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:

N/A

and the name of:

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

N/A

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;

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.

## 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 sections 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.

(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 (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:
N/A		

### 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.

<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.