

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

**TO:** Mayor and City Council

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

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

**COPIES:** Christopher J. Brady, Finance, Management and Budget, Public Works, City Attorney, File

**SUBJECT:** Professional Services Contract – Program Management at San Antonio International Airport

**DATE:** March 6, 2003

**SUMMARY & RECOMMENDATION**

This proposed ordinance selects the firm of Carter Burgess, Inc. (CB) and authorizes the negotiation of a detailed scope of service, fee and contract for the Aviation Program Manager (APM). The primary function of the APM is to assist the Aviation Department in the administration of a portion of the Capital Improvement Program to include the Terminal Expansion Project, the New Parking Facilities Project and other projects, as deemed necessary to insure timely execution of the work effort for major capital improvements at San Antonio International Airport.

This proposed ordinance further authorizes negotiation and execution of a three-year contract with provision for extending the contract for up to two additional years at the City's sole discretion. Fees for these services have been established in an amount not to exceed \$16,148,000.00 for the initial three-year term. Appropriation of additional fees associated with extension of the contract will require further Council action.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

The City has in the Five-Year Capital Improvement Program a project to expand the terminal and parking facilities at San Antonio International Airport in support of the current and projected trend in passenger enplanements, aircraft gate occupancy and parking demands. These projects were included as part of the Terminal Improvement Program presentation to City Council during the June 22, 2000 "B" Session.

The programming study for the first phase of the Terminal Expansion Project, which will ultimately replace Terminal 2 with Concourse B and Concourse C, was awarded to Marmon Mok/Gensler by City Council on August 9, 2001 and presented to City Council in the B session on February 20, 2003. This study also includes the schematic design for the terminals, the terminal roadway system and related infrastructure support.

A parking study has been completed by AGA Parking Consultants, which identifies projected parking needs for the airport through the year 2033. The study recommends that the first phase of construction consist of a five-level, 3,000-space parking garage that will expand the capacity of both the short-term and long-term spaces. The size, configuration and logistical issues have been schematically identified and will be used by the design consultant to prepare construction documents.

In consideration of the size, complexity and concurrent construction of these projects, it is in the best interest of the City to enlist the services of an Aviation Program Manager to assist the Aviation Department in the management and administration of these projects. The scope of services for this work includes design management, cost estimating, cost control, scheduling, construction coordination and inspection.

The City requested Interest Statements from firms desiring to provide program management services. A total of six (6) interest statements were received. City staff rated all firms, which submitted interest statements to be considered for these services, giving consideration to past experience and recognizing ability and competence to provide such services. Of the six firms, the following four were selected for further evaluation through an interview process:

3D/International  
Carter Burgess  
DMJM  
Parsons Brinckerhoff

A copy of the interview ratings is attached. These ratings were presented to the City Council Airport Advisory Committee and the Human and Economic Development Council Committee where it was recommended that it would be in the best interest of the City to combine the talent and resources of Carter Burgess with those of Parsons Brinckerhoff, with Carter Burgess assuming the lead role. City Council was briefed on the program manager selection on February 20, 2003.

The City, using the services of outside counsel, has negotiated a contract with Carter Burgess, which has been reviewed by members of City staff. The contract provides for a three-year term with options for up to a two-year extension. The fees for the initial three years will not exceed \$16,148,000.00, which is based on projected staffing requirements, billing rates and projected reimbursable expenses. The actual fee will be based on specific staffing provided, their respective rates and actual eligible expenses, as required by the needs of the projects. The City will approve all staffing requests and rates prior to Carter Burgess employing any staff for this project.

The fees for the two-year extension will be established from the historical manpower and fees derived from the initial three-year term.

### **POLICY ANALYSIS**

This proposed action is consistent with the City's policy of enlisting management services for large, complex capital projects and enlisting the services of outside counsel and consultants in assisting City staff to negotiate complex contracts.

### **FISCAL IMPACT**

This proposed action will appropriate \$16,148,000.00 for the initial three-year term. Funding for this appropriation will be from the Airport System Construction Fund, 2002 GAR Bonds (70%) and the Airport System Construction Fund, 2002 PFC Bonds (30%). Funding for the two-one year options, if exercised, will be appropriated through future Council actions. Total estimated fees to include these options total \$20,184,000.00; however, these fees will be established from the historical fees derived from the initial three-year term.

### **COORDINATION**

This request for ordinance has been coordinated with City Council Airport Advisory Committee, Human & Economic Development Council Committee, Public Works, Finance, City Attorney, and the Office of Management and Budget. The Council Committees recommend that the proposed ordinance be brought forward for full Council consideration.

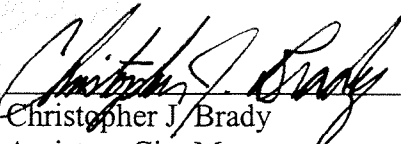
## SUPPLEMENTARY COMMENTS

The Discretionary Contracts Disclosure Form submitted by Carter Burgess, Inc. is attached.

## SIGNATURES

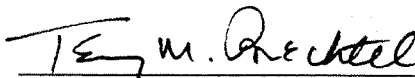


Kevin C. Dolliole  
Aviation Director



Christopher J. Brady  
Assistant City Manager

Approved:



Terry M. Brechtel  
City Manager

Attachments

**PROJECT: Terminal Expansion Program Manager**  
**at**  
**San Antonio International Airport**  
**ARCHITECT/ENGINEER STATEMENT OF INTEREST REVIEW**  
**Interview Ratings**  
**CITY OF SAN ANTONIO**

	Weight Factors	30	20	10	20	10	5	5	100
		Firm/Team Experience on Similar Projects	Resources of Firm/Team	Capability of Subconsultants	Action Plan	Locally Headquartered Business Enterprise	Disadvantaged Business Enterprise (DBE)	Small Business Economic Development Advocacy Policy Compliance (SBEDA)	Total Rating
No.	Architect/Engineer Candidates								
1	3DI/International	18.5	12.333	5.5	9.5	6	1.6	3	56.433
2	Carter Burgess	25.5	17	8.5	16.333	6	1.15	5	79.483
3	DMJM	23	15	7.5	14.333	6	2	4	71.833
5	Parsons Brinckerhoff	29	19	9	18.5	5	2	5	87.5
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Notes:

Summary

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

**Amended:  
1-16-03**

*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:

Carter & Burgess, Inc.

and the name of:

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

Foster CM Group  
Parsons Brinckerhoff  
Women Practicing Architecture  
Ricondo & Association

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.

- (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.

Earl & Brown, lobbyist<sup>2</sup>


#### 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:
See Attachment 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.

		
Signature: S. Brad Davis, P.E.	Title: Principal-Vice President	Date:
	Company: Carter & Burgess, Inc.	January 16, 2003

<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.

## 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.

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

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

**PB Aviation Inc.**

2777 Stemmons Freeway, Suite 1333  
Dallas, Texas 75207

(214) 638-2888

and the name of:

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

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.

**Parsons Brinckerhoff, Inc.**

One Penn Plaza  
New York, New York 10119

(212) 465-5000

<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.



(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.

**Fulbright & Jaworski L.L.P.**  
300 Convent Street, Suite 2200  
San Antonio, Texas 78205

**McCall & Associates**  
1617 E. Commerce Street  
San Antonio, Texas 78205

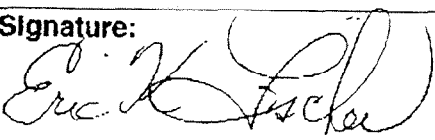
#### Political Contributions

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To Whom Made: (made by PB PAC)	Amount:	Date of Contribution:
Councilwoman Bonnie Conner	\$100	July 15, 2002
Councilman Carroll Schubert	\$200	July 15, 2002
Councilman Bobby Perez	\$200	July 15, 2002
Mayor Ed Garza	\$400	August 5, 2002
Councilman Julian Castro	\$200	October 23, 2002
Note: Contributions made by Fulbright & Jaworski listed on separate attached sheets		

#### 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 as to whether any city official or employee would violate Section 1 or Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

<b>Signature:</b>  Eric K. Fischer, PE	<b>Title:</b> Vice President  <b>Company:</b> PB Aviation Inc.	<b>Date:</b> January 16, 2003

<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.

Jan-16-03 11:10A Ricondo &amp; Associates-SA 210-829-8370

P.02

## 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.

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

(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:

Ricondo & Associates, Inc.

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:

\* 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.

Jan-16-03 11:11A Ricondo &amp; Associates-SA 210-829-8370

P.03

(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

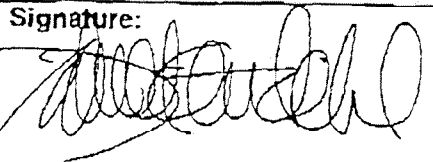
#### Political Contributions

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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 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> 	<b>Title:</b> Vice President <b>Company:</b> Ricondo & Associates, Inc.	<b>Date:</b> 1/16/03

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

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

*Tx WPA, LLP*

and the name of:

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

*not known at this time*

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:

*Mary T. Burtin 91%*  
*Grace M. Rose 9%*

<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.

- (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*

#### Political Contributions

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To Whom Made:	Amount:	Date of Contribution:
<i>none</i>		

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Signature: <i>Naug T. Cant</i>	Title: <i>Munack and</i> <i>General Partner</i> Company: <i>TXWPA</i>	Date: <i>Jan 20, 2003</i>

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

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

FOSTER CM GROUP, INC.

and the name of:

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

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;

<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.

- (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.

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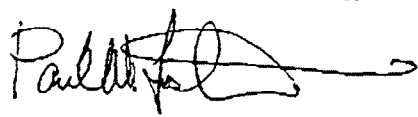
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To Whom Made:	Amount:	Date of Contribution:
Councilman Mario Salas	\$250 / \$100	1999 / 2000
Councilman Debra Guerrero	\$100	2000
Councilman Bobby Perez	\$100	2000
Councilman David Garcia	\$250	2000

### 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.

Signature: 	Title: President  Company: Foster CM Group, Inc.	Date:  January 16, 2003

<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.

## Attachment A

To Whom Made:	Amount	Date of Contribution:
Bobby Perez Campaign	\$1000	January 8, 2001
Bonnie Conner Campaign	\$180	March 9, 2001
Bobby Perez Campaign	\$180	April 12, 2001
Tim Bannwolf Campaign	\$360	April 12, 2001
Toni Moorehouse	\$250	April 16, 2001
Bonnie Conner Campaign	\$500	April 25, 2001
David Carpenter Campaign	\$500	April 25, 2001
Enrique Barrera Campaign	\$500	April 27, 2001
Toni Moorehouse	\$250	May 10, 2001
Carroll Schubert	\$500	May 11, 2001
Toni Moorehouse	\$1000	May 15, 2001
CEC Political Action Committee	\$270	July 18, 2001
David Garcia	\$500	September 19, 2001
David Carpenter	\$1000	March 27, 2002
David Garcia	\$500	June 4, 2002
Toni Moorehouse	\$500	June 10, 2002
Enrique Barrera	\$500	July 17, 2002
Ed Garza	\$150	August 11, 2002
Toni Moorehouse	\$150	August 20, 2002
John Clamp	\$1000	September 20, 2002



# Fulbright & Jaworski L.L.P. Texas Committee

DATE	AMOUNT	CHECK	POSITION	PAYABLE
11/17/2000	500.00	FJ # 4754	City Council, San Antonio District 6	Enrique M. Barrera Campaign
04/18/2001	500.00	FJ # 4846	City Council, San Antonio District 6	Enrique M. Barrera Campaign
05/24/2002	500.00	FJ # 5132	City Council, San Antonio District 6	Enrique M. Barrera Campaign
07/08/2002	250.00	JM#1917	City Council, San Antonio District 6	Enrique M. Barrera Campaign
06/05/2000	500.00	FJ # 4602	City Council, San Antonio District 10	David Carpenter for Council Committee
03/02/2001	500.00	FJ # 4826	City Council, San Antonio District 7 (running for)	Julian Castro for Council Campaign
07/28/2000	500.00	FJ # 4612	City Council, San Antonio, District 5	District 5 Committee
09/01/2001	100.00	JM # 1485	City Council, San Antonio, District 5	District 5 Committee
01/25/2002	250.00	FJ # 5001	City Council, San Antonio District 5	David A. Garcia Campaign
06/25/2002	500.00	FJ # 5158	City Council, San Antonio District 5	David A. Garcia Campaign
10/24/2000	1,000.00	FJ # 4724	City Council, San Antonio District 7	Ed Garza Campaign
03/02/2001	1,000.00	FJ # 4825	Mayor, City of San Antonio (running) [City Council, San Antonio District 7]	Ed Garza Campaign
04/26/2001	1,000.00	FJ # 4852	Mayor, City of San Antonio (running) [City Council, San Antonio District 7]	Ed Garza Campaign
05/29/2001	5,000.00	FJ # 4863	Mayor-Elect, San Antonio	Ed Garza Campaign for Mayor
02/14/2002	500.00	FJ # 5029	Mayor, City of San Antonio	Ed Garza Campaign
04/22/2002	500.00	FJ # 5133	Mayor, City of San Antonio	Ed Garza Campaign

45217535.1

# Fulbright & Jaworski L.L.P. Texas Committee

	DATE	AMOUNT	CHECK	POSITION	PAYABLE
Enrique "Kike" Martin	11/17/2000	500.00	FJ # 4753	City Council, San Antonio District 4 (running for)	Enrique "Kike" Martin Campaign
Enrique "Kike" Martin	05/18/2001	500.00	FJ # 4856	City Council, San Antonio District 4 (running for)	Enrique "Kike" Martin Campaign
Enrique "Kike" Martin	09/24/2002	500.00	FJ # 5259	City Council, San Antonio District 4 (running for)	Enrique "Kike" Martin Campaign
Bobby Perez	06/05/2000	1,000.00	FJ # 4601	City Council, San Antonio District 1	Bobby Perez Campaign
Bobby Perez	02/21/2002	500.00	FJ # 5042	City Council, San Antonio District 1	Bobby Perez Campaign
John H. Sanders	04/05/2001	500.00	FJ # 4842	City Council, San Antonio District 2 (running for) [Director, Edwards Aquifer Authority District 2]	John H. Sanders Campaign
John H. Sanders	05/21/2001	500.00	FJ # 4857	City Council, San Antonio District 2 (running for) [Director, Edwards Aquifer Authority District 2]	Friends of John H. Sanders
Carroll Schubert	03/19/2001	500.00	FJ # 4834	City Council, San Antonio District 9 (running for)	Carroll Schubert Campaign
Carroll Schubert	07/15/2002	1,000.00	FJ # 5172	City Council, San Antonio District 9 (running for)	Carroll Schubert Campaign

45217535.1