AGENDA ITEM NO. 22

# 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 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 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

# San Antonio International Airport ARCHITECT/ENGINEER STATEMENT OF INTEREST REVIEW Interview Ratings

	Weight Factors	30	20	10	20	10	5	5	100
No.	Architect/Engineer Candidates	Firm/Team Experience on Similar Projects	Resources of Firm/Team	Capability of Subconsullants	Action Plan	Locally Headquartered Business Enterprise	Disadvantaged Business Enterprise (DBE)	Small Business Economic Development Advocacy Policy Compliance (SBEDA)	Total Rating
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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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:

(t) the identity of any individual who would be a party to	the discretionary contracts
N/A	
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(2) the identity of any <b>business entity</b> that would be a pa	adv fetherdiserationary contract
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Women Practicing Architecture	
Ricondo & Association	
and the name of:	
(B) any individual or business entity that is known	forms are a second seco
subsidiary business entity of any individual or bu the discretionary contract;	siness entity who would be aparty to
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N/A	

<sup>&</sup>lt;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 relation	ns <i>firm</i> -empl	oyed for purpos	ses relating to the
discretionary contract being si	ought by any	individual or	business entit	v who≟would be a
party-to-the discretionary contra	ict <del>.</del> –	<b>全发活</b> 鱼		

Earl & Brown, lobbyist2

# Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection, with a proposal for a discretionary contracts all political contributions totalingaine bundled dellars (\$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 of common laws Indirect contributions by an entity include but are not limited to contributions made through the officers covers, attorneys, or registered lobby ists of the entity.

To Whom Made:	Amount:	Date of Contribution:
See Attachment A		• 2 27

# 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.

Signature: S. Brad Davis, P.E.

Title: Principal-Vice President

Company: Carter & Burgess, Inc.

Date:

January 16, 2003

<sup>&</sup>lt;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.

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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### 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:

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2777 Stemmons Freeway, Suite 1333	(04.4) 000 0000	
Dallas, Texas 75207	(214) 638-2888	
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Parsons Brinckerhoff, Inc.		
One Penn Plaza		
New York, New York 10119	(212) 465-5000	

<sup>&</sup>lt;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 sough by any individual of ensiness contract 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

Any including or pusiness entity speking a discretionory contract from the characteristic consection with a proposal for a discretionary contract all political confidences totaling one handlest collars. (\$100) or more within the past twenty fore (\$4) months made discretive or indirectly to any runneral or farmer member of City Council, any candidate for City Council, of the enty political action committee that satisfactors to City Council elections. By any individual or fadiness, acting whose identity must be disclosed under (1), (2) or (3) above indirect contributions by any individual include, but are not limited to contributions that is action, as a commencion in the city individual's speake, whether statutors as commencions individual's speake, whether statutors as commencions individual's entirely individual of central dions made through the officers embers, afternoon, or equipment to be presented to be presented.

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

### Disclosules in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose envifatown facts which, reasonably practics lood, raise a question, as to whether any divertional or employee, would violate Section 1—st. Part B. Improper Engineering Benefit, by participating in official action relating to the discretional receptibility.

Signature: Factor

Title: Vice President

Date:

Company: PB Aviation Inc.

January 16, 2003

Eric K. Fischer, PE

<sup>&</sup>lt;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 ll:10A Ricondo & 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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<sup>&</sup>lt;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.

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

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State Not Applicable for questions that do not apply.

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contract:	
(1) the identity of any individual who would be a party to the di	scretionary contract:
(2) the identity of any business entity! that would be a party to	the discretionary contract
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COSA Form 1050-33-2, ethicodia, 06/01/01, Rev. 09/12/02

<sup>&</sup>lt;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.

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(B) any individual or business entity that is	s known to be a <i>partner</i> , or a <i>parent</i> or all or business entity who would be a party t
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(B) any individual or business entity that is subsidiary business entity, of any individu	s known to be a <i>partner</i> , or a <i>parent</i> or lall or business entity who would be a party t

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Political Contributions Any individual or business entity see connection with a proposal for a d hundred dollars (\$100) or more w	iscretionary contract all p ithin the past twenty-fou	olitical contributions totaling c
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employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature:	Title: President	Date:
Pallit (1)	Company: Foster CM Group, Inc.	January 16, 2003

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# 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

Edward Garza	04/22/2002	00.002	F1 # 133	Mayor, City of San Antonio	Ed Garza Campaign
Edward Garza	02/14/2002	00.002	F1 # 2029	Mayor, City of San Antonio	Ed Garza Campaign
Edward Garza	1007/67/50	00.000,2	FJ # 4863	Mayor-Elect, San Antonio	Ed Garza Campaign for Mayor
Edward Garza	1007/97/40	00.000.1	7584 # 1 <del>1</del> 1	Mayor, City of San Antonio (running) [City Council, San Antonio District 7]	Ed Garza Campaign
Edward Garza	1007/70/60	00.000,1	FJ # 4825	Mayor, City of San Antonio (running) [City Council, San Antonio District 7]	Ed Garza Campaign ?
Edward Garza	10/54/2000	00.000,1	FJ # 4724	City Council, San Antonio District 7	Ed Garza Campaign
David A. Gatcia	Z00Z/\$Z/90	200'00	FJ # 2128	City Council, San Antonio Distnet 5	David A. Garcia Campaign
David A. Garcia	<b>7007/57/</b> 10	00.022	E) # 2001	City Council, San Antonio District 5	David A. Garcia Campargn
David A. Garcia	1007/10/60	00.001	1M # 1485	City Council, San Antonio, District 5	District 5 Committee
David A. Garcia	0007/87/10	00.002	E1 # 4612	City Council, San Antonio, District 5	District 5 Committee
onean Castro	1007/70/٤0	200,000	FJ # 4826	City Council, San Antonio District 7 (running for)	Inlian Castro for Council Campaign
David Carpenter	0007/50/90	00'00\$	FJ # 4602	City Council, San Antonio District 10	David Carpenter for Council Committee
Біцідце М. Вытега	2002/80/10	00.025	7191#Mt	City Council, San Antonio District 6	Emrique M. Barrera Campaign
Enrique M. Barrera	0812412002	00.002	FI # 5132	City Council, San Antonio District 6	Enrique M. Barrera Campaign
Enrique M. Barrera	1007/181/5001	200:00	E1#4846	City Council, San Antonio District 6	Enrique M. Barrera Campaign
Enrique M. Barrera	0007/L1/11	00100\$	FJ # 4754	City Council, San Antonio District 6	Enrique M. Barrera Campaign
	DYLE	TNUOMA	CHECK	NOILISO	PAYABLE

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

Carroll Schubert Campaign	City Council, San Antonio District 9 (running for)	EJ # 5172	1,000.00	07/15/2002	CAIRDI SCHUBER
Carroll Schubert Campaign	City Council, San Antonio District 9 (running for)	FJ#4834	500.00	03/19/2001	Caron Schuber
Friends of John H. Sanders	City Council, San Antonio District 2 (running for) [Director, Edwards Aquifer Authority District 2]	FJ # 4857	500.00	05/21/2001	Join H. Sanders
	[Director, Edwards Aquifer Authority District 2]				2
John H. Sanders Campaign	City Council, San Antonio  District 2 (running for)	FJ # 4842	500,00	04/05/2001	John H. Sanders
Bobby Perez Campaign	City Council, San Antonio District 1	FJ#5042	500.00	02/21/2002	Booby Perez
Bobby Perez Campaign	City Council, San Antonio District 1	FJ # 4601	1,000.00	06/05/2000	Bobby Perez
Enrique "Kike" Martin Campaign	City Council, San Antonio District 4 (running for)	FJ # 5259	500.00	09/24/2002	Enrique "Kike" Martin
Enrique "Kike" Martin Campaign	City Council, San Antonio District 4 (running for)	FJ # 4856	500.00	05/18/2001	Emilian Nike Marin
Enrique "Kike" Martin Campaign	City Council, San Antonio District 4 (running for)	FJ # 4753	500.00	11/17/2000	Enrique "Kike" Martin
PAYABLE	POSITION	СНЕСК	AMOUNT	DATE	

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