

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

**CONSENT AGENDA**  
**ITEM NO. 16**

**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, Andrew Martin, Rebecca Waldman, Tim Palomera, Doug Yerkes, Aubrey George, Bill Washkoske, William A. Hensley, and file

**SUBJECT:** Central Library Skylight and Roof

**DATE:** March 13, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance accepts a proposal and awards professional service contract for architectural services in the amount of \$60,000.00, payable to the Arizpe Group, Inc., an MBE/DBE firm, and authorizes \$10,000.00 for architectural contingency, and \$800.00 for advertising expenses, for an overall total of \$70,800.00 funded from the Library Gift & Memorial fund, in connection with the Skylight and Roof at Central Library project located at 600 Soledad in Council District 1.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

This ordinance provides compensation to The Arizpe Group, Inc. for architectural design service for repairing or replacing the existing skylight system and roofing at the Central Library. Ongoing skylight leaks have been unsuccessfully sealed and are causing damage to interior finishes. Roof leaks in multiple locations are also contributing to the damage. A preliminary design study will include a survey to determine whether correctives can be made or a new roof is necessary. A map of the project location is included (see attachment #1). This project will begin the preliminary design phase by May 2003.

The selection of this consultant was accomplished through a Request for Qualifications process with six (6) firms responding (see attachment #2). The Architects and Engineer Selection Committee selected The Arizpe Group, Inc. which rated highest of the six firms proposals submitted. The Arizpe Group, Inc. is working with ISES on drawings of 23 City of San Antonio Buildings, 21 of which are library buildings, and has no other project with the City at this time.

**POLICY ANALYSIS**

Approval of this ordinance will be a continuation of Council policy to construct approved 2001 Certificate of Obligation funded projects.

## FISCAL IMPACT

This is a one-time capital improvement expenditure within budget and is not included in the Capital Improvement Program Budget. These items represent a portion of a total estimated City project cost of \$550,800.00. Funds in the amount of \$70,800.00 are to be appropriated, are available from the Library Gift and Memorial Fund, and authorized payable as follows:

\$60,000.00	payable to The Arizpe Group, Inc. for architectural service
\$10,000.00	payable for contingency
\$ 800.00	payable for advertising expenses

## COORDINATION

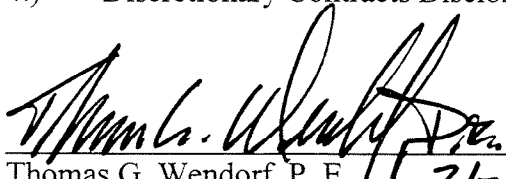
This request for ordinance has been coordinated with the Office of Management and Budget, the Finance Department, and the Department of Asset Management.

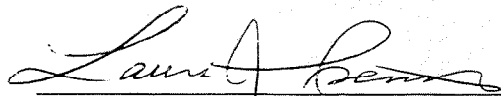
## SUPPLEMENTAL COMMENTS

The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is attached (see attachment #4).

## ATTACHMENTS

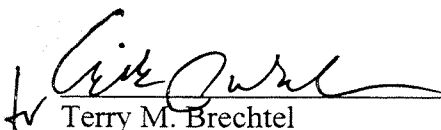
- 1.) Project Map
- 2.) Ranking of Firms by Selection Committee
- 3.) The Arizpe Group, Inc. Fee Proposal
- 4.) Discretionary Contracts Disclosure Form

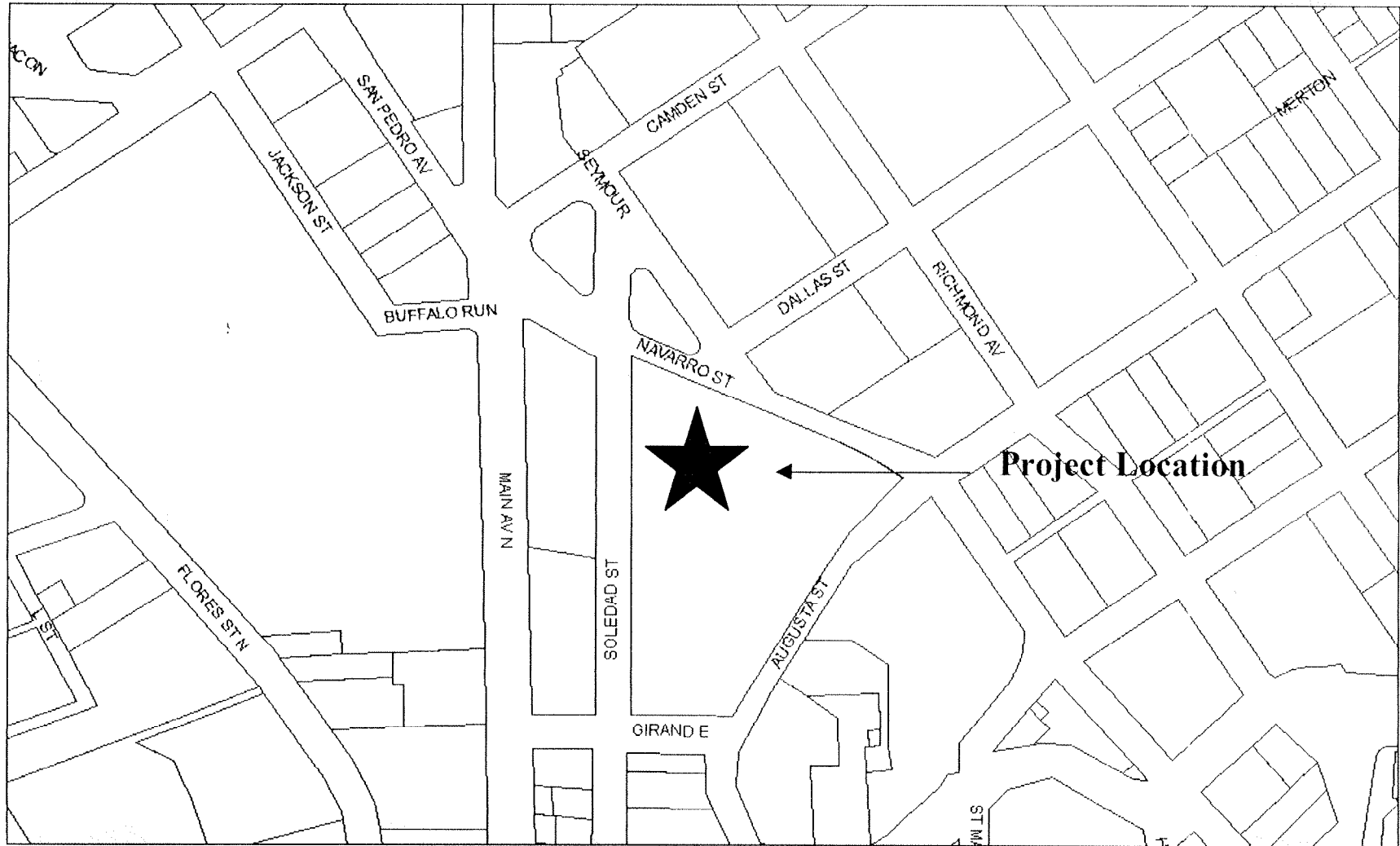
  
Thomas G. Wendorf, P. E.  
Director of Public Works  
2/28/03

  
Laura Isenstein  
Director of Library Department

  
Melissa Byrne Vossmer  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager



Central Library Skylight and Roof  
Council District No. 1

G.I.S. Location Map



SKYLIGHT AND ROOF AT CENTRAL LIBRARY  
ARCHITECT/ENGINEER STATEMENT OF INTEREST REVIEW  
CITY OF SAN ANTONIO

[illegible]

JAN 08 2003

CITY ARCHITECT'S  
OFFICEAttachment 3  
Architect's Proposal**The Arizpe Group, Inc.**  
ENGINEERS & ARCHITECTS1802 N.E. Loop 410, Suite 106  
San Antonio, TX 78217  
(210) 930-6999  
fax: (210) 930-6997

January 8, 2003

Mr. William Hensley, Architect  
City of San Antonio Public Works Department  
PO Box 839966  
San Antonio, Texas 78283-3966

Subject San Antonio Central Library; City of San Antonio  
Roof and Moisture Protection Survey & Analysis

Dear Mr. Hensley:

The Arizpe Group, Inc. (TAG) is pleased to submit the attached fee proposal for services to investigate and assess the roofing and moisture protection for the San Antonio Central Library.

TAG desires to perform all roofing and moisture protection projects on a three-phase basis as follows:

**Phase 1 ~ Assessment:** Roof and moisture infiltration survey, analysis, testing, recommendations, skylight renovation or replacement assessment, scheduling of projects and Opinion of Estimated Construction Costs. TAG will utilize the services of Edis Oliver & Associates, Engineers & Roof Consultants and Texas Skylights to assist in the investigation and assessment process.

**Phase 2 ~ A/E Construction Documents and Bidding:** Prepare plans and technical specifications for the work based upon the findings and decisions of Phase 1.

**Phase 3 ~ Construction Administration:** To include conducting periodic field observations, approving material submittals and assist the city with project closeout.

This proposal is for the **Phase 1** work only. Phase 1 would include the following services:

- 1) Review of owner as-built plans, on-site observations and digital photographs.
- 2) Conversion of as-builts to CAD roof plan with relevant wall and skylight sections utilizing AutoCAD R.14.
- 3) Forensic analysis of roof, skylights and walls.
- 4) Investigation of areas that may be admitting moisture.
  - a) Perform infrared or other type of non-destructive moisture scan to determine condition of underlying components and substrate and locations of wet insulation.
  - b) Skylight disassembly for intensive detail investigation.
- 5) Recommendations of scope of work for Phase II.
- 6) *Opinion of Estimated Construction Cost* to address recommendations in the Scope of Work.

San Antonio Central Library; City of San Antonio  
Roof and Moisture Protection Survey & Analysis

- 7) Scheduling scenarios for preparing construction documents, bidding and estimated schedule of construction to achieve substantial completion.
- 8) Final A/E report containing findings and recommendations.

TAG proposes a fee for the **Phase 1 ~ Assessment** of \$17,500. We have attached Schedule A, which further outlines our fee proposal for this work. We expect the Phase I work to take 30 calendar days from the written receipt of a notice to proceed.

We thank you for this work, and hope you find this proposal satisfactory.

Sincerely yours,  
*The Arizpe Group, Inc.*



Caesar Arizpe, P.E.  
President/CEO



# The Arizpe Group, Inc.

ENGINEERS & ARCHITECTS

1802 N.E. Loop 410, Suite 106  
San Antonio, TX 78217  
(210) 930-6999  
fax: (210) 930-6997

## SCHEDULE A SAN ANTONIO CENTRAL LIBRARY PROPOSAL FOR PHASE 1 - ASSESSMENT

### Professional Fee:

	<u>TOTAL</u>
Convert Roof Plan to CAD.....28 Hrs @ \$ 54.00.....	\$1,512.00
Perform Initial Survey & Leak Inspection, Principle.....21 Hrs @ \$110.00.....	\$2,310.00
Perform Initial Survey & Leak Inspection, Technician.....16 Hrs @ \$ 85.00.....	\$1,360.00
Forensic Analysis	
Infrared Moisture Scan (Subcontract by Edis Oliver) .....1 LS.....	\$5,868.00
Skylights (Subcontract by Texas Skylights).....1 LS.....	\$2,500.00
Prepare Photo Report.....16 Hrs @ \$ 80.00.....	\$1,280.00
Write Report & Prepare Cost Estimate.....18 Hrs @ \$125.00.....	\$2,250.00
Print, Collate, and Bind Report.....10 Hrs @ \$ 42.00.....	\$ 420.00
<b>TOTAL</b>	<b>\$17,500.00</b>



**The Arizpe Group, Inc.**  
ENGINEERS & ARCHITECTS

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**SAN ANTONIO CENTRAL LIBRARY  
PROPOSAL**

**SCHEDULE A**

**Professional Fee:**

**TOTAL**

**PHASE 1**

Convert Roof Plan to CAD .....	28 Hrs @ \$ 54.00.....	\$1,512.00
Perform Initial Survey & Leak Inspection, Principle .....	21 Hrs @ \$110.00.....	\$2,310.00
Perform Initial Survey & Leak Inspection, Technician .....	16 Hrs @ \$ 85.00.....	\$1,360.00
Forensic Analysis		
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Write Report & Prepare Cost Estimate.....	18 Hrs @ \$125.00.....	\$2,250.00
Print, Collate, and Bind Report .....	10 Hrs @ \$ 42.00.....	\$ 420.00

**SUBTOTAL                      \$17,500.00**

**PHASE 2**

Construction Documents for skylight, roof and moisture protection	<b>SUBTOTAL</b>	<b>\$27,500.00</b>
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**PHASE 3**

Construction Administration Services	<b>SUBTOTAL</b>	<b>\$15,000.00</b>
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**TOTAL                              \$60,000.00**

**Schedule B - Direct Expenses @ 1.10**

**Schedule C - Added Consultant Expenses @ 1.25**

**Schedule D - Additional A-E Services (negotiated)**





**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;

NONE

(2) the identity of any business entity that would be a party to the discretionary contract:  
\_\_\_\_\_ an  
d the name of:

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

The Foster CM Group, Inc.  
Kim Elorriaga Landscape Architecture  
Edis Oliver & Associates

(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


### 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>1</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.

NONE		
Signature: 	Title: President/CEO Company: The Arizpe Group, Inc.	Date:  11/08/02

<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