

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

CONSENT AGENDA
ITEM NO. 12

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; Andrew Martin; Louis A. Lendman; Milo D. Nitschke; and file

SUBJECT: W. French from Zarzamora to Navidad

DATE: October 16, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance amends the Professional Services Agreement in the amount of \$17,911.00 payable to Hoyt Consulting Engineers, Inc., a non-MBE firm, for professional engineering services, authorizes the replacement of \$8,607.16 in project design funds that were transferred to the 27th Street from Culebra to Rivas Project for construction shortfall, and authorizes the addition of \$1,272.84 to the miscellaneous engineering contingency for a total amount of \$27,791.00 in connection with the W. French from Zarzamora to Navidad project, an authorized Community Development Block Grant (CDBG) funded project located in City Council District 7.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

Due to funding constraints, the original contract with Hoyt Consulting Engineers, Inc. limited the professional services to the design of the plans for the reconstruction of W. French from Zarzamora to Navidad. This ordinance provides additional compensation to Hoyt Consulting Engineers, Inc. for engineering services to complete the design of this project through the bid document phase.

This ordinance also authorizes the replacement and re-encumbrance of funds that were transferred from this project to the 27th Street from Culebra to Rivas Project in April of 1999. These funds were transferred to compensate for budget shortfalls in the 27th Street from Culebra to Rivas Project while the W. French from Zarzamora to Navidad Project was on hold.

This project includes the reconstruction of W. French from Zarzamora to Calaveras to a 30-foot width with new curbs, sidewalks, and driveway approaches. Reconstruction of sidewalks and driveways on W. French from Calaveras to Navidad is also included along with necessary utility improvements. This project is currently under final design and is scheduled to advertise for bids in March 2004, to begin construction in June 2004, and be completed by October 2004.

This professional service contract was originally approved by City Ordinance No. 87781 on May 14, 1998 and initially authorized \$39,000 for services related to this project. This Council action will increase the total authorized for this professional service contract to \$56,911 and will re-establish the design funding approved for this project by City Council Action in 1998.

POLICY ANALYSIS

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

FINANCIAL IMPACT

Funds in the amount of \$27,791.00 are available from CDBG funds and authorized payable as follows:

\$17,911.00	Payable to Hoyt Consulting Engineers, Inc. for engineering expenses;
\$ 8,607.16	Payable to Hoyt Consulting Engineers, Inc. for basic engineering services;
\$ 1,272.84	Payable for miscellaneous design contingency.

COORDINATION

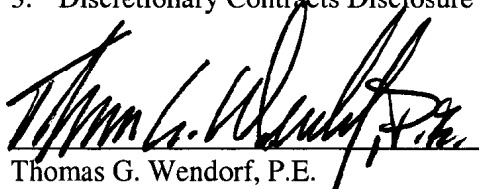
This request for ordinance has been coordinated with the Office of Management and Budget, the Housing and Community Development Department, and the Finance Department.

SUPPLEMENTARY COMMENTS

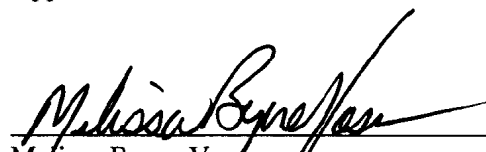
The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is attached.

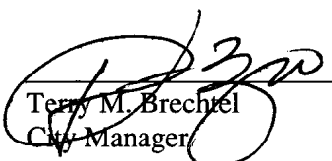
ATTACHMENTS

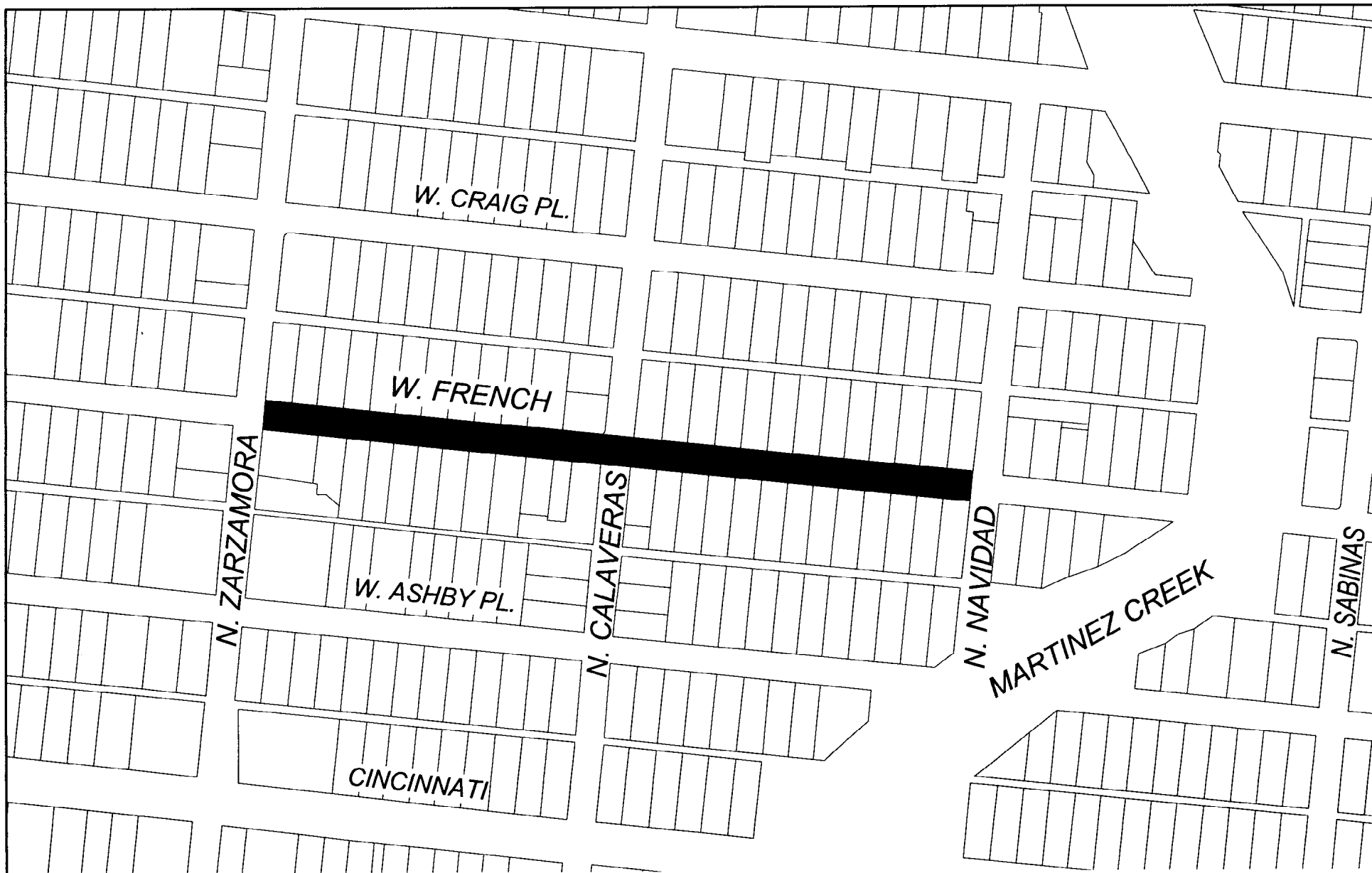
1. Project Map
2. Proposal
3. Discretionary Contracts Disclosure Form

 10/3/03
Thomas G. Wendorf, P.E.
Director of Public Works

Approved:


Melissa Byrne Vossmer
Assistant City Manager


Terry M. Brechtel
City Manager



CITY OF SAN ANTONIO
Department of Public Works
Capital Programs Division

W. FRENCH: ZARZAMORA TO NAVIDAD



Scale: Not to Scale
CREATED BY: ROBERTO ARREDONDO
8 August 2003



HOYT CONSULTING ENGINEERS, INC.
SMALL BUSINESS ENTERPRISE

13300 OLD BLANCO ROAD, SUITE 270
SAN ANTONIO, TEXAS 78216
(210) 479-5410

August 5, 2003

Dale Keller, PE
Engineer
City of San Antonio
P.O. Box 839966
San Antonio, Texas 78283-3966

Fax & Mail:

(210) 207-7604

RECEIVED

AUG 08 2003

CITY OF SAN ANTONIO
PUBLIC WORKS, CAPITAL PROGRAMS

RE: W. French - Zarzamora to Navidad

Dear Mr. Keller,

This proposal has been revised in accordance with our negotiations.

We propose to provide the Services requested for a lump sum fee of \$17,911.00. A detailed break down of this fee is attached. This is in addition to the \$9,750.00 already in the contract for Bid and Construction Phase.

We will proceed within fourteen (14) days of written notice and make a modified final submittal within thirty-five (35) working days.

Thank you for the opportunity to be of service.

If you have any questions or would like additional information please contact our office.

Sincerely,

Dennis K. Hoyt, P.E.
For Hoyt Consulting Engineers, Inc.

W. French - N. Zarzamora to N. Navidad
Additional Basic Services Fee Proposal
07/01/03
Revised 08/05/03

A. Design Phase

1	Retrieve old plans.	Proj. Asst.	1	\$	60.00	\$	60.00
2	Cursory review of old plans.	Principal	1	\$	110.00	\$	110.00
3	Meet with City of San Antonio to discuss scope.	Principal	2.5	\$	110.00	\$	275.00
4	Retrieve, update and review all project documents.	Principal	2	\$	110.00	\$	220.00
		Project Manager	8	\$	100.00	\$	800.00
		Proj. Asst.	4	\$	60.00	\$	240.00
5	Retrieve, update and review all CADD drawings.	Project Manager	2	\$	100.00	\$	200.00
		Proj. Asst.	4	\$	60.00	\$	240.00
		Engineer	4	\$	95.00	\$	380.00
6	Convert CADD drawings from Old Version 12 to New Version 2000.	Project Manager	2	\$	100.00	\$	200.00
		Proj. Asst.	4	\$	60.00	\$	240.00
7	Update standard details for plans	Principal	1	\$	110.00	\$	110.00
		Project Manager	1	\$	100.00	\$	100.00
		Engineer	4	\$	95.00	\$	380.00
8	Update plan notes.	Principal	0.5	\$	110.00	\$	55.00
		Project Manager	4	\$	60.00	\$	240.00
		Engineer	2	\$	95.00	\$	190.00
		Proj. Asst.	4	\$	60.00	\$	240.00
9	Update SW3P for adjusted scope.	Principal	0.5	\$	110.00	\$	55.00
		Project Manager	2	\$	100.00	\$	200.00
		Engineer	4	\$	95.00	\$	380.00
		Proj. Asst.	4	\$	60.00	\$	240.00
10	Update profile at Calaveras and design driveways in east block to allow for shortened project.	Project Manager	4	\$	100.00	\$	400.00
		Engineer	12	\$	95.00	\$	1,140.00
		Proj. Asst.	16	\$	60.00	\$	960.00
11	Final Cost Estimate	Principal	1	\$	110.00	\$	110.00
		Project Manager	4	\$	100.00	\$	400.00
		Proj. Asst.	4	\$	60.00	\$	240.00
12	Design Phase Review Meeting	Principal	2	\$	110.00	\$	220.00
		Proj. Asst.	1	\$	60.00	\$	60.00
13	Plots		25	\$	25.00	\$	625.00
14	Outside Reproduction of plan review drawings			\$	540.00	\$	540.00

W. French - N. Zarzamora to N. Navidad
Additional Basic Services Fee Proposal
07/01/03
Revised 08/05/03

(18 sets at apprx. \$30 per set)

15	Mileage (4 trips at 25 miles = 100 miles at .45 per mile)	\$	45.00
16	Courier (4 each at \$10)	\$	40.00
Subtotal A		\$	9,935.00

B Miscellaneous Services

17	Traffic Control Plan	Principal	1	\$	110.00	\$	110.00
		Project Manager	8	\$	100.00	\$	800.00
		Engineer	12	\$	95.00	\$	1,140.00
		Proj. Asst.	8	\$	60.00	\$	480.00
18	Re-establish & check survey control. Stake centerline centerline.	Project Manager	2	\$	100.00	\$	200.00
		RPLS	4	\$	90.00	\$	360.00
		Field Crew	10	\$	110.00	\$	1,100.00
19	Survey trees within right of way.	Field Crew	6	\$	110.00	\$	660.00
		RPLS	2	\$	90.00	\$	180.00
20	Update drawings to show trees.	Engineer	2	\$	95.00	\$	190.00
		Proj. Asst.	4	\$	60.00	\$	240.00
21	Coordinate with Arborist & incorporate requirements.	Principal	1	\$	110.00	\$	110.00
		Project Manager	4	\$	100.00	\$	400.00
22	TDLR Subcontract (1/2 plan review & 1/2 construction inspection).					\$	1,950.00
23	Mileage (4 trips at 20 miles = 80 miles at .45 per mile).					\$	36.00
24	Courier (2 each at \$10)					\$	20.00
Subtotal B						\$	7,976.00

TOTAL \$ 17,911.00

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**¹ 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;

Subcontractors have not been selected 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;

N.A.

¹ 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*

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(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:
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 question² 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.

² 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.

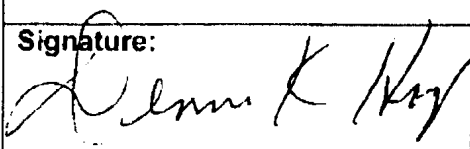
City of San Antonio
Discretionary Contracts Disclosure*

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Signature:  Dennis K. Hoyt, P.E.	Title: As President Company: Hoyt Consulting Engineers, Inc.	Date: 08/08/03