

**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; Andrew Martin; Louis A. Lendman; Milo D. Nitschke; Aubrey George; Doug Yerkes; Tim Palomera; William A. Hensley; and file

SUBJECT: Brook Hollow Branch Library Expansion Project

DATE: October 16, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance amends a professional service contract in the amount of \$18,000.00 payable to Vitetta Group, Incorporated, a non-MBE firm, for professional architectural and engineering services, and authorizes the additional amount of \$3,000.00 for miscellaneous contingency, for a total amount of \$21,000.00 in connection with the Brook Hollow Branch Library Expansion Project, an authorized 1999 Library Bond funded project located in City Council District 9.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This ordinance provides additional compensation to Vitetta Group Incorporated for additional professional architectural and engineering services involving the following items:

- Additional interior renovation to include painting, carpeting and clerestory shading;
- Furniture selection relative to renovation;
- Renovation of existing meeting room to include new lighting and cabinets;
- Renovation of existing workroom to include painting, flooring and furniture.

This professional service contract was originally approved by City Ordinance No. 95996 on June 27, 2002 and initially authorized \$34,500.00 for basic architectural services related to this project. This Council action will increase the total authorized for this professional services contract to \$52,500.00.

Additional funding for this library is proposed in the upcoming 2003 Bond Issue and is included on the ballot for the November 4th election. These funds, if approved, will address issues noted in the April 2003 Facility Condition Analysis (ISES) study and will include roof repairs along with the replacement of HVAC system components, the hot water heater, exterior book drop boxes and exterior lighting.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to complete previously approved 1999 Library Bond funded projects.

FINANCIAL IMPACT

This is a one-time capital improvement expenditure within budget and included in the FY04-09 Capital Improvement Program Budget. Funds in the amount of \$21,000.00 are available from the 1999 Library Bond funds and authorized payable as follows:

\$18,000.00	payable to Vitetta Group Incorporated for architectural and engineering expenses;
\$ 3,000.00	payable for miscellaneous contingency.

COORDINATION

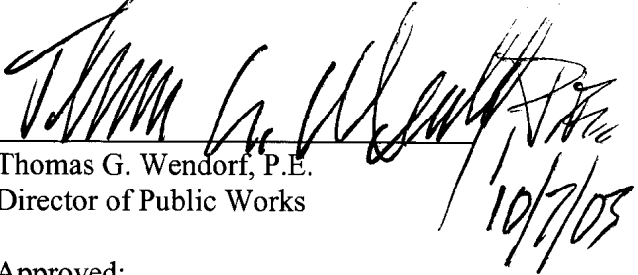
This request for ordinance has been coordinated with the Office of Management and Budget and the Finance Department.

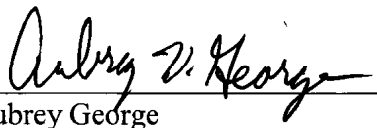
SUPPLEMENTARY COMMENTS

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

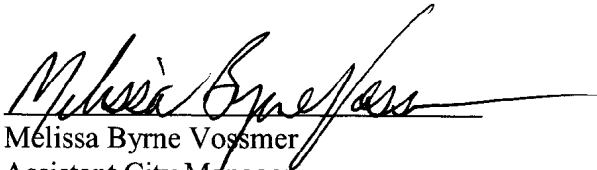
ATTACHMENTS

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

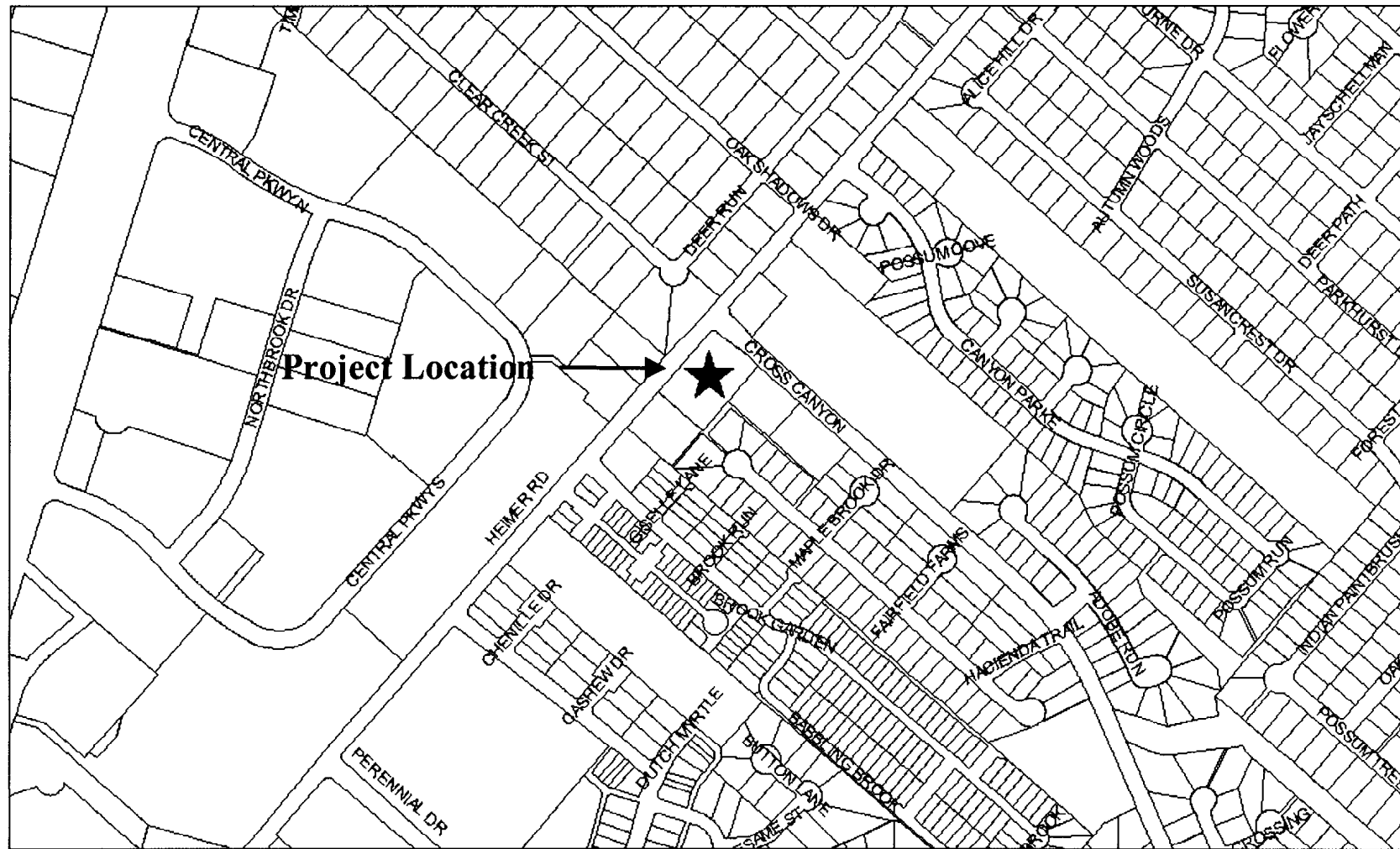

Thomas G. Wendorf, P.E.
Director of Public Works


Aubrey George
Acting Director, Library Department

Approved:


Melissa Byrne Vossmer
Assistant City Manager


Terry M. Brechtel
City Manager



Brookhollow Branch Library
530 Heimer Rd.
Council District No. 9

G.I.S. Location Map



VITETTA

September 30, 2003

Mr. William Hensley, AIA
City of San Antonio
Public Works – City Architect's Office
114 W. Commerce Street, 8th Floor
San Antonio, TX 78205

RE: Brook Hollow Branch Library Expansion
Revised Professional Services Proposal for Additional Scope of Work
Vitetta Project NO. 4203.00

Dear Mr. Hensley,

Vitetta requests confirmation that all seven priorities of work are included in the official scope of work for this project. VITETTA understands that the revised limit of appropriation is now \$741,000.00. Please confirm in writing regarding the current scope of work and budget related to this project.

I have summarized the original scope of work per our contract below:

\$500,000	Original Project Amount
\$34,500	Original Basic Services Fees
\$13,000	Additional Services (Civil, survey, prints...)
\$10,500	Contingency Services
<u>\$ 1,000</u>	<u>Advertising</u>
\$59,000	Total Encumbrance for Design by ordinance #95996 on June 27, 2002
\$345,000	Construction
\$ 60,000	Furniture
<u>\$ 36,000</u>	<u>Design and Construction Contingency</u>
\$441,000	
\$500,000	TOTAL

At the end of the design development phase, we prepared a listing of all of the work desired by the library. We were to use this list to select items for incorporation into the final documents. The total listing of work as prioritized by the library is summarized as follows;

Design Development Prioritized Listing of Scope of Work

1.	\$301,600	1,538 SF building addition
2.	\$107,950	New circulation desk, reference and computer furniture/ revise electrical
3.	\$ 87,300	New shelves, tables and chairs
4.	\$ 60,000	Renovate existing library (paint, carpet, clerestory shading) ***
5.	\$ 28,000	Meeting room upgrades (paint, lighting, storage cabinets)***
6.	\$ 8,000	Break room upgrades***
7.	<u>\$ 20,150</u>	<u>Driveway and parking alternate (to improve site circulation)***</u>
	\$613,000	TOTAL COST

603 NAVARRO STREET SUITE 700 SAN ANTONIO TX 78205
T 210.212.8800 F 210.212.8600 www.vitetta.com

ARCHITECTURE ENGINEERING PLANNING INTERIOR DESIGN

VITETTA

September 30, 2003

Mr. William Hensley, AIA
City of San Antonio
Public Works – City Architect's Office
114 W. Commerce Street, 8th Floor
San Antonio, TX 78205
Page 2

\$ 52,000 **Design and Construction Contingency**

\$665,000 **TOTAL** (50% increase over the \$441,000)

In the interim, the library department sought and obtained \$241,000 in Additional C of O funds to afford development of this more major renovation of the entire library. The new proposed budget allocations is as follows:

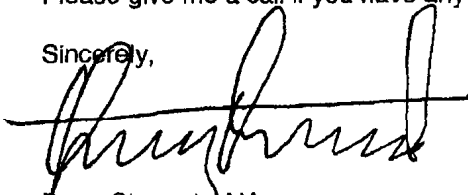
\$741,000	New Project Amount	
\$ 52,500	Design Services Fee	(includes \$18,000 increase for additional design)
\$ 23,500	Additional Services Fees	(already encumbered)
\$ 1,000	Advertising	(already encumbered)
\$ 77,000	Total Encumbrance for Design	
\$ 18,000	Additional Fee beyond the original \$59,000 encumbrance	
\$224,000	Additional Budget estimated (includes furnishings work)	
\$116,000	Additional Construction Budget estimated (furnishings not included)***	

The additional \$18,000 in design fees can be summarized as follows:

Priority	Work	Budget	Fee
Priority No. 3	Furniture selection	\$87,300	\$8,572.83
Priority No. 4	Additional interior renovation/painting/carpeting	\$60,000	\$5,887.20
Priority No. 5	Renovate existing meeting room/new lighting/cabinets	\$28,000	\$2,747.36
Priority No. 6	Renovate existing breakroom paint/flooring/furniture	\$ 8,000	\$ 784.96

Please give me a call if you have any additional questions or require any additional information.

Sincerely,



Barry Sturrock, AIA
Regional Director

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:

BMW Engineering, Inc.
MEP Engineering, Inc.
Bill Reiffert & Associates, Inc.
Civil Design Services

and the name of:

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

NONE

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:

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.

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.

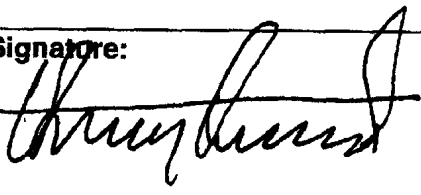
NONE**Political Contributions**

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 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.

Signature: 	Title: Regional Director Company: VITETTA	Date: 9/30/2003

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.