

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PARKS AND RECREATION DEPARTMENT**

TO: Mayor and City Council

FROM: Malcolm Matthews, Director, Parks and Recreation Department

THROUGH: Terry M. Brechtel, City Manager

COPIES: Melissa B. Vossmer; Finance; Management and Budget; Legal; File

SUBJECT: Ordinance Selecting Three Firms for On-Call Professional Landscape Architecture Services for Various Park Design Projects

DATE: August 28, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance selects Place Collaborative, Inc., Gould Evans Associates, P.L.L.C. and C. F. Zavala Group for on-call professional landscape architecture services for various park design projects and authorizes execution of one year contracts with two optional one year renewals.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The use of on-call professional landscape architecture services will assist the Parks and Recreation Department's design staff in the completion of design work on capital improvement projects. Three firms will be utilized on a rotation basis, as services are needed, for in-house design projects. Work to be completed by these consultants will include hardscape development, vehicular and pedestrian circulation, handicapped accessibility, grading and drainage, preparation of planting plans, preparation of irrigation plans and park master plans and similar assignments as needed to complete capital improvement projects. By having on-call consultants available, design work will proceed more quickly due to reducing the number of weeks devoted to consultant selection procedures for each project.

The firms will provide on-call professional services for a period of one year from the date of the fully executed agreement, with an option for two additional one year renewals, subject to approval of the Director of Parks and Recreation. Fees for services will range from an estimated \$500.00 to \$25,000.00. After a project is identified, then a proposal for services will be received and a specific fee will be negotiated.

The following three firms have been selected through the City's consultant selection process:

Place Collaborative, Inc. (SBE)
Gould Evans Associates, P.L.L.C.
C. F. Zavala Group (SBE/MBE/WBE)

POLICY ANALYSIS

The consultants were chosen in accordance with all of the City's consultant selection procedures.

FISCAL IMPACT


Funding for the consultants will vary depending on individual projects. It is anticipated that each consultant will receive three or four projects each year that together will total approximately \$50,000.00. Funds will be predominantly from Bond and CDBG sources. Once a project is identified and a proposal for services is received, then the consultant fee will be negotiated. Council action may be required to allocate the appropriate funding for the project.

COORDINATION


The Consultant Selection Committee and Public Works Department have assisted with this action.

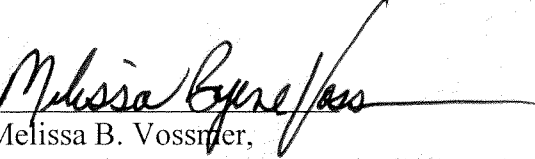
SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form is attached from each of the three firms.



Malcolm Matthews,
Director of Parks and Recreation


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



Melissa B. Vossmer,
Assistant City Manager

Approved:


↓ _____
Terry M. Brechtel
City Manager

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;

Not applicable, all parties involved are business entities.

(2) the identity of any **business entity** that would be a party to the discretionary contract:
Place Collaborative, Inc. _____ an
d the name of:

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

Not applicable.

(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;

Not applicable.

(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.

Not applicable.

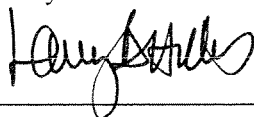
Political Contributions

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:
Not applicable		

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 question¹ 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: Larry A. Hicks 	Title: President Company: Place Collaborative, Inc.	Date: June 20, 2003

¹ 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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Attach additional sheets if space provided is not sufficient.
State "Not Applicable" for questions that do not apply.

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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 entity¹ 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;

Gould Evans 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

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.

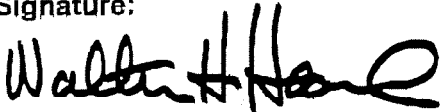
Political Contributions

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.

None		
Signature:  Walter Heard	Title: Principal Company: Gould Evans Assoc.	Date: 06/19/03

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.

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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:

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

Cullen Coltrane
Albert Fernandez Jr.
Leticia Zavala

(2) the identity of any business entity¹ that would be a party to the discretionary contract:

C. F. ZAVALA GROUP

and the name of:

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

n/a

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:

Cullen Coltrane
Albert Fernandez Jr.
Leticia Zavala

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.

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n/a

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Signature: 	Title: Partner Company: C. F. Zavala Group	Date: 6/20/ 03