

**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 Authorizing a Contract with K. M. Ng and Associates, Inc. for Professional Services Associated with the Westside YMCA HVAC Replacement Project

**DATE:** September 11, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance selects K. M. Ng and Associates, Inc. for professional electrical engineering services associated with the Westside YMCA HVAC Replacement Project in City Council District 5; authorizes a professional services contract in an amount not to exceed \$26,596.64; establishes a project budget; allocates \$33,896.00 from Facility Improvement Maintenance Program (FIMP) funds and provides \$2,700.00 for consultant contingency, \$3,500.00 for an asbestos survey and \$1,099.36 for bid advertising/printing.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

The Westside YMCA is located at 2900 Ruiz Street in Council District 5. It is a City-owned facility that is leased to the YMCA. The building requires replacement of the existing heating/ventilation/air-conditioning unit, which has been repaired numerous times over the past few years. This ordinance will hire a consultant electrical engineering firm that will develop specifications to demolish most components of the existing HVAC system and install a new chiller, boiler, circulation pump and system controls. Specifications will also be developed to rehabilitate the existing air handlers, electrical systems, coils and piping. The consultant will prepare a schematic design, cost estimates and construction documents and will perform construction administration services. Concurrently, an asbestos survey will be performed, as directed by code requirements.

The firm of K. M. Ng and Associates, Inc., a SDBE firm, has been selected to provide the Westside YMCA HVAC Replacement Project design work. The design is scheduled to begin in October 2003 and to be completed in December 2003. Following bid and contract award procedures, construction is anticipated to occur from March 2004 until May 2004.

### **POLICY ANALYSIS**

The consultant was selected in accordance with established selection procedures. The use of available Facility Improvement Maintenance Program funds for this project is an acceptable use of the funds.

### **FISCAL IMPACT**


Funding of \$213,866.00 from FIMP and CDBG funds has been identified for the Westside YMCA HVAC Replacement Project. At this time, the amount of \$33,896.00 will be allocated for this consultant project from FY01 FIMP funds. Consultant fees are \$26,596.64, consultant contingency is \$2,700.00, asbestos survey is \$3,500.00 and bid advertising/printing is \$1,099.36.

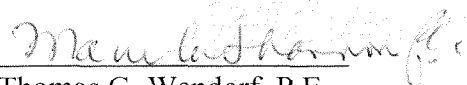
### **COORDINATION**

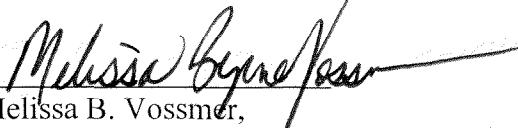
The Consultant Selection Committee, Public Works Department, Housing and Community Development Department, Finance Department and Office of Management and Budget have assisted with this action.

### **SUPPLEMENTARY COMMENTS**


A Discretionary Contracts Disclosure Form is attached from K. M. Ng and Associates, Inc.

  
\_\_\_\_\_  
Malcolm Matthews,  
Director of Parks and Recreation

  
\_\_\_\_\_  
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 supplement 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

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

**K.M. Ng & Associates, Inc.**

and 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

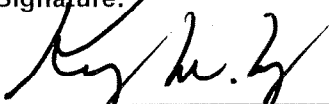
**Political Contributions**

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 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 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:
<u>K.M. Ng &amp; Associates, Inc.</u> None	N/A	N/A

**Disclosure 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 would violate Section 1 of Part B by participating in official action relating to the discretionary contract.

N/A		
<b>Signature:</b> 	<b>Title:</b> President  <b>Company:</b> K.M. Ng & Associates, Inc.	<b>Date:</b> July 7, 2003

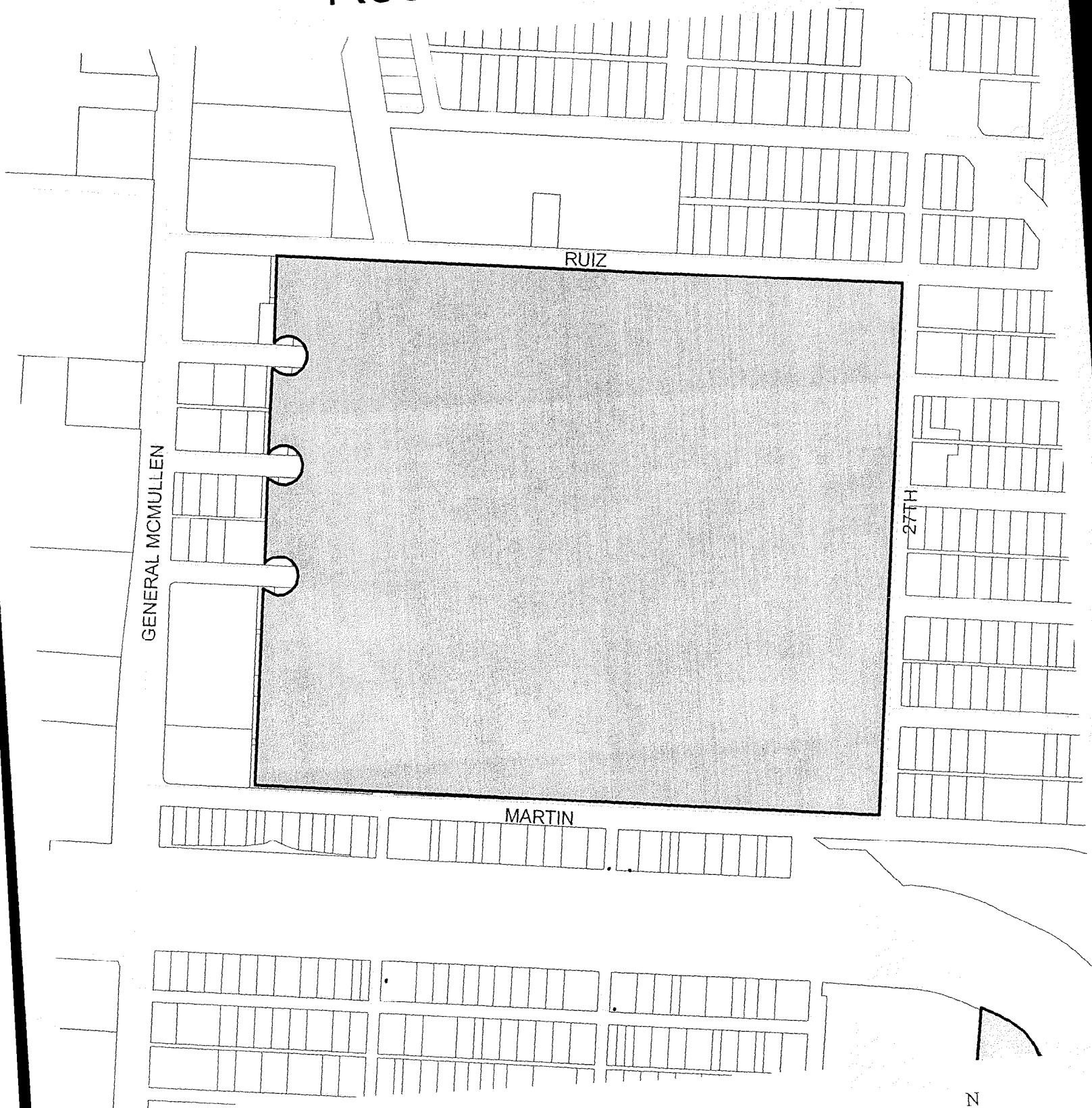
<sup>1</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

# Site Map Rosedale Park

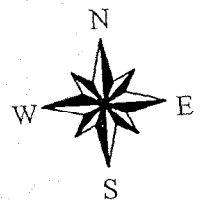


City of San Antonio  
Parks & Recreation Dept.

# Site Map Rosedale Park



City of San Antonio  
Parks & Recreation Dept.







**K. M. Ng & Associates, Inc.**  
Consulting Engineers

July 7, 2003

Mr. Scott E. Stover, ASLA  
Parks Project Manager  
Parks & Recreation Department  
City of San Antonio  
P.O. Box 839966  
San Antonio, TX 78283-3966

Re: Westside YMCA HVAC Replacement  
Rosedale Park, 2900 Ruiz

Dear Mr. Stover:

This fee proposal responds to your letter dated June 19, 2003, concerning design services for the referenced Capital Improvement Project.

We understand that the scope of work for this project is as follows:

Demolition of chiller, boiler, hot water circulating pump, chilled water circulating pump, and all pneumatic controls. In addition, a new chiller, boiler, pump, and DDC controls shall be installed. Existing air handlers, electrical systems, coils, and drain pans and piping shall be rehabilitated.


This project will meet the City's schedule and adhere to the calendar days for each phase as follows:

Schematic Design - 30  
Design Development - 30  
Construction Documents - 45

We propose to accomplish the above work for the lump sum fee of \$26,596.64.

If you have any questions regarding this proposal, please advise.

Very truly yours,

  
Kung W. Ng, P.E., R.P.L.S.  
President

KMN:so

Enclosure:  
Ethics Disclosure Statement



## Attachment I

## Westside YMCA HVAC Replacement Project

Fund 26-\_\_\_\_\_

<u>Index Code:</u>	<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
REVENUES:				
	FY00/01 FIMP (\$109,000)	0.00	33,896.00	33,896.00
	27th Year CDBG (\$50,000)	0.00	0.00	0.00
	28th Year CDBG (\$20,000)	0.00	0.00	0.00
_____	FY03 Reprogrammed CDBG (\$34,866)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total:	\$0.00	\$33,896.00	\$33,896.00

## EXPENDITURES:

new	Consultant Fees	0.00	26,596.64	26,596.64
new	Consultant Contingency	0.00	2,700.00	2,700.00
new	Asbestos Survey	0.00	3,500.00	3,500.00
new	Printing/Bid Advertisement	0.00	1,099.36	1,099.36
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total:	\$0.00	\$33,896.00	\$33,896.00