

**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., Public Works Director

THROUGH: Terry M. Brechtel, City Manager

COPIES: Melissa Byrne Vossmer, Andrew Martin, Louis A. Lendman, Milo D. Nitschke,
and file

SUBJECT: James Park Development and Holbrook Road Improvements

DATE: November 13, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance amends a professional service contract and authorizes an additional \$64,935.00 payable to HDR Engineering, Inc., a non-MBE firm, for engineering expenses in connection with the James Park Development and Holbrook Road Improvements project, a 1994 and 1999 Drainage Improvement Bond funded project located in Council District 2.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This ordinance authorizes compensation to HDR Engineering, Inc. for additional engineering services to include Preliminary Phase B and Final Design Plans, quantity take-offs and cost estimates, design surveys and construction staking. HDR Engineering, Inc. proposes to complete the work within 105 calendar days.

This professional services contract with W.E. Simpson Company, Inc. was originally approved by Ordinance No. 82402 on June 22, 1995 and initially authorized \$124,000.00 for services related to this project. Subsequently, the W.E. Simpson Company, Inc. has been acquired by HDR Engineering, Inc.

This project is currently under design, is scheduled for start of construction in April 2004 and to be completed in October 2004.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to complete previously approved 1994 and 1999 Drainage Improvement Bond funded projects.

FISCAL IMPACT

This is a one-time capital improvement expenditure and authorized in the FY 04-09 Capital Improvement Budget. Funds in the amount of \$64,935.00 are available from 1994 Drainage Improvement Bonds and are authorized payable to HDR Engineering, Inc.

COORDINATION

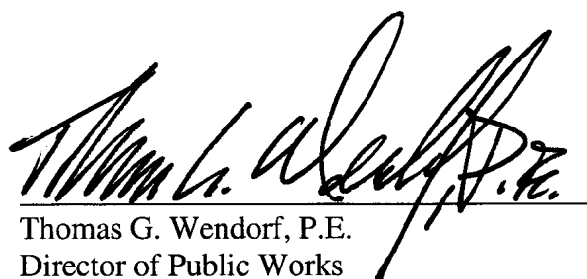
This request for ordinance has been coordinated with the Office of Management and Budget and the Finance Department.


SUPPLEMENTARY COMMENTS

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


ATTACHMENTS

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

 10/31/03
Thomas G. Wendorf, P.E.
Director of Public Works


Melissa Byrne Vossmer
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

September 25, 2003

Charles Bloom
Engineering Associate
City of San Antonio Public Works
P.O. Box 839966
San Antonio, Texas 78283-3966

Reference: Holbrook Road Project

Dear Mr. Bloom:

We have prepared a schedule of estimated days for completion for each phase included in the scope of work submitted previously. Work times will begin from the date we receive NTP and are as follows:

Phase B	60 days
Design Phase	45 days
Project Total	105 days

This project is included in our office workplan and we have the staff ready to start work immediately after receipt of NTP.

Sincerely,

HDR Engineering, Inc.

Troy Dorman, EIT



ONE COMPANY | *Many Solutions™*

September 18, 2003

Mr. Anibal A. Gutierrez, Jr., P.E.
Project Manager
City of San Antonio Public Works
P.O. Box 839966
San Antonio, Texas 78283-3966

Reference: Holbrook Road Phase B and Design Phase Scope of Work

Dear Mr. Gutierrez:

Thank you for the opportunity to prepare and present the scope of work for the above project. The following is the scope for both Phase B and Design Phase according to the City's letter dated July 31, 2003.

Drainage Improvements

- Install 5 - 5' x 2' box culverts (225 LF total) to convey flow under Holbrook Road near Rittiman Road.
- Beginning at the west end of Parkwood Drive at 4204 Hillman, construct a concrete drop channel, install 2 - 5' x 2' box culverts under Holbrook Road, and grade a new channel to Salado Creek.
- Correct the alignment of an existing concrete apron, install new energy dissipaters, and construct a new 300' long gabion mat lined channel abutting the Rittiman West Business Park parking lot.

Based on the above items the proposed scope of work for Phase B is as follows:

1) General

- a) Attend Phase B Review Meetings.
- b) Attend Drainage Department review meeting
- c) Develop Final Drainage Report

2) Drainage

- a) DA1-DA3 - Prepare draft drainage report.
- b) DA1 - Holbrook Road and Rittiman Road
 - i) Develop demolition plan sheet.
 - ii) Develop a plan and profile sheet for the proposed culverts and outfall channel with grading plan.
 - iii) Develop detail sheet.
- c) DA2 - Parkwood Drive at Hillman Drive
 - i) Develop demolition plan sheet.
 - ii) Develop a plan and profile sheet for the proposed concrete drop channel, culverts, and outfall channel with grading plan.
 - iii) Develop detail sheet.
- d) DA3 - Rittiman West Business Park
 - i) Develop demolition plan sheet.

- ii) Develop a plan and profile sheet for the proposed concrete apron and gabion mat channel and include grading plan.
- iii) Develop detail sheet.
- iv) Evaluate temporary and permanent easement requirements for DA-3.
- e) Utility coordination
- f) Calculate Quantities
- g) Develop probable estimate of construction cost utilizing City average unit bid
- h) Deliverables (17 copies of plans, 5 copies of drainage report, 5 copies of cost estimate)

3) Survey

- a) Horizontal Control
 - i) Local assumed control points will be used at DA1 and DA3. The control points will not be tied to a known datum.
 - ii) The City of San Antonio will provide an electronic copy of the survey information recently gathered a DA2 included control point descriptions. Additional survey at this location will be tied to TBM's set by CoSA personnel.
- b) ROW
 - i) Research right-of-way maps, subdivision plats and deeds along 3 drainage areas.
 - ii) Compute recorded right-of-way data.
 - iii) Recover and locate existing monuments along 3 drainage areas.
 - iv) Provide apparent ROW and parcel lines, including lot numbers, addresses, and legal descriptions.
- c) Topography Of Three Drainage Areas:
 - i) -Area DA1 at Rittiman Road and Holbrook Road (\pm Sta. 46+50 to \pm Sta. 47+50) extending west 150 ft to the bank of Salado Creek and east 50 ft from the edge of pavement.
 - ii) -Area DA2 between Hillman Drive, through 4204 Parkwood Drive and crossing Holbrook Road (\pm Sta. 46+50 to \pm Sta. 66+00) extending west 150 ft to the bank of Salado Creek.
 - iii) -Area DA3 beginning at Holbrook Road (\pm Sta. 78+00) extending eastward \pm 200' along the centerline of an 80' wide drainage right-of-way, then southward \pm 700' through a 50' wide proposed drainage easement abutting the Rittiman West Business Park parking lot.
 - iv) Utility coordination for 3 drainage areas
- d) Construction Staking for DA1, DA2, & DA3
 - i) Provide construction offset hubs with existing elevation and design station to HDR Engineering, Inc. for cut sheets.
 - ii) The staking will be based on the design plans and staked one time only.
 - iii) Additional staking or restaking will be charged by the hour.

4) City will provide the following information:

- a) Plat maps for project area
- b) Existing easement within the project area
- c) Hydrology and Hydraulics for Salado Creek, if different from current information developed by HDR.

The proposed scope of work for the Design Phase is as follows:

1) Drainage

- a) Adjust design based on comments from Phase B.
- b) DA1-DA3 - Finalize drainage area maps, update 3 drainage area hydrologic calculations, complete detailed hydraulic design, and prepare final drainage report.
- c) Incorporate necessary CoSA standards in plans
- d) Calculate and check quantities
- e) Modify final drawings and sign and seal
- f) Prepare specifications and final cost estimate.
- g) Submit plans and specifications for one day review
- h) Attend Design Phase meeting and coordination meetings
- i) Deliverables (17 copies of plans, 5 copies of report, 5 copies of cost estimate, 1 copy of mylars)

The scope of work above will not include the following:

- a) Advance flood warning (done by others).
- b) Obtaining Permits
- c) Development of new hydrology and hydraulics for Salado Creek.
- d) Development of easement documents.
- e) Attendance to public meetings.
- f) Recovering permanent control points due to actions beyond our control
- g) Boundary surveys or parcel maps
- h) Surveying utility potholes—(measure downs to be provided by utilities off natural ground)
- i) Bid phase Services.
- j) Any work not specifically mentioned above.

The fee for the scope of work as outlined above is as follows:

1) Survey	\$ 12,262.00	
2) Phase B	\$ 36,467.00	
3) Design Phase	\$ 16,206.00	
Total	\$ 64,935.00	<i>≈ 30% (15% PER TABLE)</i>

Detailed breakdown of the above numbers is provided as a separate document for your information and review. If you have any questions, please feel free to call me at (210) 828-2217

Sincerely,

HDR ENGINEERING, INC.

Mike Johnson, P.E.
Water Section Manager

HDR

1100 NE Loop 410, Suite 200 / San Antonio, Texas 78209
(210)828-2217 / Fax: (210)828-4483

27-Oct-03

PROJECT: HOLBROOK ROAD, EISENHauer TO PETROLEUM Phase B

PROJECT TASKS/STEPS	EMPLOYEE CLASSIFICATIONS						TOTAL
	PRINC	PM	PE	EIT	CADD TECH	ADMIN	
Drainage							
DA1							
Develop Demolition Plan			2		4		6
Design Drop Structure and Draw Plan and Details			8		4		12
Design Energy Dissipation and Draw Plans			4		4		8
Develop Grading Plan			4		8		12
Develop Storm Drain Profile with HGL And EGL			8		8		16
DA2							
Develop Demolition Plan			2		4		6
Design Drop Structure and Draw Plan and Details			4		12		16
Design Energy Dissipation and Draw Plans			8		4		12
Develop Grading Plan			12		16		28
Develop Storm Drain Profile with HGL And EGL			8		8		16
DA3							
Develop Demolition Plan			2		4		6
Design Transition Structure and Draw Plan and Details			16		20		36
Design Energy Dissipation and Draw Plans			8		8		16
Design Final Channel Grading, Cross-Section, Gabions, and Details			8		12		20
Develop Grading Plan			4		8		12
DA1-DA3							
Utility Coordination			8		4		
Calculate and develop summary of quantities		4	12				
Develop preliminary probable estimate of construction cost			2			2	4
QA/QC	0	12					
TOTALS	0	16	120	0	128	2	266
RATE PER HOUR	\$204.78	\$152.51	\$146.02	\$78.76	\$69.31	\$47.26	
Drainage	\$0.00	\$2,440.16	\$17,522.40	\$0.00	\$8,871.68	\$94.52	\$28,928.76

PROJECT TASKS/STEPS	EMPLOYEE CLASSIFICATIONS						TOTAL
	PRINC	PM	PE	EIT	CADD TECH	ADMIN	
Phase B Report and Meetings							
Meetings (3)		6					6
Attend Drainage Department review meeting		4					4
Develop Final Drainage Report		4	4	10	8	4	30
Project Administration		12				8	20
TOTALS	0	26	4	10	8	12	60
RATE PER HOUR	\$204.78	\$152.51	\$146.02	\$78.76	\$69.31	\$47.26	
Phase B Report and Meetings	\$0.00	\$3,965.26	\$584.08	\$787.60	\$554.48	\$567.12	\$6,458.54

TOTAL HOURS	0	42	124	10	136	14	326
	0.00%	12.88%	38.04%	3.07%	41.72%	4.29%	
TOTAL LABOR COST	\$0.00	\$6,405.42	\$18,106.48	\$787.60	\$9,426.16	\$661.64	\$35,387.30
DIRECT EXPENSES							
MAPPING/PHOTOS/SURVEY							\$200.00
PRINTING & PHOTOCOPYING							\$834.96
TRAVEL EXPENSES							\$200.00
SUBCONSULTANT SURVEY FEE							\$12,262.00
Direct Expenses Subtotal							\$13,496.96
PHASE B TOTAL							\$48,884.26

Design Phase

PROJECT TASKS/STEPS	EMPLOYEE CLASSIFICATIONS						TOTAL
	PRINC	PM	PE	EIT	CADD TECH	ADMIN	
Drainage							
Review Phase B Comments and Incorporate comments into plans		1	4	12	24		
Calculate Quantities			4	8			12
Prepare Final Design cost estimate		1	0	8			9
Attend Design Phase meeting and coordination meetings		8	8				16
Modify final drawings and sign and seal		1	4		16		21
Prepare bid tab and specification			1	8		8	17
Submit plans, bid tab and specifications for one day review		1	2	4	8		15
Plans:							0
Drainage layouts			10		12		22
Drainage details on plans			8		16		24
QA/QC	0	12					
TOTALS	0	23	37	28	52	8	148
RATE PER HOUR	\$204.78	\$152.51	\$146.02	\$78.76	\$69.31	\$47.26	
Drainage	\$0.00	\$3,507.73	\$5,402.74	\$2,205.28	\$3,604.12	\$378.08	\$15,097.95

TOTAL HOURS	0	23	37	28	52	8	148
TOTAL LABOR COST	\$0.00	\$3,507.73	\$5,402.74	\$2,205.28	\$3,604.12	\$378.08	\$15,097.95

DIRECT EXPENSES

MAPPING/PHOTOS/SURVEY	\$100.00
PRINTING & PHOTOCOPYING	\$650.00
TRAVEL EXPENSES	\$200.00

Direct Expenses Subtotal	\$950.00
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DESIGN PHASE TOTAL	\$16,047.95
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TOTAL FEE AMOUNT	\$64,934.00
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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;

(2) the identity of any **business entity** that would be a party to the discretionary contract:
HDR Engineering, Inc. and the name of:

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

(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;

HDR Engineering, Inc. is a wholly-owned subsidiary of HDR, Inc.

(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.

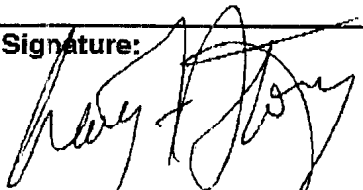
Political Contributions

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:
Carroll Schubert	\$ 100.00	05/09/03
Carroll Schubert	\$ 70.00	07/16/02
Ed Garza	\$ 210.00	08/06/02
Ed Garza	\$ 100.00	05/20/03
Frank Madla	\$ 250.00	09/20/02
Nelson Wolff	\$ 210.00	09/20/02
Julian Castro	\$ 70.00	10/25/02
Julian Castro	\$ 50.00	05/20/03
Enrique Barrera	\$ 100.00	05/09/03
Toni Moorhouse	\$ 100.00	05/09/03
Roger Flores	\$ 100.00	05/20/03
Joel Williams	\$ 100.00	05/20/03
Patti Radle	\$ 100.00	05/20/03
Art Hall	\$ 100.00	05/20/03
Chip Haas	\$ 100.00	05/20/03
Richard Perez	\$ 100.00	9/16/03

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: 	Title: Vice President Company: HDR Engineering, Inc.	Date: 9/29/2003

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.