

CONSENT AGENDA
ITEM NO. 8

**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: Christopher J. Brady; Finance; Management and Budget; Legal; File

SUBJECT: Ordinance Authorizing Payment to Debra J. Dockery, Architect, P.C. for the Benavides Park Restroom Improvements Project

DATE: December 4, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes establishing the project budget and payment from reprogrammed Community Development Block Grant funds in the amount of \$4,800.00 to Debra J. Dockery, Architect, P.C. (SBE/WBE) for on-call architectural services for the Benavides Park Restroom Improvements Project in City Council District 5, and authorizes payment of \$500.00 for architectural contingency, \$500.00 for environmental testing fees and \$1,000.00 for bid advertising/printing.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

City Council has authorized funding through reprogrammed Community Development Block Grant (CDBG) funds for improvements to the Father Benavides Park restroom facility in City Council District 5. The project will consist of general renovations and ADA modifications to the building. The project requires professional architectural services for the design and construction inspection of accessibility renovations to the area directly associated with the park restroom and adjacent facilities. Debra J. Dockery, Architect, P.C., a SBE/WBE firm, will complete the architectural services for the restroom project. This firm is one of three on-call professional architecture firms selected through Ordinance 97944 on August 7, 2003. This is the first project assigned to Debra J. Dockery, Architect, P.C. under the on-call contract.

Following completion of the architectural design plan and construction specifications, the project will be bid. The design work will be completed from December 2003 until February 2004. Construction is scheduled to occur from April 2004 until June 2004.

POLICY ANALYSIS

This ordinance will enable completion of the Benavides Park restroom renovations project approved by City Council when CDBG funds were reprogrammed in February 2003. The consultant was chosen in accordance with all of the City's consultant selection procedures and was approved by Ordinance 97944 on August 7, 2003.

FISCAL IMPACT

Funds of \$45,000.00 in 2003 Reprogrammed CDBG funds have previously been approved for the Benavides Park restroom project. This ordinance will establish the project budget and allocate \$6,800.00 for expenditures. Architect fees are \$4,800.00, architect contingency is \$500.00, environmental testing fees are \$500.00 and bid advertising/printing is \$1,000.00.

COORDINATION

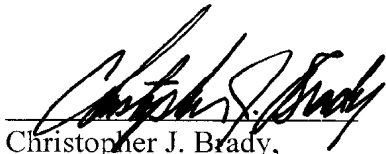
The Housing and Community Development Department has assisted with this action.

SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form is attached from Debra J. Dockery, Architect, P.C.




Malcolm Matthews,
Director of Parks and Recreation



Christopher J. Brady,
Assistant City Manager

Approved:



Terry M. Brechtel
City Manager

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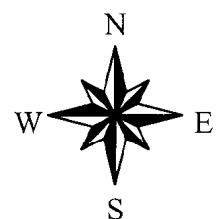
Site Map

Father Benavides Park



Site Map

Father Benavides Park



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;

Debra J. Dockery, AIA

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

Debra J. Dockery, Architect, P.C.

and the name of:

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

Gilbert Barron, Barron Engineering
Scott Tak, Alpha Engineering

(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

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.

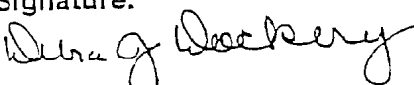
Political Contributions

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:
Texas Architects Committee	\$250.00	August 7, 2002

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: President Company: Debra J. Dockery, Architect, P.C.	Date: 5/5/03

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.

Attachment I

Benavides Park Restroom Improvements Project

Fund 28-_____

<u>Index Code:</u>	<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
REVENUES:				
new	2003 Reprogrammed CDBG (\$45,000)	<u>\$0.00</u>	<u>6,800.00</u>	<u>\$6,800.00</u>
	Total:	\$0.00	\$6,800.00	\$6,800.00
EXPENDITURES:				
new	Architect Fees	\$0.00	\$4,800.00	\$4,800.00
new	Architect Contingency	\$0.00	\$500.00	\$500.00
new	Environmental Testing Fees	\$0.00	\$500.00	\$500.00
new	Bid Advertising & Printing	<u>\$0.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
	Total:	\$0.00	\$6,800.00	\$6,800.00

DEBRA J. DOCKERY, ARCHITECT, P.C.

October 16, 2003

Carlos Mendez, Landscape Architect
Park Project Services
P.O. Box 839966
506 Dolorosa
San Antonio, TX 78283

By Fax to: (210) 207-2720 3 pages

Re: SAPAR On-Call Services, Father Benavides Park Accessibility Renovations

Dear Mr. Mendez:

Following is a preliminary opinion of project cost and proposed architectural and engineering fees to address disabled accessibility at Father Benavides Park. In determining the fee proposal, I have estimated the hours by personnel to accomplish the design and construction observation, but I understand the fee would be fixed for the scope of work listed.

I anticipate an initial preliminary design phase with the proposed solutions to accessibility needs and a construction documents phase with drawings, specifications and City contract requirements for a standard bid process. I have also included a construction observations phase and assumed about 5 site visits during construction work.

The mechanical / electrical engineering scope proposed is limited to the work necessary to relocate restroom plumbing fixtures for accessible locations. There is no structural engineering apparent in the current scope. We assume the Parks Department has a topographic and utility survey of the park. No surveying or civil engineering is included in the proposal at this time. Also, we assume landscaping is limited to repair of any sod disturbed by new sidewalks, therefore fees for a landscape architect are not proposed.

DEBRA J. DOCKERY, ARCHITECT, P.C.

SAPAR On-Call Services, Father Benavides Park

Carlos Mendez

October 16, 2003

Page 2

Scope of Work and Preliminary Opinion of Construction Cost

Accessibility Renovations	Description	Quantity	Units	Unit Cost	Cost
Restrooms	(12.75' x 10.75' x 2)	275	SF	\$30	\$8,250
	3 Fixtures ea	6	EA	\$2,000	\$12,000
Drinking Fountain	1 DF	1	EA	\$3,000	\$3,000
Restroom Doors	2 doors	2	EA	\$2,000	\$4,000
Concrete Walks, Ramps to RR		400	SF	\$10	\$4,000
Handrails at Ramps		144	LF	\$20	\$2,880
Route to One Picnic Area		150	SF	\$5	\$750
Curb Ramp to Existing Seating		30	SF	\$6	\$180
Sidewalk Turnarounds at Route to Baseball Field		180	SF	\$7	\$1,260
Handrails at Ramp to Basketball Court		40	LF	\$20	\$800
					\$37,120
OHP					\$5,568
Sub-total					\$42,688
Contingency					\$4,269
Total					\$46,957

DEBRA J. DOCKERY, ARCHITECT, P.C.

SAPAR On-Call Services, Father Benavides Park

Carlos Mendez

October 16, 2003

Page 3

Fee Proposal

Personnel	Hours	Rate	
Preliminary Design			
Principal	2	\$100	\$200
Project Manager / CADD	10	\$50	\$500
Engineer	2	\$100	\$200
Construction Documents			
Principal	8	\$100	\$800
Project Manager / CADD	28	\$50	\$1,400
Engineer	3	\$100	\$300
Engineer CADD	6	\$50	\$300
Construction Administration			
Principal	4	\$100	\$400
Project Manager / CADD	10	\$50	\$500
Engineer	2	\$100	\$200

Fee Proposal

~~\$4,800~~

Construction Documents Printing

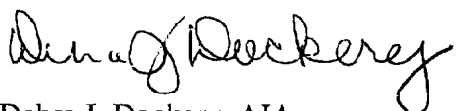
\$ 600

Total Proposal

\$5,400

If this is acceptable, please let me know the format for the agreement. If the existing plans of the park have been found, I will send someone to pick them up for copying.

Sincerely,



Debra J. Dockery, AIA