

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PUBLIC WORKS DEPARTMENT**

CONSENT AGENDA
ITEM NO. 10

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;
and file

SUBJECT: Callaghan Road – W. Horseshoe Bend to Ingram Project

DATE: December 18, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance amends a professional service contract in the amount of \$15,594.00 from Certificates of Obligation payable to Pape-Dawson Engineers, Inc., a non-MBE firm, for professional engineering services, and authorizes \$1,559.00 for additional design contingency for a total amount of \$17,153.00 in connection with the Callaghan Road – West Horseshoe Bend to Ingram Project, an authorized 1999 General Obligation Street Improvement Bond and Metropolitan Planning Organization (MPO) project located in Council District 7.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This ordinance will amend the professional services agreement as part of the anticipated design implementation for this project and provide additional compensation to Pape-Dawson Engineers, Inc. for professional engineering services to include property plat revisions, updated Zarzamora Creek survey data (with associated hydraulic modeling), and TDLR review of the plans.

Improvements to Callaghan Road from Bandera Road (Spur 421) to Ingram Road will consist of operational, drainage and level of service improvements that will accommodate future traffic volumes. The project construction is anticipated to begin in September of 2005 and be completed in February of 2007.

This professional service contract was originally approved by City Ordinance No. 85906 on April 17, 1997 and initially authorized \$213,223.00 for services related to this project. Subsequent Council action increased this contract amount to \$783,089.00. This ordinance will increase the total authorized for this professional service contract to \$798,683.00.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to complete previously approved 1999 General Obligation Street Improvement Bond and MPO funded projects.

FISCAL IMPACT

This is a one-time capital improvement expenditure within budget and included in the FY 04-09 Capital Improvement Program Budget. Funds in the amount of \$17,153.00 are available from Certificates of Obligation and are authorized payable as follows:

\$15,594.00	Payable to Pape-Dawson Engineers, Inc. for engineering expenses
\$ 1,559.00	Payable for design contingency

COORDINATION

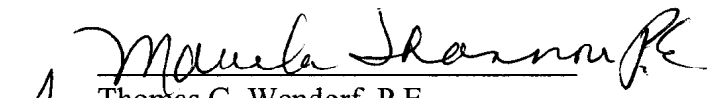
This request for ordinance has been coordinated with the Office of Management and Budget and the Finance Department.

SUPPLEMENTARY COMMENTS


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

ATTACHMENTS

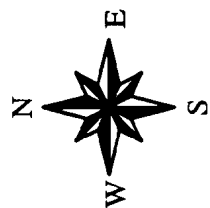
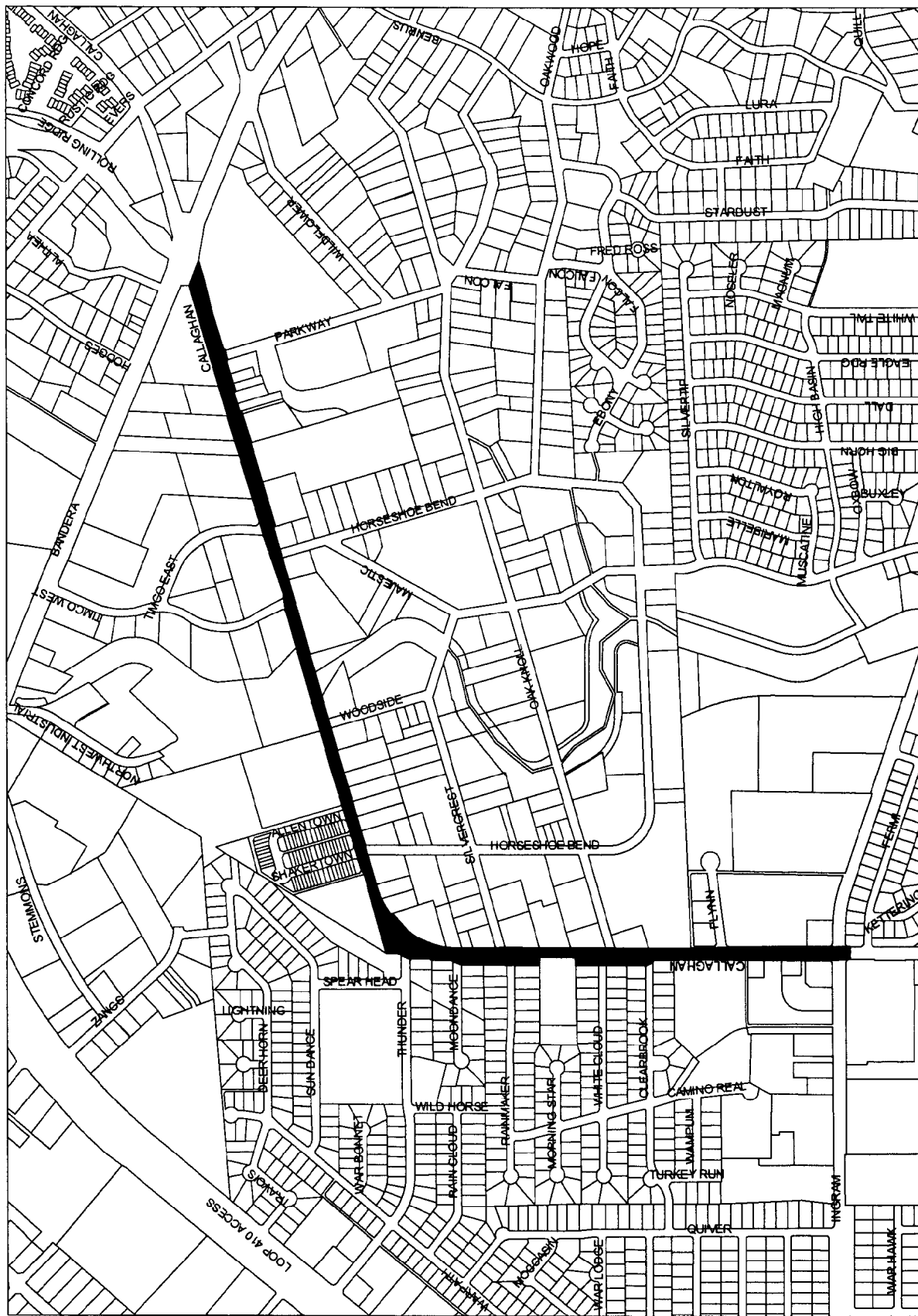
1. Project Map
2. Proposal
3. Discretionary Contracts Disclosure Form


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

Approved:


Melissa Byrne Vossmer
Assistant City Manager


Terry M. Brechtel
City Manager



20 NOVEMBER 2003

CALLAGHAN - BANDERA TO INGRAM



CITY OF SAN ANTONIO
PUBLIC WORKS DEPARTMENT
CAPITAL PROGRAMS DIVISION



October 6, 2003
(Revised October 29, 2003)

Mr. David E. Matney, P.E.
Capitol Projects Management
City of San Antonio
P.O. Box 839966
San Antonio, TX 78283-3966

Re: Callaghan Road: Bandera to Ingram Road
Supplemental Agreement No. 3

Dear Mr. Matney:

Per our various discussions over the past several months, we have identified several outstanding supplemental service items, which are necessary to provide for complete services for the captioned project. Therefore, per your request, please accept the following proposal and attached fee estimate for these items.

The following is a breakdown of the scope of this additional service request:

Phase I

\$14,847

- 1) In finalizing the parcel documents for right-of-way acquisition, we became aware that a portion of Parcel 16339C at right Sta. 101+000± had changed ownership necessitating the creation of Parcel 16339D. This additional parcel did not become necessary until after the previous right-of-way supplemental agreement was approved; therefore, we are requesting additional services fee to prepare the documents for this parcel. Parcel 16339D was completed and forwarded to you with the other parcels on June 6, 2003 for right-of-way acquisition.
- 2) After completion of the parcel documents for the right-of-way acquisitions, but prior to submittal, the City requested that the parcel designations be revised from the original numbering method to a new method proposed by the city. The parcel designations were revised and two sets of original signed documents were prepared and forwarded to your office on June 6, 2003. We are requesting additional services fee to cover the effort expended making these required revisions.
- 3) Zarzamora Creek, Downstream of Callaghan Road - As previously discussed, this area has experienced repeated significant storm events since the inception of this project. These storms have caused extensive erosion to the creek channel downstream of Callaghan Road. In order to properly complete a final channel design and determine the limits of required easements, updated topography extending ±105 meters downstream must be obtained. We are requesting authorization and additional fee to perform this surveying work.
- 4) Zarzamora Creek, Upstream of Leon Valley city limits – Due to the City's directive to increase the design flows of Zarzamora Creek, it has been determined that supplemental

PAPE-DAWSON ENGINEERS, INC.

555 East Ramsey | San Antonio, Texas 78216 | Phone: 210.375.9000 | Fax: 210.375.9010 | info@pape-dawson.com

topographic surveying is required in order to effectively model the 100-year flood frequency floodplain where existing Zarzamora Creek Channel ties into the proposed channel improvements. The approximate limits of the surveying will be 45 m upstream of the Leon Valley City limits by 230 m in width. This effort will also include obtaining rights-of-entry for the three properties adjacent to the channel within the area of concern to be surveyed.

- 5) In connection with No. 3 above, additional design effort is required to incorporate the supplemental survey information into the hydraulic computer model to determine the extents of possible required additional drainage easement for Parcel 16330.
- 6) The City has directed us to provide for TDLR review and inspection for this project in our scope. The effort for this task included in this supplemental agreement will include Pape-Dawson's coordination to obtain these approvals and the cost of the review fees from a certified TDLR review firm.

Phase II

\$747

- 1) It may become necessary to revise the right-of-way acquisition documents for Parcel 16330, due to an increased drainage easement requirement per Items 3 and 4 above. This effort will only be expended upon written direction and approval by the City. Services will include updating the current parcel documents for Parcel 16330 and resetting the monumentation in the field.

We respectfully request our current contract be amended by an amount of \$15,594, which is the total additional effort and expenses required to complete the services for Phase I and II.

We appreciate the opportunity to work with you on this project. Please find attached duplicate originals of this supplemental agreement letter. If this letter meets with your approval, please acknowledge such by signing and returning one original to our office for our records. Receipt of the executed document will serve as your authorization for us to proceed with the work covered under Phase I. We will not be authorized to complete Phase II without written authorization from the City of San Antonio.

Sincerely,
Pape-Dawson Engineers, Inc.



Steven C. Dean, P.E.
Engineering Manager

Attachment

City of San Antonio
Mr. David E. Matney, P.E.

Signature: _____
Name: _____
Title: _____
Date: _____

Callaghan Road Redesign
Ingram Road to Bandera Road
CSJ: 0915-12-154 and 266
Additional Services Request No. 3

FEE PROPOSAL

FUNCTION CODE/TASK DESCRIPTION	SHEETS	PRINC	PROJECT MNGR	SENIOR ENGR	ENGR	ENGR/SURV TECH	RPLS	3-MAN SURV CREW	CLER	MAN HOURS	CADD
PHASE I											
FC-150-FIELD SURVEYING & PHOTOGRAMMETRY	113	0	8	8	2	41	9	22	27	117	44
FC-161 - DRAINAGE	0	0	1	4	14	4	0	0	4	27	11
FC-170 MISCELLANEOUS (ROADWAY)	0	1	1	3	0	0	0	0	4	9	0
TOTAL PHASE I TOTAL HOURS	113	1	10	15	16	45	9	22	35	153	55
PHASE II											
FC-150-FIELD SURVEYING (PARCEL 16330)	1	0	0	1	0	2	1	2	2	8	2
PHASE I & II TOTAL HOURS	114	1	10	16	16	47	10	24	37	161	57
RATE		\$159.00	\$144.00	\$124.00	\$84.00	\$74.00	\$119.00	\$124.00	\$54.00		\$0.00
TOTAL HOURLY FEE		\$159.00	\$1,440.00	\$1,984.00	\$1,344.00	\$3,478.00	\$1,190.00	\$2,976.00	\$1,998.00		\$0.00

FUNCTION CODE/TASK DESCRIPTION	TOTAL HOURLY FEE	PROJECT EXPENSES ETC.	CADD TIME	TOTAL FEE
PHASE I				
FC-150-FIELD SURVEYING & PHOTOGRAMMETRY	\$10,603.00	\$50.00	\$0.00	\$10,653.00
FC-161 - DRAINAGE	\$2,328.00	\$50.00	\$0.00	\$2,378.00
FC-170 MISCELLANEOUS (ROADWAY)	\$891.00	\$925.00	\$0.00	\$1,816.00
TOTAL PHASE I TOTAL FEE	\$13,822.00	\$1,025.00	\$0.00	\$14,847.00
PHASE II				
FC-150-FIELD SURVEYING (PARCEL 16330)	\$747.00	\$ -	\$0.00	\$747.00
PHASE I & II TOTAL FEE	\$14,569.00	\$1,025.00	\$0.00	\$15,594.00

NOTES:

- 1) PROJECT EXPENSES FOR FC-170 INCLUDE TDLR REVIEW AND INSPECTION FEE OF \$875.
- 2) REVISION OF PARCEL 16330 WILL NOT BE COMPLETED AND COSTS NOT INCURRED WITHOUT SEPARATE AUTHORIZATION BY THE CITY

**Callaghan Road Redesign
Ingram Road to Bandera Road
CSJ: 0915-12-154 and 266
Additional Services No. 3**

FEE PROPOSAL

	EST SHEETS	PRINC	PROJECT MNGR	SENIOR ENGR	ENGR	ENGR/ SURV TECH	RPLS	3-MAN SURVEY CREW	CLER	TOTAL MAN HOURS	CADD
PHASE I											
FC-150-FIELD SURVEYING & PHOTOGRAMMETRY											
1) PARCEL 16339C REVISION AND PARCEL 16339D METES & BOUNDS AND EXHIBIT PREPARATION	1		2	2		8	3	2	4	21	8
2) REVISION OF PARCEL DESIGNATIONS (NOTES AND EXHIBITS)	112					10	2		12	24	10
3) ADDITIONAL TOPOGRAPHY DOWNSTREAM OF ZARZAMORA CREEK & DTM UPDATE			3	3		14	2	10	2	34	14
4) ADDITIONAL TOPOGRAPHY UPSTREAM OF ZARZAMORA CREEK & DTM UPDATE & RIGHTS-OF-ENTRY			3	3	2	9	2	10	9	38	12
TOTAL HOURS	113	0	8	8	2	41	9	22	27	117	44
FC-161 DRAINAGE											
6) ADDITIONAL DRAINAGE DESIGN REQUIRED TO RESOLVE UPSTREAM EASEMENT ISSUE FOR ZARZAMORA CREEK CHANNEL			1	4	14	4			4	27	11
TOTAL HOURS	0	0	1	4	14	4	0	0	4	27	11
FC-170 MISCELLANEOUS (ROADWAY)											
7) TDLR REVIEW & INSPECTION		1	1	3					4	9	0
TOTAL HOURS	0	1	1	3	0	0	0	0	4	9	0
GRAND TOTAL HOURS	113	1	10	15	16	45	9	22	35	153	55
PHASE II											
FC-150-FIELD SURVEYING (PARCEL 16330)											
1) *REVISION TO PARCEL 16330 METES & BOUNDS AND EXHIBIT FOR DRAIN. ESMT.	1			1		2	1	2	2	8	2
TOTAL HOURS	1	0	0	1	0	2	1	2	2	8	2

* TO BE USED ONLY WITH SEPARATE AUTHORIZATION BY THE CITY

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**¹ that would be a party to the discretionary contract:

Pape-Dawson Engineers, Inc.

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.

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.

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.


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:
See attached list for Pape-Dawson Engineers, Inc.		

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:  Wayne Brasington	Title: CFO Company: Pape-Dawson Engineers, Inc.	Date: November 21, 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.



November 21, 2003

**DISCRETIONARY CONTRACT ETHICS STATEMENT
PAPE-DAWSON ENGINEERS, INC.**

Political contributions of more than \$100 made during the previous twenty-four months to Council members and political action committees.

Eugene H. Dawson, Jr.

June 2002	Enrique Barrera	\$500
Aug. 2002	Carroll Schubert	\$500
Jan. 2003	Carroll Schubert	\$500

Samuel G. Dawson

June 2002	Enrique Barrera	\$500
Aug. 2002	Carroll Schubert	\$500
Jan. 2003	Carroll Schubert	\$250
March 2003	Ed Garza	\$500

Officers

July 2002	Consulting Engineers Council of Texas-PAC	\$2,480
May 2003	Consulting Engineers Council of Texas – PAC	\$1,800
Various	Candidates and Previous Council Not Holding Office	\$ 2,750

Pape-Dawson Engineers, Inc.

Wayne Brasington
Chief Financial Officer

ethicsord.doc/misc

PAPE-DAWSON ENGINEERS, INC.

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