

**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 Nored Shearer Architects and Vickery and Associates, Inc. for the Rosedale Park Improvements Project

DATE: January 29, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance appropriates \$15,400.00 in Park Bond Funds and authorizes payment in the amount of \$5,900.00 to Vickery and Associates, Inc. (SBE) for on-call civil engineering services and payment in the amount of \$5,200.00 to Nored Shearer Architects (WBE/SBE) for on-call architectural services for the Rosedale Park Improvements Project in City Council District 5, authorizes payment of \$2,900.00 for mandatory project fees and \$1,400.00 for bid advertising/printing.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

Funding has been approved in the 1994 and 1999 Park Bond Issues for improvements to Rosedale Park, located at 303 Dartmouth in City Council District 5. The community and the United Rosedale Organization have provided much input on the proposed improvements to the park and have been very involved in the determination of the final scope of work. The project will consist of ADA modifications to the restroom building near the baseball fields and development of a new parking lot that will also serve this area of the park. Also, landscape irrigation and plants will be installed to the entrance area off of Dartmouth.

The project requires professional architectural services for the design and preparation of construction bid documents for accessibility renovations to the restroom. Nored Shearer Architects, a WBE/SBE firm, will complete the architectural services for the restroom project at a fee of \$5,200.00. This firm is one of three on-call professional architecture firms selected through Ordinance 97944 on August 7, 2003. Nored Shearer Architects has had one previous

on-call architectural services contract with an approved fee of \$14,000.00.

The City's development guidelines require that a drainage study be provided of the upper Apache Creek drainage structure through Rosedale Park related to the development of the new parking lot. Vickery and Associates, Inc., a SBE firm, will complete the drainage study for a fee of \$5,900.00. This firm is one of three on-call professional civil engineering firms selected through Ordinance 97945 on August 7, 2003. This is the first project assigned to Vickery and Associates, Inc.

Following completion of the architectural design plan, drainage study and construction specifications, the project will be bid. The professional services work will be completed from February 2004 until April 2004. Construction and landscape installation is scheduled to occur from June 2004 through October 2004.

POLICY ANALYSIS

This ordinance will enable completion of Rosedale Park improvements, as approved by voters in 1994 and 1999. The consultants were chosen in accordance with the City's consultant selection procedures and were approved by Ordinances 97944 and 97945 on August 7, 2003.

FISCAL IMPACT


Funds of \$150,000.00 in 1994 Park Bond Funds and \$100,000.00 in 1999 Park Bond Funds have been approved for improvements to Rosedale Park. Funds of \$15,480.83 have previously been allocated. This ordinance will appropriate \$15,400.00 in 1994 Park Bond Funds. Architect fees are \$5,200.00, civil engineering fees are \$5,900.00, mandatory project fees are \$2,900.00 and bid advertising/printing is \$1,400.00.

COORDINATION

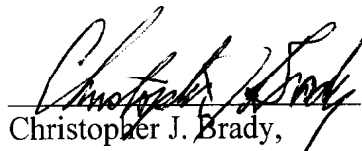
The Office of Management and Budget and the Finance Department have assisted with this action.

SUPPLEMENTARY COMMENTS

Discretionary Contracts Disclosure Forms are attached from Vickery and Associates, Inc. and from Nored Shearer Architects.

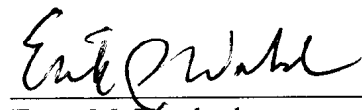


Malcolm Matthews,
Director of Parks and Recreation



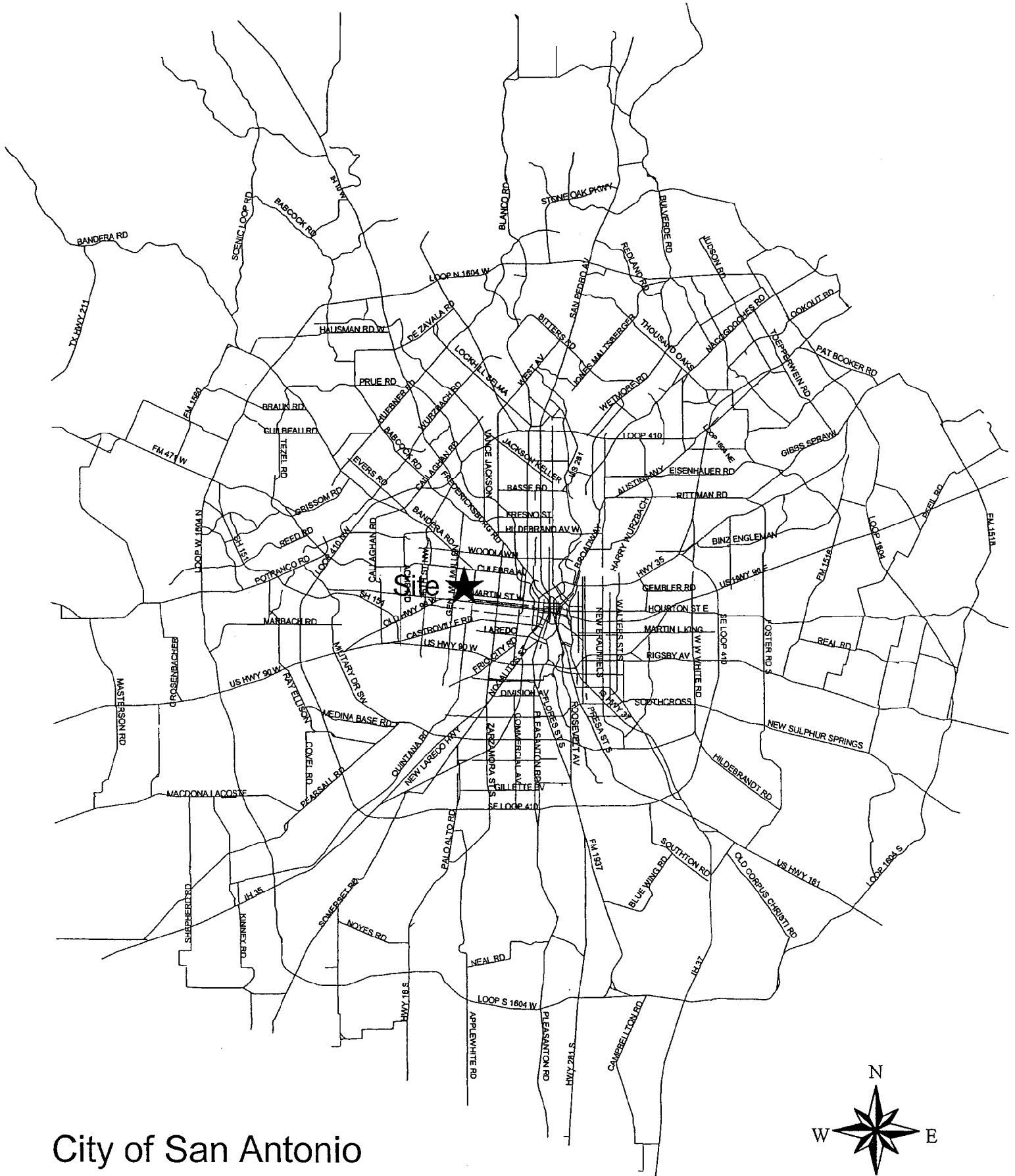
Christopher J. Brady,
Assistant City Manager

Approved:

† 

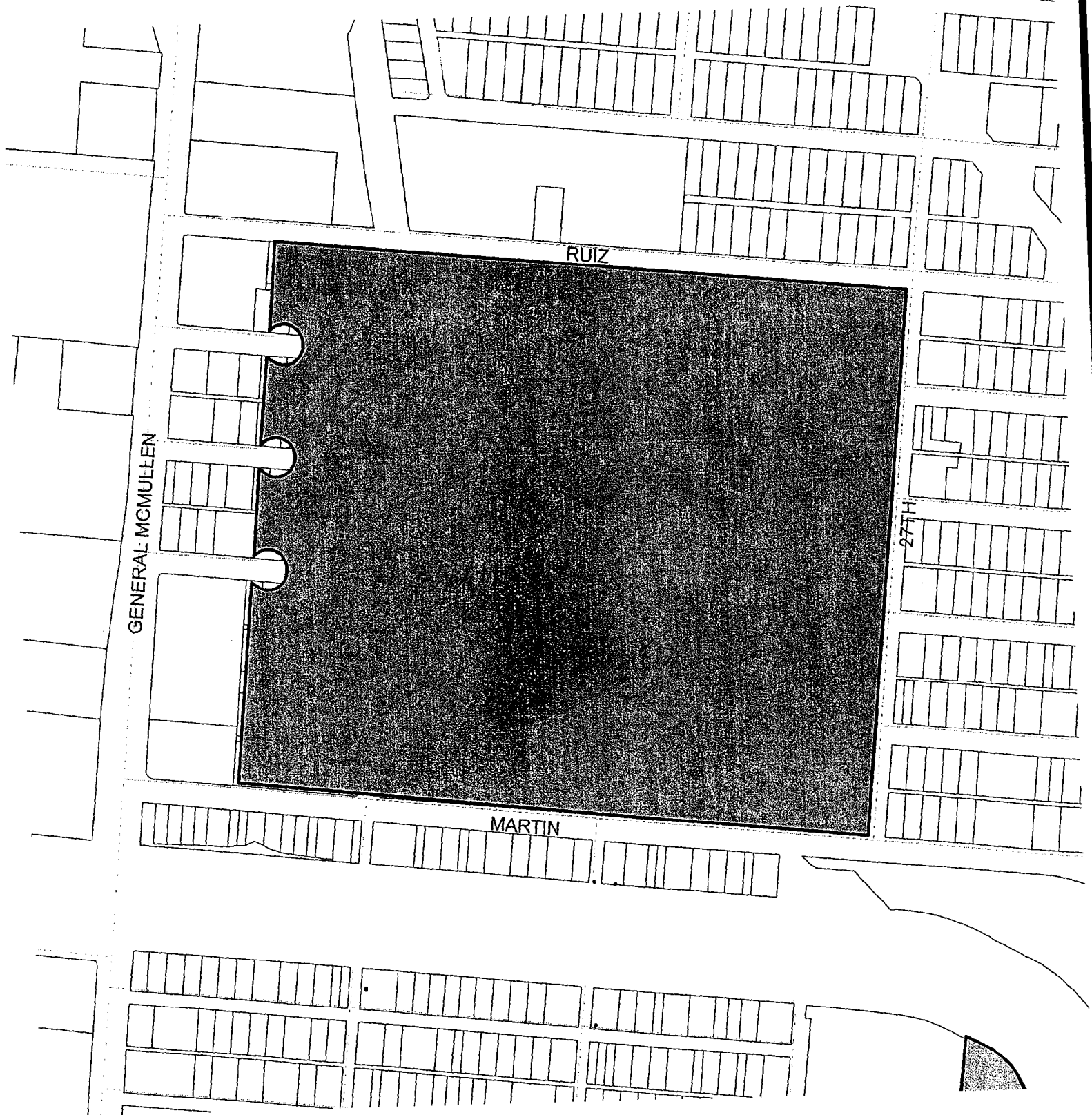
Terry M. Brechtel
City Manager

Site Map Rosedale Park

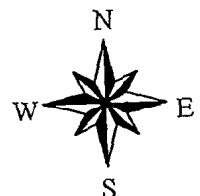


City of San Antonio
Parks & Recreation Dept.

Site Map Rosedale Park



City of San Antonio
Parks & Recreation Dept.



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;

CATHERINE NORED

(2) the identity of any business entity that would be a party to the discretionary contract: NORED ARCHITECTURE and the name of:

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

NONE

(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

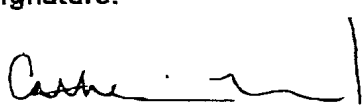
Political Contributions

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:
N.A.		

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: OWNER Company: NORED ARCHITECTURE	Date: 12-11-03

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

For use of this form, see City of San Antonio Ethics Code, Part D, Section 1&2

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.

N/A

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

Vickrey & Associates, Inc.

and the name of:

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

and the name of:

(4) any individual or business entity that is known to be a partner or parent or subsidiary business entity of any individual or business entity who would be a party to the discretionary contract.

N/A

(5) the identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual entity who would be a party to the discretionary contract.

N/A


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 the 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, or other closely related persons of the entity.

To Whom Made:	Amount	Date of Contribution
Ed Garza	1,250.00	2002, 2003
Art Hall	1,000.00	2002, 2003
Carol Schubert	1,600.00	2002, 2003
Julian Castro	1,000.00	2002, 2003
Enrique Barrera	1,000.00	2002, 2003
Patti Radle	1,000.00	2002, 2003
Chip Haas	500.00	2003
Richard Perez	1,250.00	2002, 2003
Ron Segovia	500.00	2003

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 question as to whether any city official or employee would violate Section 1 of Part B by participating in an official action relating to the discretionary contract.

Signature: 	Title: President Company: Vickrey & Associates, Inc.	Date: December 4, 2003
Printed Name: Brenda Vickrey Johnson		

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.

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

Rosedale Park Improvements Project
Fund 45-487009

<u>Index Code:</u>	<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
REVENUES:				
438598	1994 Park Bond Funds (\$150,000)	\$15,480.83	\$15,400.00	\$30,880.83
	1999 Park Bond Funds (\$100,000)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total:	\$15,480.83	\$15,400.00	\$30,880.83
EXPENDITURES:				
485417	Engineering Fees	\$15,480.83	\$0.00	\$15,480.83
485425	Engineering Contingency	\$0.00	\$0.00	\$0.00
new	Civil Engineering Fees	\$0.00	\$5,900.00	\$5,900.00
new	Architectural Fees	\$0.00	\$5,200.00	\$5,200.00
new	Bid Advertising/Printing	\$0.00	\$1,400.00	\$1,400.00
new	Mandatory Project Fees	<u>\$0.00</u>	<u>\$2,900.00</u>	<u>\$2,900.00</u>
	Total:	\$15,480.83	\$15,400.00	\$30,880.83

8 December 2003 (revised)

Steve Uncapher
Landscape Architect
S.A. Parks and Recreation Dept.
506 Dolorosa, #103
San Antonio, Texas 78283
210.207.2875

Re: Professional Service Proposal – Rosedale Park Restrooms

Dear Mr. Uncapher,

Thank you for the opportunity to submit this proposal regarding the remodel of the Rosedale Parks Restrooms. According to my understanding based on the site meeting on 7 November 2003, please review our outline of work and fee proposal.

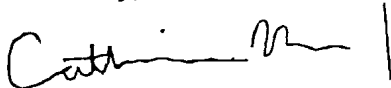
The scope of work is to include a limited scope contract for substantial repairs of the restrooms only. The services would include the following:

- Existing condition documentation,
- Evaluate the existing conditions including MEP and Architectural,
- Evaluate and address any outstanding accessibility issues,
- Produce a set of documents including drawings & specifications for any required repairs,
- Conduct 4 site visits during the construction process,
- Review shop drawings and submittals,
- This proposal does not include any structural engineering services.

The professional fees include fees for architectural services, and mechanical, electrical, and plumbing engineering services. We propose a **lump sum fee** for the work described above to be **\$5,200**.

Please feel free to call with any questions.

Sincerely,



Catherine Nored

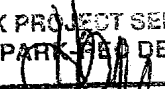
VICKREY & ASSOCIATES, Inc.
CONSULTING ENGINEERS

December 4 2003

RECEIVED

DEC 08 2003

Mr. Steve Uncapher, Landscape Architect
San Antonio Parks and Recreation Department
P. O. Box 839966
San Antonio, Texas 78283

PARK PROJECT SERVICES
S.A. PARKS & RECR. DEPT.
BY 

Fax: (210) 207-2720

Re: Civil Engineering Design Services – FY 2003
Rosedale Park

Dear Mr. Uncapher:

Pursuant to your request, Vickrey & Associates, Inc. is pleased to submit our proposal for professional services for improvements at Rosedale Park in San Antonio as part of our Civil Engineering Design Contract for the 2003 fiscal year. The Park is bordered by General McMullen to the west, Ruiz Street to the north, NW 27th Street to the east and Martin Street to the south. The services to be provided include preparation of a drainage report identifying the effects of the proposed parking lot expansion on the downstream drainage facilities along Upper Apache Creek. The services to be provided are described in more detail herein.

Drainage Study

The purpose of the drainage study is to determine the ultimate development 100-year water surface elevation in Upper Apache, adjacent to the parking lot, such that parking lot elevations may be established in accordance with Uniform Development Code (UDC) requirements, that parking lots may be flooded up to a depth of 6 inches. Consultant will acquire the as-built plans, typical sections and the channel flow data for the 100-year existing conditions, and the 25 and 100-year ultimate conditions from the City of San Antonio. Consultant will meet with the Drainage Engineer for the San Antonio River watershed. Preliminary discussions with Mr. Mark Kastner of the Drainage Department indicate that normal depth calculations based on the as-built plans will be sufficient to determine the 100-year ultimate and 25-year plus freeboard water surface elevations. The as-built plans elevation datum will need to be adjusted by field survey check to the Park survey you provided. We will take a maximum of two cross-sections of the storm channel by field survey. Consultant will perform the drainage calculations based on Mr. Kastner's assessment of what the City will need for the report. Consultant will also prepare a letter outlining our findings and conclusions. The report will give a description of the study area, the storm water flows and methodology used to calculate water surface elevations, and will provide a minimum elevation at which the pavement in the parking lot should be constructed. Consultant will prepare an application for Flood Plain Development Permit and submit it to the City. Parking lot design, landscaping and irrigation design are to be provided by others and are not part of this proposal. This proposal does not include a flood study of the creeks on and adjacent to the park. This proposal does not include subdivision platting or permits other than as specifically called for herein. Any additional information required for the Flood Plain Development Permit beyond what was described by Mr. Kastner shall be considered additional services.



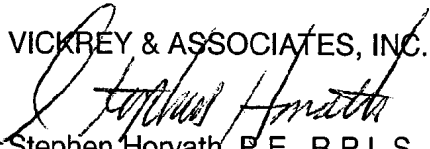
Mr. Steve Uncapher
Page 2 Of 2
December 4, 2003

Vickrey & Associates, Inc. proposes to provide the services outlined herein for a lump sum fee of \$5,900.00. We further propose to complete work within fifteen (15) working days of receipt of your written notice to proceed.

Vickrey & Associates, Inc. appreciates this opportunity to be of service to the City Parks and Recreation Department, and we look forward to working with you on the successful completion of this project. We can also assist with the parking lot design and other park improvements if needed.

Sincerely,

VICKREY & ASSOCIATES, INC.


Stephen Horvath, P.E., R.P.L.S.
Vice President

SH/RJS/lp

