

CONSENT AGENDA
ITEM NO. 15

**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 Selecting Place Collaborative Inc. for Professional Design Services Associated with the Cathedral Rock Nature Park Improvements Project

DATE: February 12, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance selects Place Collaborative Inc. for professional services associated with the Cathedral Rock Nature Park Improvements Project in City Council District 6; authorizes a professional services contract not to exceed \$38,750.00; appropriates \$77,758.00 in 1999-2004 Park Bond Funds; amends the project budget to allocate \$68,568.00 for supplemental services, \$3,290.00 for consultant fees, \$3,600.00 for construction contingency, \$800.00 for bid advertising/printing and \$1,500.00 for mandatory project fees.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

Park Bond Funds in the amount of \$500,000.00 were approved in 1999 for Park Land Acquisition and Development in City Council District 6. Property was acquired along Old Grissom Road that has been named the Cathedral Rock Nature Park. The Texas Parks and Wildlife Department (TPWD) has awarded a Trails Grant of \$100,000.00 to this project. Additional funds of \$252,000.00 were approved in the 2003 Park Bond Issue.

This ordinance will hire a consultant landscape architect to design the development of this nature park. The design is to be based upon an existing conceptual plan prepared by staff and will adhere to Texas Parks and Wildlife Department Trail Grant requirements. The improvements to be designed will include parking/access, pedestrian trails of various materials and levels of ADA accessibility, park toilet enclosures, site furniture, utilities, lighting, playground and vehicular control barriers.

The firm of Place Collaborative Inc. has been selected to provide the Cathedral Rock Nature Park Improvements Project landscape architect design work. The consultant will develop the design,

prepare construction bid documents and oversee construction. Also, the firm will coordinate the numerous supplemental services the project requires, which will be performed by other specialists as needed. These include wildlife/habitat/geologic baseline inventory and report; vegetation baseline inventory and report; archeological study and report; drainage participation form and study; and surveys of the site (topographic survey, tree survey, trail layout survey).

The design project is scheduled to begin in February 2004 and to be completed in November 2004. The construction project then will be bid and a contract awarded. It is anticipated that construction will begin in March 2005 and will end in July 2005.

POLICY ANALYSIS

This action is consistent with the approved Parks Bond Issues in 1999 and 2003, and with the stipulations set forth in the Texas Parks and Wildlife Department Trails Grant awarded for this project. The consultant was selected in accordance with the City's established procedures.

FISCAL IMPACT

The Cathedral Rock Nature Park Improvements Project will utilize \$252,000.00 remaining from 1999-2004 Park Bond Funds approved for Park Land Acquisition and Development in City Council District 6 (\$500,000.00 was approved). A project budget was established and the amount of \$138,000.00 was allocated in June 2003 when the land acquisition was completed and when the \$100,000.00 TPWD grant was approved. This ordinance will appropriate \$77,758.00 in 1999-2004 Park Bond Funds. The amount of \$3,290.00 will be utilized for consultant fees, \$3,600.00 for additional consultant contingencies, \$68,568.00 will be allocated for supplemental services, \$800.00 for bid advertising/printing and \$1,500.00 for mandatory permit fees. This action is in accordance with the FY04 approved Capital Budget.

COORDINATION

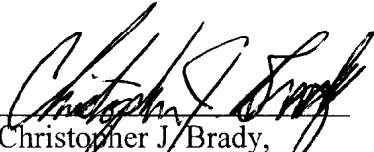
The Public Works Department and Texas Parks and Wildlife Department have assisted with this project.

SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form from Place Collaborative Inc. is attached.

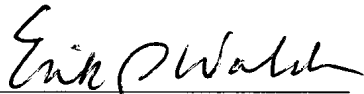


Malcolm Matthews,
Director of Parks and Recreation



Christopher J. Brady,
Assistant City Manager

Approved:



Terry M. Brechtel
City Manager

Cathedral Rock Nature Park
26-052040

<u>Index Code:</u>	<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
REVENUES:				
	1999 Park Bond Funds (\$252,000)	\$138,000.00	\$77,758.00	\$215,758.00
	TPWD Trails Grant (\$100,000)	\$100,000.00	\$0.00	\$100,000.00
	2003 Park Bond Funds (\$235,000)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total:	\$238,000.00	\$77,758.00	\$315,758.00
EXPENDITURES:				
772590	Land Acquisition Fees	\$138,000.00	\$0.00	\$138,000.00
772608	Construction Contract	\$50,000.00	\$0.00	\$50,000.00
772616	Construction Contingency	\$16,000.00	\$0.00	\$16,000.00
772624	Consultant Fees	\$29,200.00	\$3,290.00	\$32,490.00
772632	Consultant Contingency	\$2,900.00	\$3,600.00	\$6,500.00
772640	Bid Advertising/Printing	\$700.00	\$800.00	\$1,500.00
772657	Permit Fees	\$1,200.00	\$1,500.00	\$2,700.00
new	Supplemental Services	<u>\$0.00</u>	<u>\$68,568.00</u>	<u>\$68,568.00</u>
	Total:	\$238,000.00	\$77,758.00	\$315,758.00

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;

Not applicable, all parties involved are business entities.

(2) the identity of any business entity that would be a party to the discretionary contract:
Place Collaborative, Inc. _____ an
d 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 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:
Not applicable		

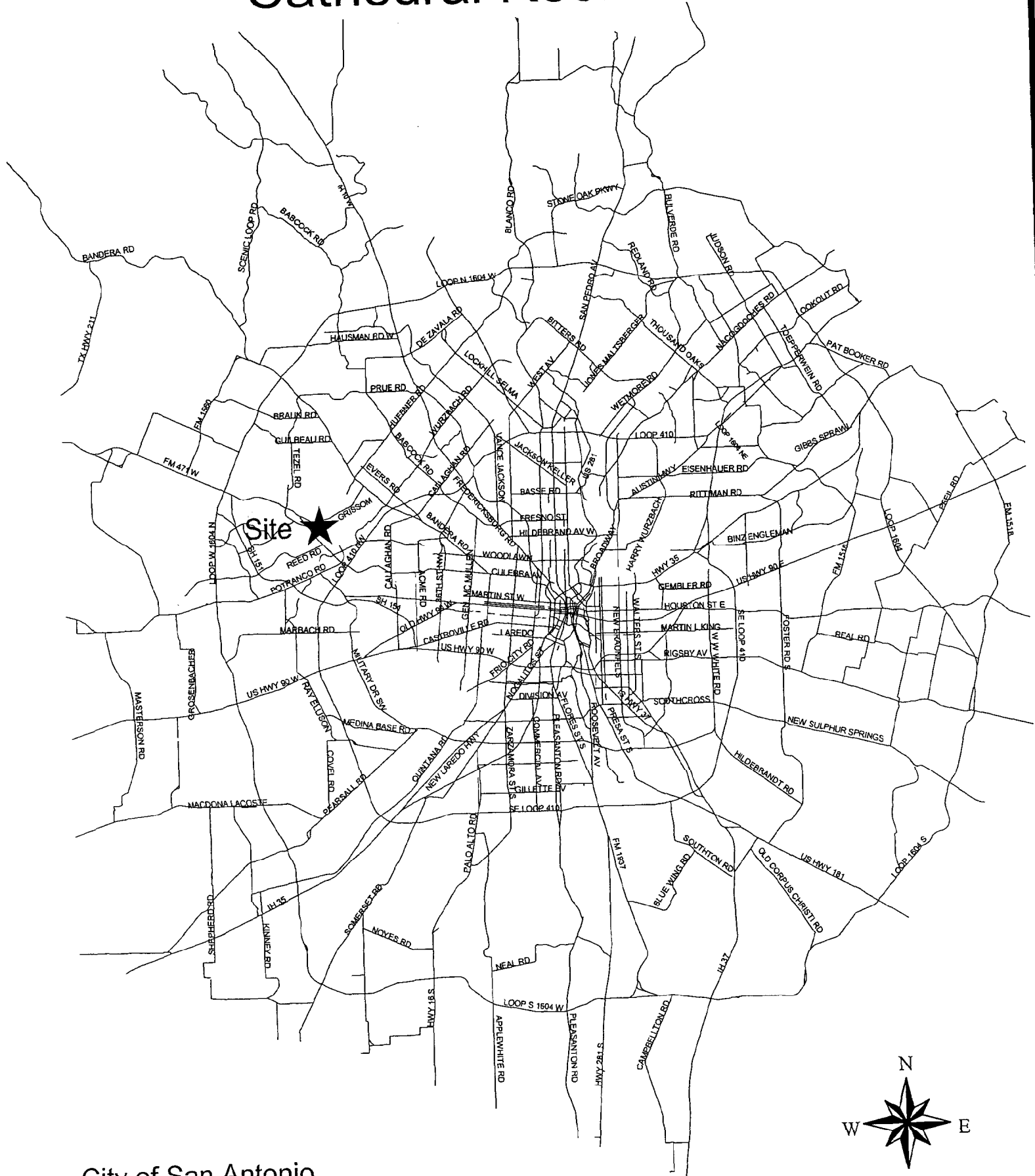
Disclosures in Proposals

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: Larry A. Hicks 	Title: President Company: Place Collaborative, Inc.	Date: June 20, 2003

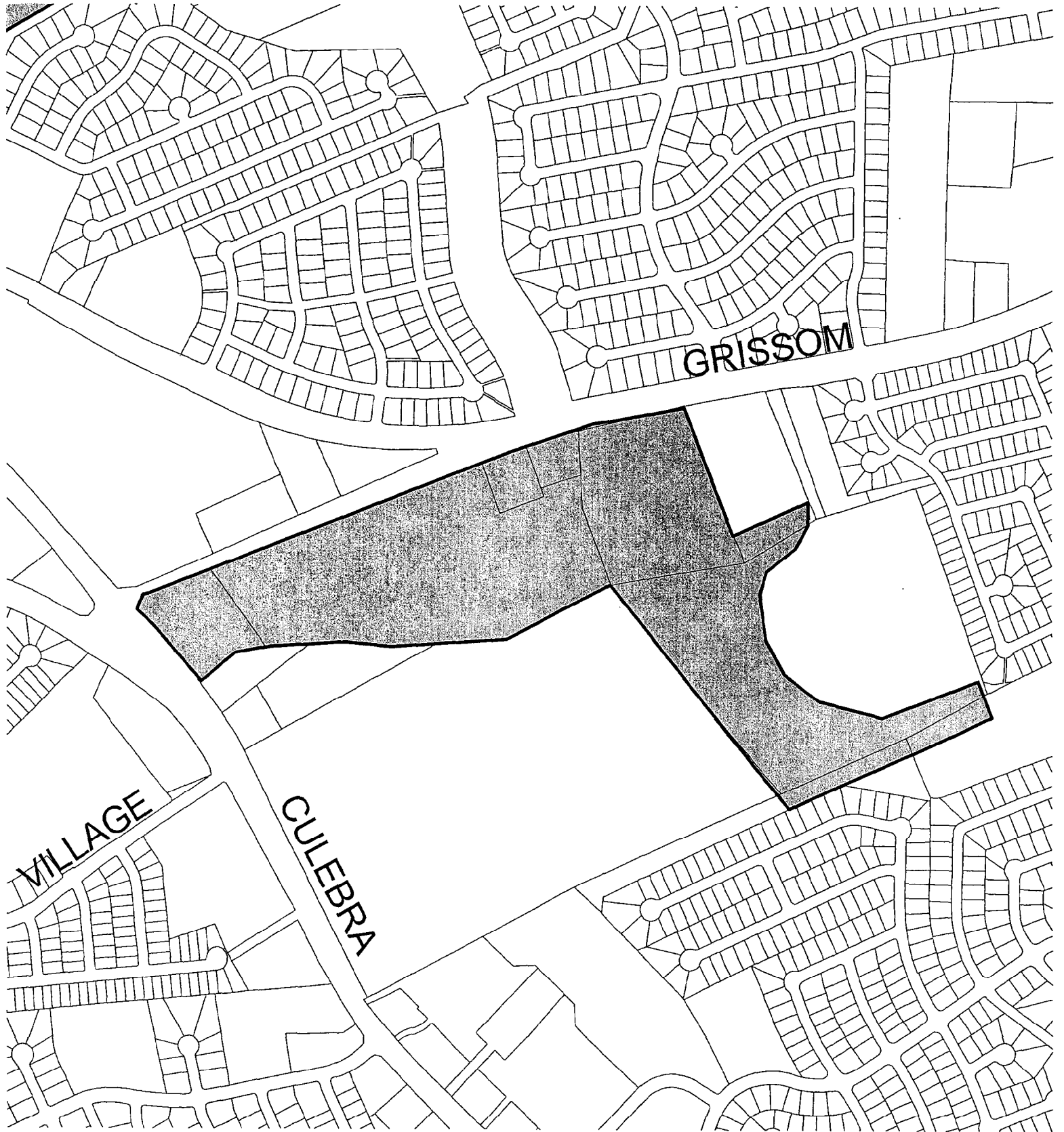
¹ For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

Site Map Cathedral Rock Park



City of San Antonio
Parks & Recreation Dept.

Site Map
Cathedral Rock Park



City of San Antonio
Parks & Recreation Dept.



January 15, 2004

Mr. Scott E. Stover, ASLA
Park Project Manager
Parks and Recreation Department
City of San Antonio
506 Dolorosa
San Antonio, TX 78204

Re: Cathedral Rock Nature Park Improvements
8400 Old Grissom Road
PCI Proposal No. 02p175p/*Revised*

Dear Mr. Stover:

Place Collaborative, Inc. is very pleased to offer our revised proposal of providing the professional services associated with the referenced project. The proposal has been revised in consideration of the changes in project scope resulting from the 2003 Bond Election as relayed in my discussions with Rodney Dzuik on November 25, 2003 and Lisa Morris on January 8, 2004.

SCOPE OF THE PROJECT

The project entails the development of a new nature park. The design is to be based upon an existing conceptual plan prepared by the City of San Antonio Parks and Recreation Department (SAPRD). The improvements to be implemented are to adhere to Texas Parks and Wildlife Department Trail Grant requirements. Our approach to accomplish this and to provide the level of service delineated in your correspondence of December 18, 2002 is as follows:

1. The existing conceptual plan will be used as the basis to master plan the development of the park. To capitalize on the assets of the site as an educational and interpretive nature park, we propose completing an ecological and environmental study of the entire park property as supplemental services within the schematic phase. This will involve the services of PBS&J concerning the inventory of the wildlife and habitat and geologic resources of the site. The botanical aspects of the project will be addressed by our team's botanical consultant Patty Leslie Pasztor. Based on information provided to-date, including recent observations of the site, an archeological study will be required. The proposal for the study by our team's archeologist, Tierras Antiguas, is included as supplemental services as well. However, until the study has been authorized and completed, the experience of our archeologist will be called upon in the review of existing data that can be made available through SAPRD.

Utilizing the information to be provided by PBS&J, Pasztor and Tierras Antiguas, a schematic master plan will be generated to incorporate the improvements and amenities described in the June 1, 2002 Texas Recreational Trails Fund Project Application. Our

team will strive to determine the implications of local, state and Federal codes and ordinances concerning the development of the project to anticipate the potential impact on the budget as early as possible.

2. Per our preliminary discussions concerning the scope of the project, the existing topographical data available through and to be provided by the City (includes aerial topography and USGS mapping) is to be used for the schematic phase. Incorporating the recently purchased 6 acre tract of property, the park will encompass approximately 60 acres. We include within our proposal a topographic and tree (heritage trees) survey of the 6 acre tract anticipating the area to accommodate the more developed structure/amenities of the park.

In recognition of the likelihood of the trails to extend beyond the area encompassed within the survey, our proposal also includes field survey of the trail layout during the design development phase for use in generating the documentation for the construction of the trails. Due to the open nature of this aspect of the project, we are proposing to create a contingency concerning the surveying of the trail layout. The base fee of the contingency includes picking up the center line of the trail as to be located in the field by our Landscape Architect. The base line is set at 150 points. Thereafter, additional work is to be billed in ½ day increments (4 days are included in proposal) depending upon the complexity of the field data to be surveyed along the trail to afford flexibility in obtaining the information required.

3. The Design Development phase and Construction Documents phase will provide the documentation for the improvements as delineated within the grant application submitted to the Texas Parks and Wildlife Department prepared by SAPRD which can be implemented within the available construction budget.
4. Construction phase services will be performed in compliance with the contract.

PROPOSED FEE

Our proposal of services is to include incorporating the elements as identified within the Scope of the Project to be considered within the Schematic Phase (Master Plan). Later phases (Design Development and Construction Documents) will only continue with those elements selected by the City which can be accommodated by the budget established for the project. The design development and construction documentation for any elements to be incorporated beyond the allocated budget as base bid or as additional alternates are to be considered additional services and negotiated as appropriate. We propose compensation for our basic services, inclusive of all consultants, to be at the lump sum of \$32,490.00 plus Supplemental Services of \$68,568.00. The fee includes direct expenses not included as reimbursables per the City of San Antonio Architectural Services Contract. The Supplemental Services are as described below. The allocation of the fee proposed is as follows:

Basic Services

Schematic Design	\$7,890.00
Design Development Phase	\$5,790.00
Construction Documents/Bidding Phase	\$12,930.00
Construction Phase	<u>\$5,880.00</u>
Total Basic Services	\$ 32,490.00

Supplemental Services:¹

PBS&J Wildlife/Habitat/Geologic Baseline	
Inventory & Report.	\$ 24,897.00
Pasztor Vegetation Baseline Inventory & Report.	\$ 2,438.00
Tierras Antiguas Archeological Study and Report	\$ 5,623.00
Drainage Participation Form and Study	\$ 3,720.00
Survey, Topographic and Tree	\$ 24,230.00
Survey Contingency-Trail Layout.	<u>\$ 7,660.00</u>

Base Fee	\$1,440.00
Additional work Invoiced in ½ day increments	\$6,220.00

Total Supplemental Services. \$68,568.00

The contract to be issued by the City has a number of items to be included which require information from the consultant. This includes number of calendar days per project design phase and the billing rates when additional services are warranted. Excluding time required to perform the services described as supplemental services, we will adhere to the City's schedule as requested. We offer the following:

1. Calendar Days²

Schematic Design Phase ³	45 days
Design Development Phase	45 days
Construction Documents Phase	60 days

2. Hourly Billing Rates:

Landscape Architect

¹ Fees for Supplemental services to be conducted by consultants to PCI are adjusted 15 percent.

² Time required for supplemental services is not included.

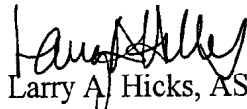
³ It is anticipated 24 calendar days will be needed to complete the ecological and environmental study of the site (PBS&J/Pasztor). This would be in addition to the 45 days.

Mr. Scott Stover, ASLA
Cathedral Rock Nature Park Improvements/Revised Proposal
January 15, 2004
Page 4

Principal	\$ 75.00
Landscape Architect/Designers	\$ 50.00
Technical/Drafting	\$ 40.00
Clerical	\$ 35.00

We appreciate the opportunity to provide our proposal to assist with the development of Cathedral Rock Nature Park. We look forward to the continuation of our association with the Parks and Recreation Department. Please let us know if there are any questions or concerns to be discussed.

Very truly yours,


Larry A. Hicks, ASLA
President

Enclosures:

PBS&J, February 12, 2003 Proposal
Patty Leslie Pasztor, February 10, 2003 Proposal
Tierras Antiguas, February 8, 2003 Proposal
Bain Medina Bain, December 19, 2003, Drainage Proposal
Bain Medina Bain, January 12, 2004, Survey Proposal
City of San Antonio Discretionary Contract Disclosure Forms