

**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; Environmental Services; File

SUBJECT: Ordinance Authorizing Payment to Gould Evans Associates, P.L.L.C. for Consultant Services at Crockett Park

DATE: February 26, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance establishes the project budget and appropriates \$12,630.00 from Community Development Block Grant funds for the Crockett Park Improvements Project in City Council District 1; authorizes payment in the amount of \$7,500.00 to Gould Evans Associates, P.L.L.C. for landscape architect services under an existing professional services contract and provides for landscape architect contingency expenses, mandatory project fees and bid advertising/printing.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The 2003 CDBG Reprogramming Allocation approved funding for improvements to Crockett Park, located at 1300 N. Main in City Council District 1. The proposed scope of improvements are to include the installation of a bust of Davy Crockett, picnic units, paving in some areas of the park, electrical service to the gazebo, tree planting and irrigation.

Gould Evans Associates, P.L.L.C. will complete the landscape architect services for the project. This firm is one of three professional landscape architecture firms selected through Ordinance 98075 on August 28, 2003. This is the second project assigned to Gould Evans Associates, P.L.L.C. under the contract, which will total approximately \$50,000.00 per year. The first project was awarded for the amount of \$15,000.00.

The design work will be completed from February 2004 until August 2004. The construction project then will be bid and a contract awarded. It is anticipated that construction will begin in December 2004 and will end in March 2005.

POLICY ANALYSIS

This ordinance will enable completion of the Crockett Park 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 98075 on August 28, 2003.

FISCAL IMPACT


Funds of \$125,000.00 in 2003 Reprogrammed CDBG funds have previously been approved for the Crockett Park Improvements Project. This ordinance will establish the project budget and allocate \$12,630.00 for expenditures. Landscape architect fees are \$7,500.00, landscape architect contingency is \$1,130.00, mandatory project fees are \$2,500.00 and bid advertising/printing is \$1,500.00.

COORDINATION

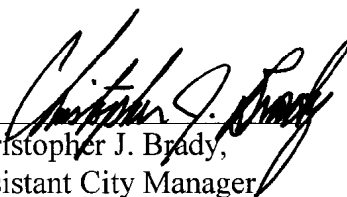
The Housing and Community Development Department has assisted with this action.

SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form is attached from Gould Evans Associates, P.L.L.C.



Malcolm Matthews,
Director of Parks and Recreation



Christopher J. Brady,
Assistant City Manager

Approved:


for _____
Terry M. Brechtel
City Manager

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.

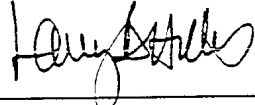
Political Contributions

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		

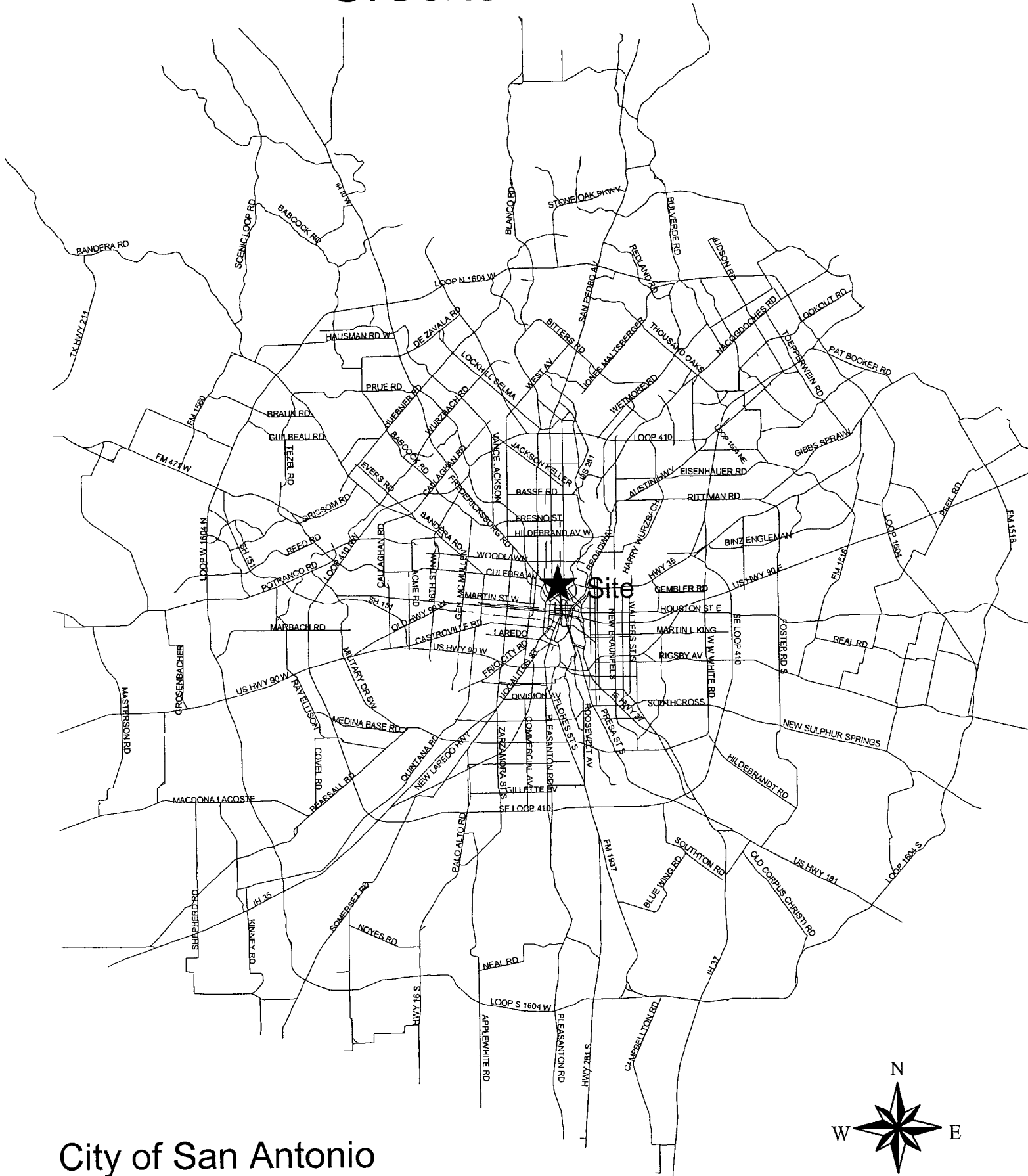
Disclosures in Proposals

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

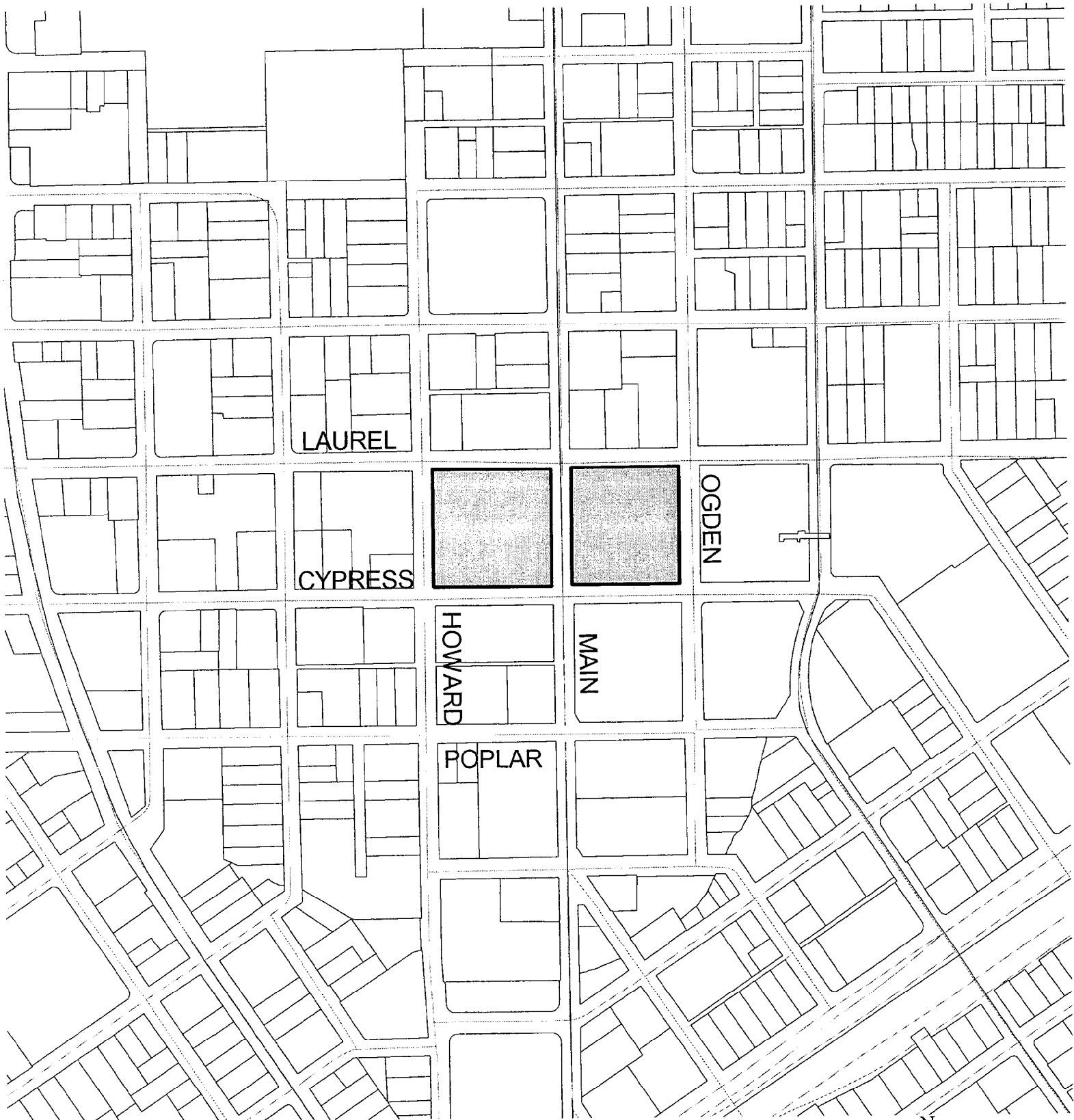
¹ For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

Site Map Crockett Park

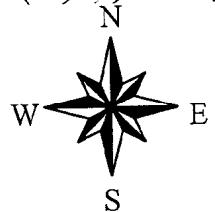


City of San Antonio
Parks & Recreation Dept.

Site Map Crockett Park



City of San Antonio
Parks & Recreation Dept.



Attachment I

Crockett Park Improvements Project
Fund _____

<u>Index Code</u>	<u>Description</u>	<u>Current Budget</u>	<u>Revisions</u>	<u>Revised Budget</u>
REVENUES:				
	2003 Reprogrammed CDBG Funds (\$125,000)	<u>0.00</u>	<u>12,630.00</u>	<u>\$12,630.00</u>
	Total:	\$0.00	\$12,630.00	\$12,630.00
EXPENDITURES:				
new	Landscape Architect Fees	0.00	7,500.00	\$7,500.00
new	Landscape Architect Contingency	0.00	1,130.00	\$1,130.00
new	Mandatory Project Fees	0.00	2,500.00	\$2,500.00
new	Bid Advertising/Printing	<u>0.00</u>	<u>1,500.00</u>	<u>\$1,500.00</u>
	Total:	\$0.00	\$12,630.00	\$12,630.00

DESCRIPTION OF FACILITATION AND LANDSCAPE ARCHITECTURAL DESIGN SERVICES

FOR Crockett Park

PROJECT DISCRIPTION

Prepare Schematic Design and Construction Drawings and Specifications for the Crockett Park Improvements

SCOPE OF SERVICES

Schematic Design

Objectives:

- Plans would be prepared in AutoCAD format.
- These plans would be coordinated with City staff to provide the most cost effective solution for the Owner.
- Plans would include schematic drawings indicating the construction of circular plaza with paving in pattern of a maze or labyrinth in the center of the east side of the park, irrigation system, permanent installation of the Crockett bust with historical marker, (5) picnic tables with game boards and benches, tree planting, electricity to the existing gazebo, and paving around the gazebo.
- Plans would be prepared in compliance with the city codes.

Construction Drawings

Objectives:

- Plans would be prepared in AutoCAD format.
- Specifications would be prepared in Word format.
- These plans would be coordinated with City staff to provide the most cost effective solution for the Owner.
- Plans would include final drawings indicating the construction of circular plaza with paving in pattern of a maze or labyrinth in the center of the east side of the park, irrigation system, permanent installation of the Crockett bust with historical marker, (5) picnic tables with game boards and benches, tree planting, electricity to the existing gazebo, and paving around the gazebo.
- Plans would be prepared in compliance with the city codes.

Estimated Fee:

- Fee is based on an estimated construction cost of \$100,000, to be billed as a lump sum fee billed monthly for a total of \$7,500.

TERMS OF PAYMENT

Payment to Gould Evans Associates, PLLC for authorized services will be due upon presentation of statements by the Project Manager for such services. If, within 30 days of the date of any such statement, the City should fail to pay Gould Evans Associates, PLLC, the full sum specified in any such statement, interest on any unpaid portion thereof at a rate of 12% per annum from the date of such statement until fully paid,
GOULD EVANS ASSOCIATES

12/12/03

which will fully liquidate any injury to Gould Evans Associates, PLLC arising from such delay in payments.

TERMINATION OF AGREEMENT

This agreement may be terminated without cause at any time prior to completion of work, either by the City of San Antonio or by Gould Evans Associates, PLLC within seven days written notice to the other. Upon termination, the City of San Antonio will owe Gould Evans Associates, PLLC for all compensation earned under this agreement to the date of termination.

ACCEPTED:

City of San Antonio, Texas

By: _____

Title: _____

Date: _____