

**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 Amending a Professional Services Contract with Place Collaborative, Inc. for Architect and Engineering Services Associated with District 4 Park Improvement Projects in Arnold Park, Flores Park and Miller's Pond Park

**DATE:** March 11, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance amends a professional services contract with Place Collaborative, Inc. (SBE) for professional architect and engineering services associated with the District 4 Park Improvement Projects in Arnold Park, Flores Park and Miller's Pond Park; appropriates \$59,319.00 from 1999-2004 Park Bond Funds; authorizes payment for additional design services in an amount not to exceed \$51,558.50; revises project budgets and allocates funds for design contingency and mandatory project fees.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

The 1999-2004 Park Bond Issue approved funding for improvements to three parks in Council District 4, including Arnold Park at 1011 Gillette Road, Flores Park at 743 Southcross and Miller's Pond Park at 6000 Pearsall Road. These projects were combined in a Request for Proposals (RFP) for professional architect and engineering services in order to obtain an economy of scale and the firm of Place Collaborative, Inc. (SBE) was selected through Ordinance 96516 on October 10, 2002. Original improvements identified for the parks were as follows:

- Arnold Park - rehabilitation of outdoor recreation facilities to include the playground area pavilion, lighting, path of travel and ADA modifications to outdoor facilities
- Flores Park - development of outdoor recreation improvements to include a basketball court, pavilion, walking trail and improvements to the ball field
- Miller's Pond Park - improve the youth athletic field area including parking, path of travel and portable screened toilets

Additional funding has been approved through the 2003-2007 Park Bond Issue and reprogrammed Community Development Block Grant funds. The design scope for Place Collaborative will be expanded to include additional improvements at these parks:

- Arnold Park- enhanced playground, new pavilion with lighting to replace existing wood structure
- Flores Park – add a cover and lighting to the basketball court and an extension of ¼ mile to the walking trail
- Miller's Pond Park – additional parking area adjacent to the football field on the east side of the park and accessibility requirements for the parking lot and spectator seating area

Design for all three projects has been underway and this design contract expansion will allow for the additional improvements in the 2003-2007 Bond Program to be included in the construction contract at a later date. This process will save in construction time overall because all work will be in one contract. The additional design work will require 45 more working days and will be completed in April 2004. Following the bid process and selection of a contractor(s), construction is anticipated to begin in June 2004 and end in January 2005.

### **POLICY ANALYSIS**

These actions are consistent with the approved 1999-2004 Park Bond Issue, 2003-2007 Park Bond Issue and Community Development Block Grant program. The design firm was selected based upon demonstrated ability and qualifications through the City's RFP process and knowledge of community and site needs.

### **FISCAL IMPACT**

Funding is available for the projects as listed below:

Arnold Park	1999-2003 Park Bond funds	\$ 250,000.00
	2003-2007 Park Bond funds	<u>\$ 150,000.00</u>
	Subtotal	\$ 400,000.00
Flores Park	1999-2003 Park Bond funds	\$ 300,000.00
	2003-2007 Park Bond funds	\$ 120,000.00
	2003 Reprogrammed CDBG	\$ 200,000.00
	2004 Reprogrammed CDBG	<u>\$ 50,000.00</u>
	Subtotal	\$ 670,000.00
Miller's Pond Park	1999-2003 Park Bond funds	\$ 100,000.00
	2003-2007 Park Bond funds	<u>\$ 100,000.00</u>
	Subtotal	\$ 200,000.00
Total		\$1,270,000.00

The total amount of \$110,769.00 has previously been appropriated for the projects, of which \$80,998.00 has been spent for design services and survey fees. This ordinance will appropriate

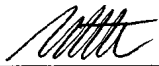
additional 1999-2004 Park Bond Funds in the amount of \$59,319.00. Funds of \$51,558.50 will be added for architect/engineer fees, \$4,160.50 for design contingency and \$3,600.00 for mandatory project fees. The General Fund budget is not impacted.

### **COORDINATION**

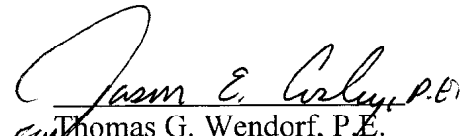
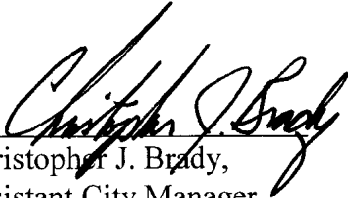
The City Attorney's Office, Public Works, Office of Management and Budget and Finance have provided assistance.

### **SUPPLEMENTARY COMMENTS**

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



Malcolm Matthews,  
Director of Parks and Recreation

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

Christopher J. Brady,  
Assistant City Manager

Approved:



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**<sup>1</sup> that would be a party to the discretionary contract:

Place Collaborative, Inc.

and the name of:

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

Bain Medina Bain, Inc.  
E. S. Moran Consulting Engineer, Inc.  
Nored Shearer Architects  
Alpha Consulting Engineers, Inc.  
Independent Design

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;

Not Applicable

<sup>1</sup> 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.

(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.

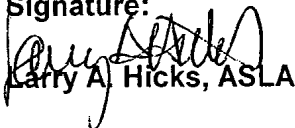
### Political Contributions

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:
Bain Medina Bain, Inc.	See Attached	

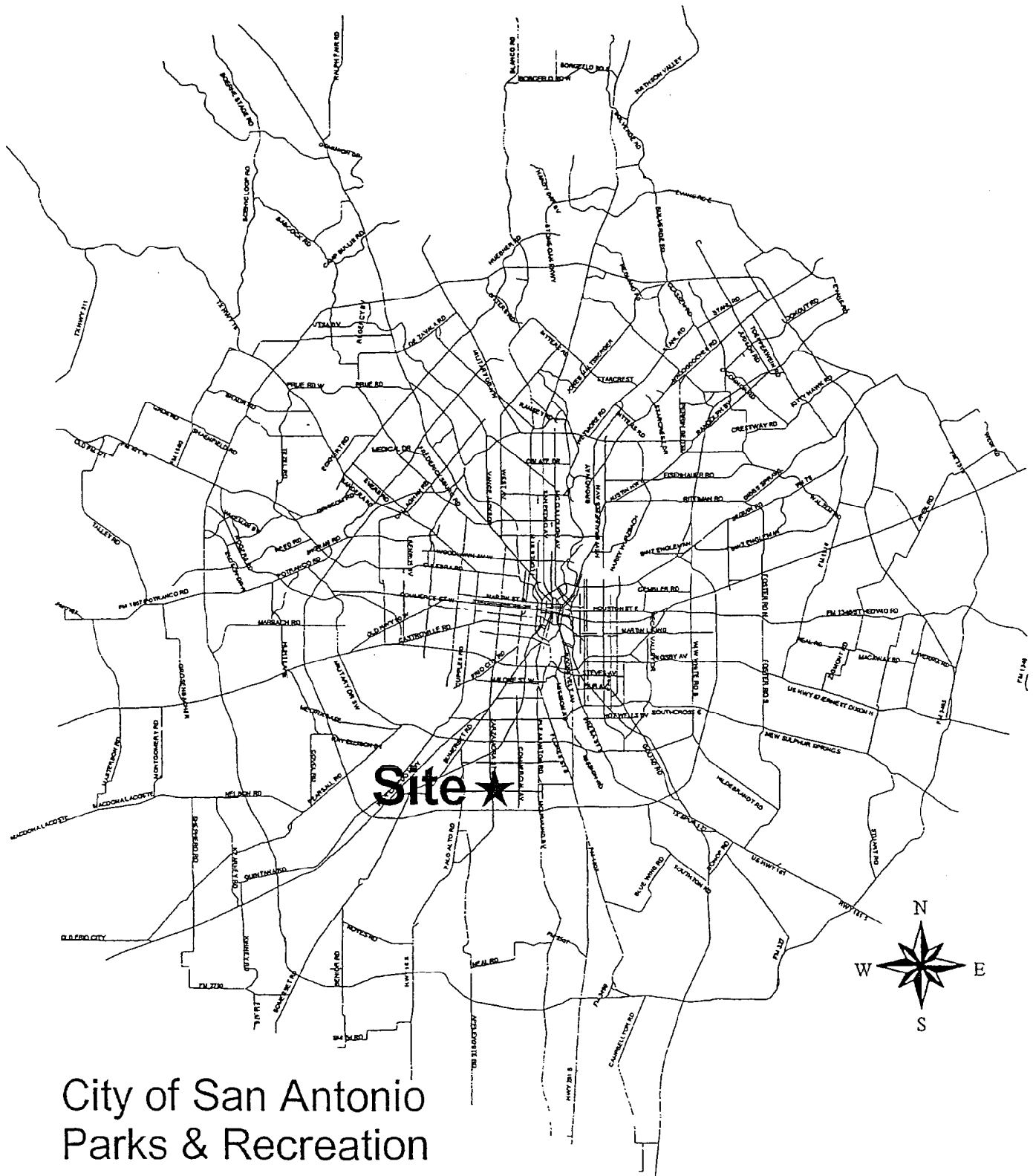
### Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question<sup>2</sup> 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.

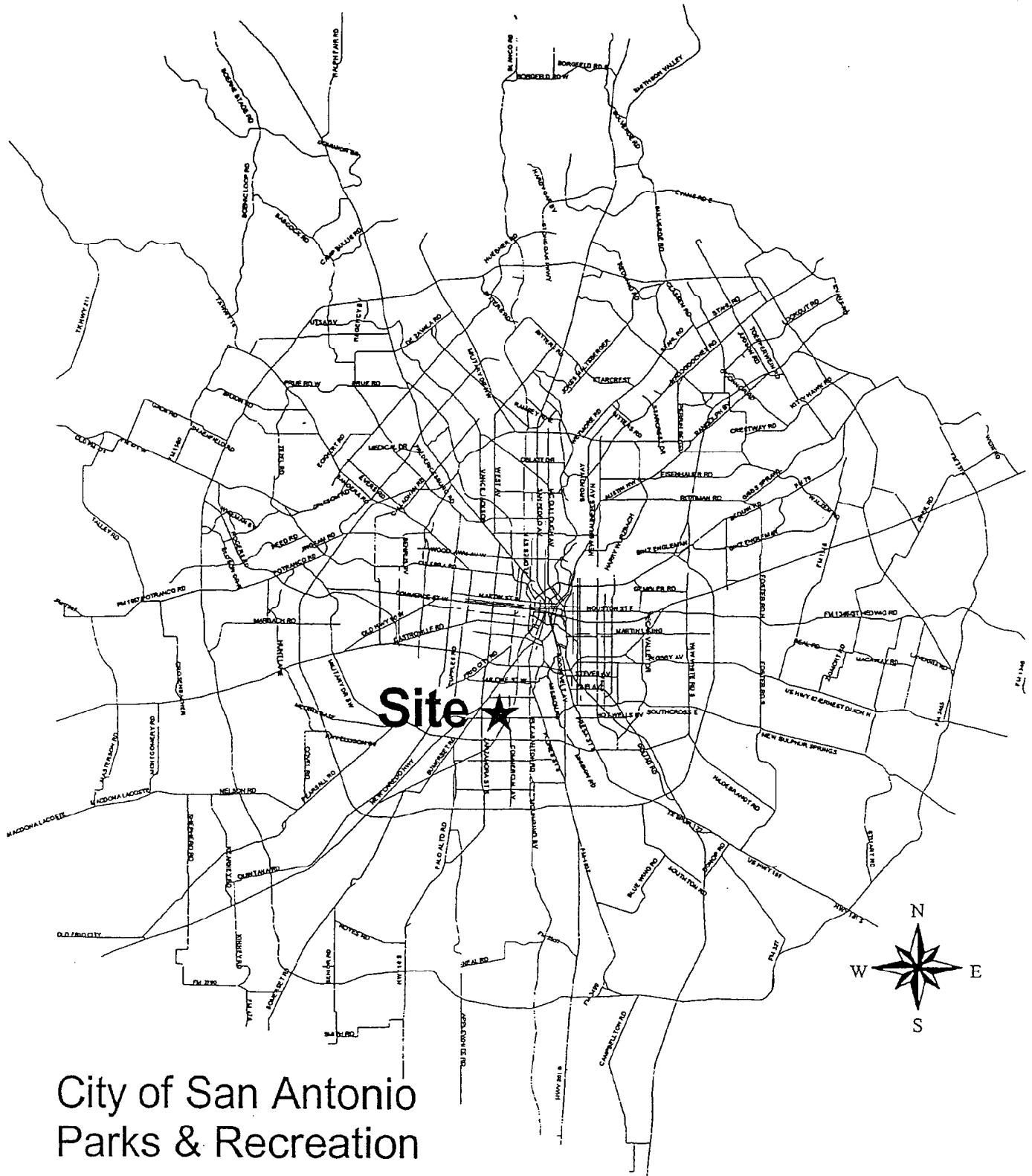
Signature:  Larry A. Hicks, ASLA	Title: President  Company: Place Collaborative, Inc.	Date: 12/19/03

<sup>2</sup> 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.

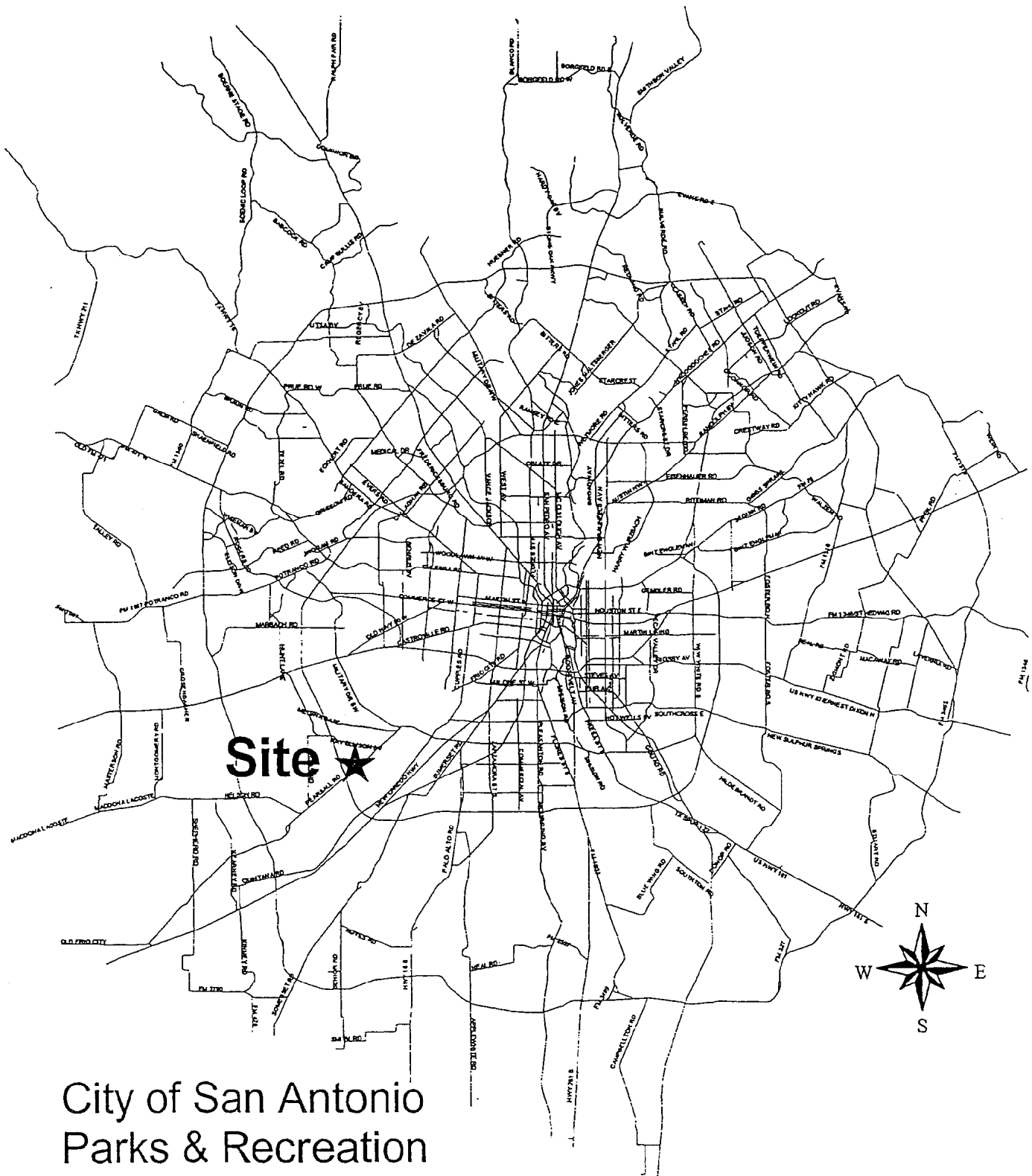
# Site Map Arnold Hendrich Park



# Site Map Jimmy Flores Park



# Site Map Miller's Pond Park





January 16, 2003

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

Re: FY 2002 District 4 Park Improvements  
Flores Park - 1011 Gillette Road  
Arnold Park - 743 Southcross  
Miller's Pond Park - 6000 Pearsall Road  
PCI Proposal No. 03p187p/Additional Services Revised

Dear Mr. Stover:

Per my discussion with Rodney Dzuik concerning additional improvements to be incorporated within the project at each of the park sites, November 25, 2003 and a subsequent conversation with Steve Uncapher, December 24, 2003. I submit for your consideration our proposal of additional services.

#### MODIFICATIONS TO SCOPE OF PROJECT

**Miller's Pond Park** change in scope to address:

1. Improve parking. Project currently includes expanded parking facilities at the Community Center. Additional parking improvements are to encompass the development of parking facilities adjacent to the football field on the east side of the park.
2. Address accessibility requirements for parking lot to an existing drinking fountain and the spectator seating area.
3. Improvements may also include a toilet facility (SAPAR enclosure) and a security light pending community input. Proposal includes designing both elements and inclusion in the Project as bid alternates.

**Jimmy Flores (Southcross) Park** change in scope to address:

1. Canopy structure (metal framed) at basketball court.
2. Lighting and electrical provisions within the canopy structure.
3. ¼ mile exercise trail with surface comprised of decomposed granite and edged as appropriate.

**Arnold Park** change in scope to address:

1. Pre-engineered/manufactured pavilion structure with picnic facilities (tables and benches) replacing the existing wood structure.
2. Lighting and electrical provisions within the pavilion structure.
3. Playground - Enhancement of play facilities currently within project.

4. Improvements were to include rehabilitation of the roof at the gym, however subsequent discussion with Rodney Dzuik indicated any roof related work would be completed by others outside of this project. Roof related work is excluded from the proposal for additional services.

#### PROPOSED ADDITIONAL FEE


The proposed fee concerning our proposal of services to incorporate the additions in Scope of the Project is as follows:

<b>Miller's Pond Park</b>		<b>\$11,428.50</b>
Construction Documents Phase	\$ 9,525.25	
Construction Phase	\$ 1,903.25	
<b>Jimmy Flores Park</b>		<b>\$23,600.00</b>
Construction Documents Phase	\$19,230.00	
Construction Phase	\$ 4,370.00	
<b>H. Arnold Park</b>		<b><u>\$16,530.00</u></b>
Construction Documents Phase	\$13,240.00	
Construction Phase	\$ 3,290.00	
Subtotal		<b>\$51,558.50</b>
Supplemental Services:		
Geotechnical Report Flores Park		<b>\$ 1,351.25</b>
(InTEC \$1,175.00 x 1.15 = \$1,351.25)		<hr/>
<b>TOTAL ADDITIONAL SERVICES</b>		<b>\$52,909.75</b>

Concerning the number of calendar days to incorporate the additional work within the Scope of the Project, we request 45 calendar days from the date of Notice to Proceed. Updated Discretionary Contracts Disclosure Statements are attached.

We appreciate the opportunity to provide our proposal concerning the additional improvements with the FY 2002 District 4 Park Improvements. Please let me know if there are any questions or concerns to be discussed.

Very truly yours,

  
Larry A. Hicks, ASLA  
President

Enclosures: Attachment-A, Discretionary Contracts Disclosure