

**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; Peter Zanoni; Milo D. Nitschke; Aubrey George; and file

SUBJECT: Brookhollow Branch Library Expansion

DATE: April 15, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance amends a professional service contract and authorizes an additional \$25,000 payable to VITETTA Group, Incorporated (VITETTA), a non-MBE firm, for professional architectural services, and authorizes \$3,000 for additional design contingency for a total amount of \$28,000 in connection with the Brookhollow Branch Library Expansion project, an authorized 1999-2004 and 2003-2007 General Obligation Library Improvement Bond funded project located in Council District 9.

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 will provide additional compensation to VITETTA for professional architectural services to include the preparation of construction documents and the issuance of documents for construction bids. These additional services are based on an expanded project scope of work to address issues noted in the April 2003 Facility Condition Analysis (ISES) Study. Additional funding for the project was approved in the November 4, 2003 Bond Election and will provide for roof replacement, the replacement of HVAC components and ductwork, a new hot water heater, ceiling system and lighting replacement, exterior cleaning and waterproofing and book drop boxes.

This ordinance authorizes additional professional design services for these repairs as indicated in more detail in the Proposal incorporated herein as Attachment 2. The project construction budget is \$835,000 and construction is anticipated to begin in September of 2004 and be completed in June of 2005.

This professional service contract was originally approved by City Ordinance No. 95996 on June 27, 2002 and authorized \$47,500 for initial programming and design services related to this project. Subsequent Council action increased this contract amount to \$65,500 for design fees and professional services for the addition of added interior renovation, painting and carpeting, furniture selection, and the renovation of the existing meeting room and staff development rooms. This ordinance will increase the total authorized for this professional service contract to \$90,500.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to complete previously approved 1999-2004 and 2003-2007 General Obligation Library Improvement Bond 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 \$28,000.00 are available from 1999-2004 General Obligation Library Improvement Bond funds and are authorized payable as follows:

\$25,000.00	Payable to VITETTA for architectural expenses
\$ 3,000.00	Payable for design contingency

COORDINATION

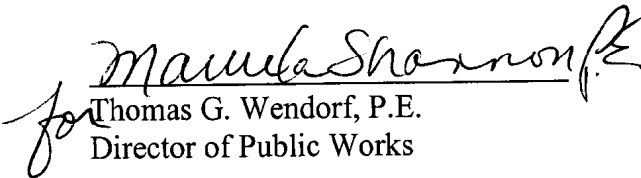
This request for ordinance has been coordinated with the Office of Management and Budget, the Finance Department and the Library Department.

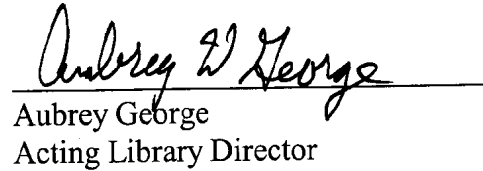
SUPPLEMENTARY COMMENTS

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

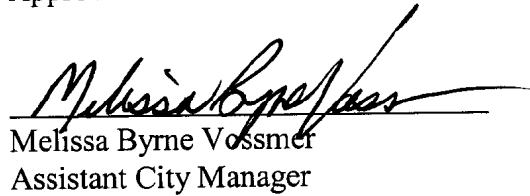
ATTACHMENTS

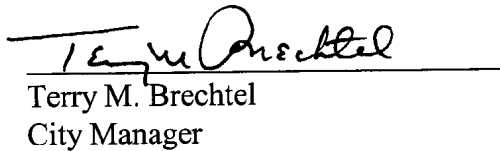
1. Project Map
2. Proposal
3. Discretionary Contracts Disclosure Form

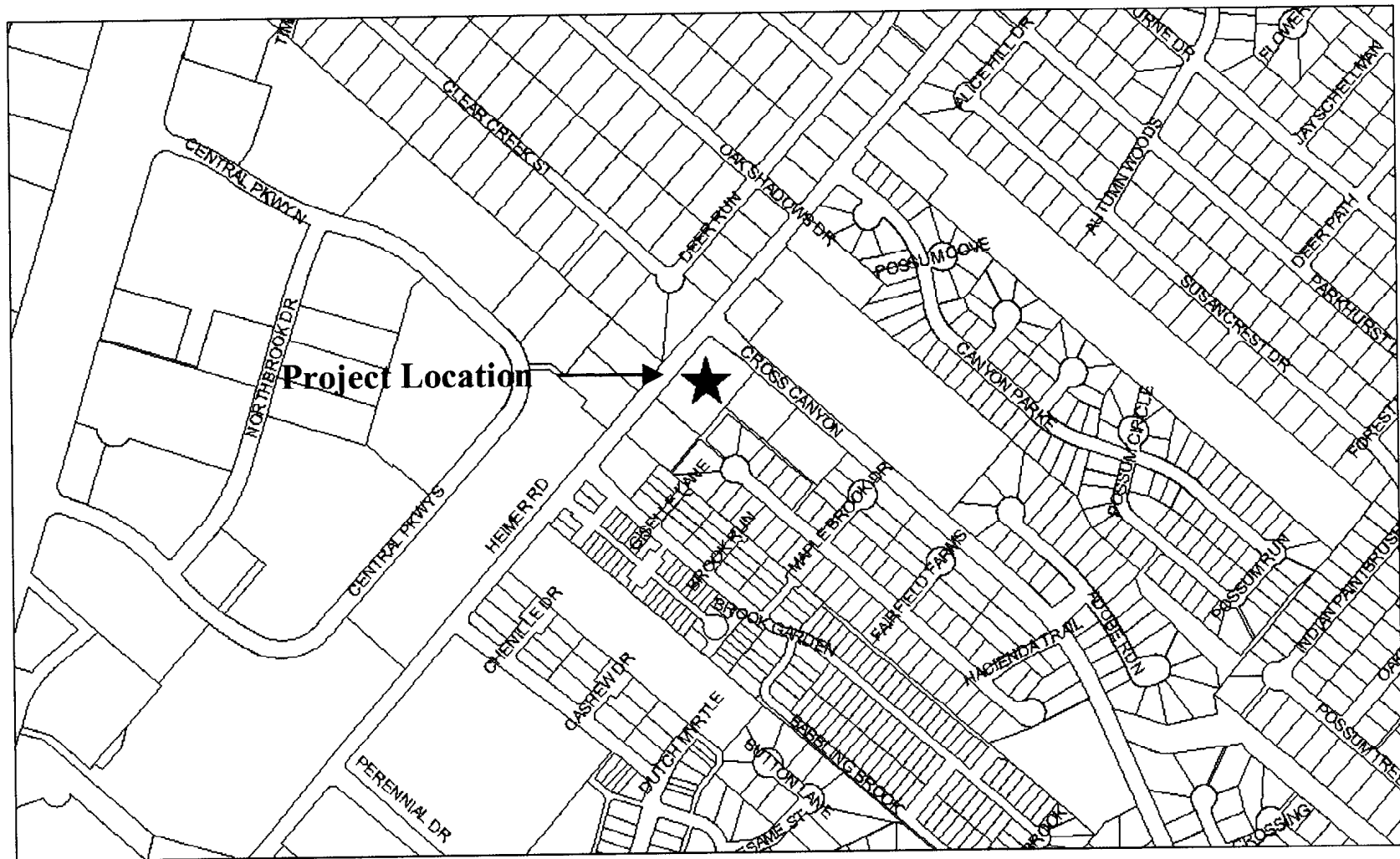

Thomas G. Wendorf, P.E.
Director of Public Works


Aubrey George
Acting Library Director

Approved:


Melissa Byrne Vossmer
Assistant City Manager


Terry M. Brechtel
City Manager



Brookhollow Branch Library
530 Heimer Rd.
Council District No. 9



G.I.S. Location Map

VITETTA

February 25, 2004

Mr. William Hensley, AIA
City of San Antonio
Public Works - City Architect's Office
114 W. Commerce Street, 8th Floor
San Antonio, TX 78205

RE: Brook Hollow Branch Library Expansion
Second Revised Professional Services Proposal and Schedule
Vitetta Project NO. 4203.00

Dear Mr. Hensley,

Per our conversation, I have prepared a schedule of the remaining work to be completed for the Brookhollow project. Based on our telephone conversation this morning, I understand that the City of San Antonio will send to me a proposed scope of work for what you intend to be included as the Artist's work on this project. I assume therefore that the Artist can complete this scope of work within the time frame as listed below and give us sufficient time to incorporate that information into our work for the preparation of the construction documents.

Complete Construction Documents - March 1 - April 30

During this time frame we will prepare the schematic information and generate budgets for your review which describe the additional \$278,000 scope addition. We will then be able to make a selection regarding the precise scope of work that needs to be done and proceed with that. In addition we will have the Artist prepare his schematic information along with a list of prices for what the work would cost. As we are working on the schematic information we will also proceed with the final documentation of the remainder of the work which is at this point 75% complete. We anticipate that we can have the complete project 100% complete by the end of April at which time we will submit the project to the city for review.

Review of project by City of San Antonio - May 3 - May 14

The City of San Antonio will review the work and make comments.

Incorporate City Comments - May 17 - May 21

Issue Documents for Bidding - May 24- June 18

We will issue the documents for competitive sealed proposals on May 24 and receive proposals back on June 18.

Review Proposals - June 21 - June 25

We will in conjunction with the City of San Antonio review the proposals and make a recommendation for award of contract.

Contract Award - June 28 - August 27

During this time frame the City of San Antonio will prepare and award the contract for construction.

603 NAVARRO STREET SUITE 700 SAN ANTONIO TX 78205
T 210.212.8800 F 210.212.8600 www.vitetta.com

ARCHITECTURE ENGINEERING PLANNING INTERIOR DESIGN

VITETTA

February 25, 2004

Mr. William Hensley, AIA
City of San Antonio
Public Works – City Architect's Office
114 W. Commerce Street, 8th Floor
San Antonio, TX 78205
August 30, 2004 – May 30, 2005
Page 2 of 2

This will be a phased construction project and should take approximately nine months to complete.

Please review this proposed schedule and give me a call if you have any additional questions or require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Sturrock', written over a horizontal line.

Barry Sturrock, AIA
Regional Director

VITETTA

February 20, 2004

Mr. William Hensley, AIA
City of San Antonio
Public Works – City Architect's Office
114 W. Commerce Street, 8th Floor
San Antonio, TX 78205

RE: Brook Hollow Branch Library Expansion
Second Revised Professional Services Proposal for Additional Scope of Work
Vitetta Project NO. 4203.00

Dear Mr. Hensley,

Per your request, VITETTA has reviewed the requested additional scope of work from Richard Denning and the Facility Condition Analysis. Per our meeting with you and Molly Robbins we have determined that the most critical portions of work include the following;

Roof Replacement

The roof on the project has been put on in two phases. The oldest portion of the roof is from the mid 1980's and is original to the building. The newer portion of the roof is from an addition constructed in 1996. Both roofs are built up with a gravel surface. Due to the number of leaks and locations of leaks we feel it advisable to replace the entire roof as part of the new construction and therefore extend the service life of this important operational component of the building. Based on a complete tear off and complete replacement of roof and flashings and minor replacement of insulation and deck a good budget number for this work would be \$6.50 to \$7.00 per square foot. The total square footage of the replacement of the roof is approximately 13,050 square feet. A good budget amount for this scope of work would be from \$85,000 to \$115,000 depending upon the actual work involved with replacement of the roof.

HVAC System

The HVAC like the roof has been installed in two phases. Based on my conversations with the service personnel from Luis Frias Air Conditioning, the older split units are in need of replacement. The two older units are heat pump type equipment and are about eighteen to twenty years old and are at the end of their service life. In addition, the duct work from these units serving the library consists of portions of fiberglass type duct made of 'duct board'. The librarian said that the ducts were blown out or cleaned not long ago. However, it has been my experience that the fiberglass type ducts have a life span of less than fifteen years and are very difficult to clean once impregnated with dust. I would recommend that we study and offer options to the City on a complete replacement of both the units and the duct system and to also bring the system into compliance with current ASHRAE standards. A budget amount for this work would range from \$95,000 to \$120,000 depending on the actual work involved with the system replacement.

Ceiling System

The existing ceiling system is comprised of tent shaped acoustical panels with a single fluorescent tube in the center. This building component is original to the building and can be considered at the end of its service life. If a decision is made to replace the duct work then it would be a good idea to replace the ceiling grid, acoustical ceiling panels and lighting. A reasonable budget for this work would range from \$80,000 to \$100,000.

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ARCHITECTURE ENGINEERING PLANNING INTERIOR DESIGN

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February 20, 2004

Mr. William Hensley, AIA
City of San Antonio
Public Works – City Architect's Office
114 W. Commerce Street, 8th Floor
San Antonio, TX 78205

Building Exterior


Clean, recaulk and apply water repellant to exterior of existing building.

The existing building is composed of concrete masonry units. A typical problem with this type of construction is that the concrete block and will allow moisture to infiltrate inside the air space between the concrete block and the back up wall. Of particular concern is the fact the existing drawings indicate areas of construction where the air space was omitted, placing the concrete block in direct contact with the back up wall. In order to help control migration of water into the building cavity, a water repellant can be applied to the exterior surface of the concrete block. A budget amount for cleaning, recaulking and application of the water repellant would range from \$15,000 to \$20,000 depending on the type of water repellant/anti graffiti solution used.

We understand that the fixed limit of appropriation for this work is limited to \$278,000 including professional fees. The range of estimated value of the work is from \$275,000 to \$355,000. We will make our best effort to develop solutions to try to get as much of the work into the budget as we can. We will be able to give you a better idea of the budget once we have started the initial phases of the design work. I propose that we establish the scope of work as listed above with a maximum value not to exceed \$250,000 with our professional fees at a value of \$25,000. This will leave us with a \$3,000 contingency. We will adjust the scope of work to be within the fixed limit of appropriation.

Please give me a call if you have any additional questions or require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Sturrock", written over a horizontal line.

Barry Sturrock, AIA
Regional Director

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

BMW Engineering, Inc.
MEP Engineering, Inc.
Bill Reiffert & Associates, Inc.
Civil Design Services
Jack Robbins: DESIGN

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:

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.

NONE

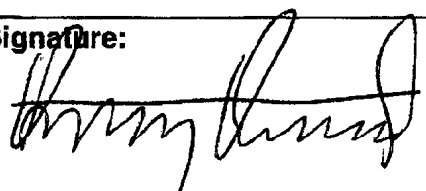
Political Contributions

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:
NONE		

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.

Signature: 	Title: Regional Director Company: VITETTA	Date: 3/09/2003

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.