

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PUBLIC WORKS DEPARTMENT**

CONSENT AGENDA
ITEM NO. 12

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 Zaroni; Andrew W. Cameron;
Milo D. Nitschke; and file

SUBJECT: Hillje Street – Avondale to Hot Wells and Avondale Street – New Braunfels to IH 37

DATE: June 3, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance amends the professional services contract in the amount of \$8,053.00, payable to Lockwood, Andrews, and Newnam (LAN), Inc., for professional engineering services, in connection with Hillje Street – Avondale to Hot Wells and amends the professional services contract in the amount of \$30,462.00 payable to LAN in connection with Avondale – New Braunfels to IH 37, authorized Community Block Development Grant (CDBG) funded projects located in Council District 3.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The Hillje Street – Avondale to Hot Wells project provides for the reconstruction of streets to provide for a 27-foot wide street, 4-foot wide sidewalks on the west side of the street, curbs, driveway approaches and necessary drainage. The Avondale Street – New Braunfels to IH 37 project provides for the reconstruction of the roadway to provide for a 29-foot wide, 2-lane street to include 4-foot wide sidewalks, curbs and driveway approaches. As the two projects intersect at Avondale, consolidation of the projects would be advantageous to the City for several reasons:

- The City would benefit from the economy of scale, which would result in reduced construction costs;
- With one consolidated project, coordination efforts will be reduced as the possibility of working with two separate contractors on two separate projects is eliminated; and
- This approach will also save significant time, as one project will not delay the start of the other.

LAN's original contracts with the City included only work through the design phase, as both projects were not funded for construction at the time of the award of the Consultant's contracts. The

consolidated projects have now been funded for construction. LAN submitted a proposal to combine construction drawings and technical specifications for both projects, included herein as Attachment 3. LAN also submitted a proposal for the Bid and Construction Phases to complete the projects, included herein as Attachment 4. A proposal for additional services in connection with Hillje Street – Avondale to Hot Wells and Avondale Street – New Braunfels to IH 37 was also provided by LAN, included herein as Attachment 5.

The professional services contract for Hillje – Avondale to Hot Wells was originally approved by City Ordinance Number 97216 on February 20, 2003 and initially authorized \$36,700.00. This ordinance will increase the total amount authorized for this professional services agreement to \$44,753.00.

The professional services agreement for Avondale – New Braunfels to IH 37 was originally approved by City Ordinance Number 95948 on June 20, 2002 and initially authorized \$71,000.00. Subsequent Council action on April 3, 2003 approved by City Ordinance Number 97408 in the amount of \$37,180.00, increased the amount of this agreement to \$108,180.00. This ordinance will increase the total authorized for this professional services agreement to \$138,642.00.

Project construction for the consolidated projects is anticipated to begin in November of 2004 and be completed in July of 2005.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to complete previously approved Community Development Block Grant (CDBG) projects.

FISCAL IMPACT

This is a one-time capital improvement expenditure and is included in the FY 04-09 Capital Improvement Program Budget. Funds in the amount of \$38,515.00 are available from Community Development Block Grant (CDBG) funds and are payable as follows:

| | |
|--------------|---|
| \$ 30,462.00 | payable to LAN for additional engineering services in connection with the Avondale – New Braunfels to IH 37 Project Professional Services Agreement |
| \$ 8,053.00 | payable to LAN for additional engineering services in connection with the Hillje – Avondale to Hot Wells Project Professional Services Agreement |

COORDINATION

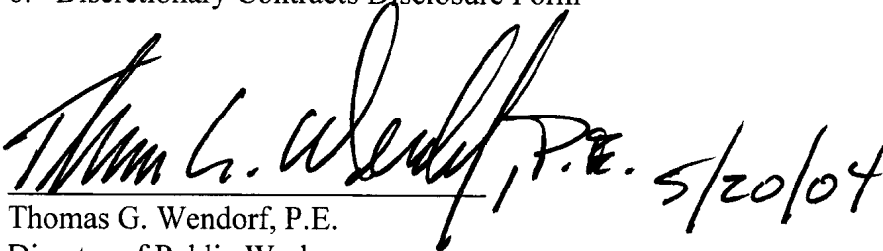
This request for ordinance has been coordinated with the Office of Management and Budget, the Housing and Community Development Department and the Finance Department.

SUPPLEMENTARY COMMENTS

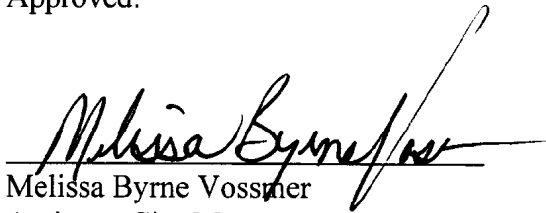
The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is attached.

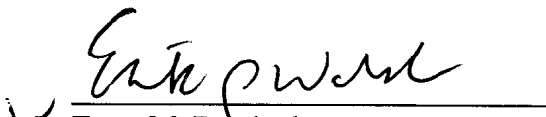
ATTACHMENTS

1. Project Map for Hillje – Avondale to Hot Wells
2. Project Map for Avondale – New Braunfels to IH 37
3. Proposal for Combining the Projects dated April 30, 2004
4. Proposal for Bid Phase and Construction Phase Services dated April 29, 2004
5. Proposal for Additional Services dated May 4, 2004
6. Discretionary Contracts Disclosure Form


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

Approved:


Melissa Byrne Vossner
Assistant City Manager


Terry M. Brechtel
City Manager

HILLJE - AVONDALE TO HOT WELLS

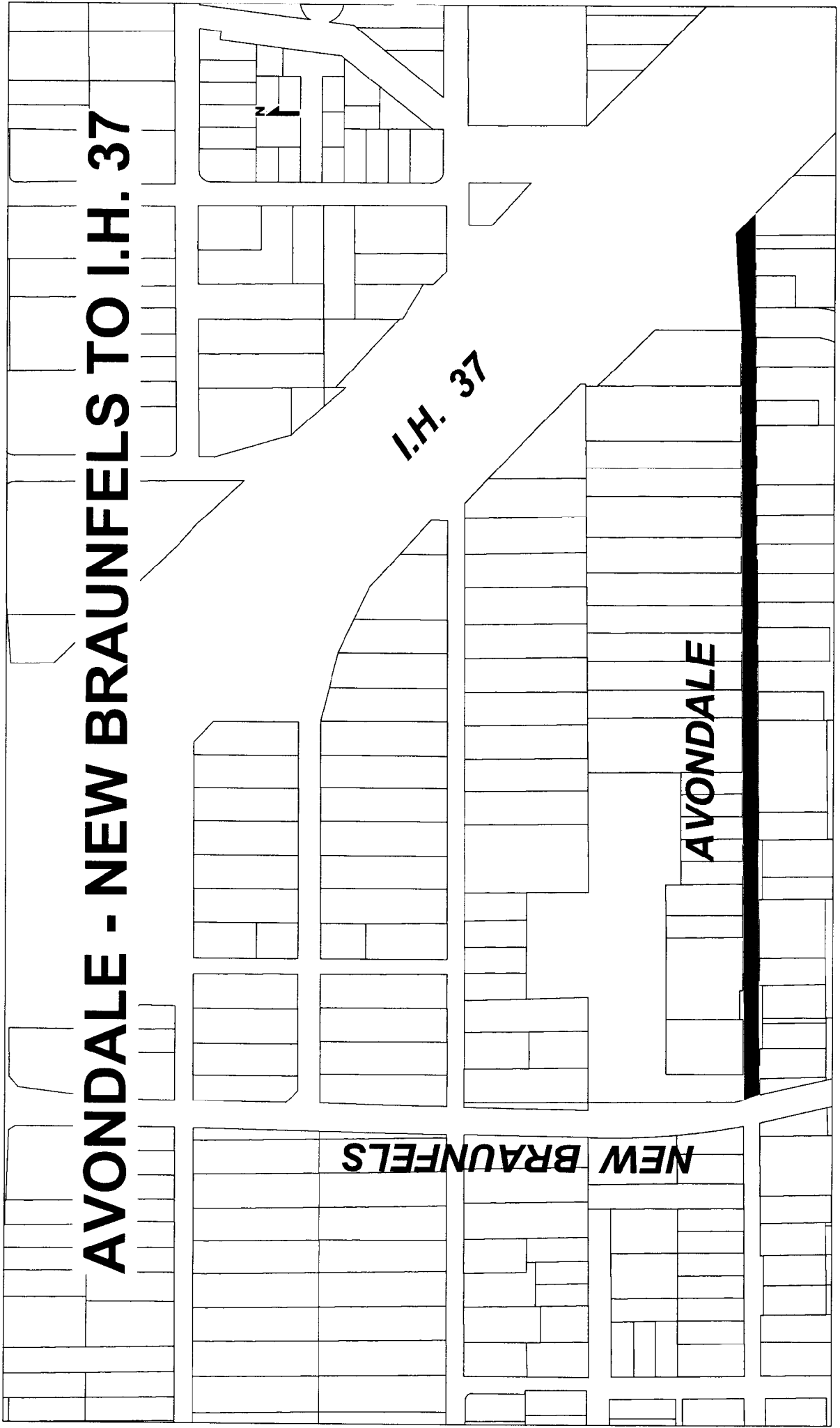
AVONDALE

HILLJE

HOT WELLS

I.H. 37

12



AVONDALE - NEW BRAUNFELS TO I.H. 37

NEW BRAUNFELS

AVONDALE

I.H. 37

1



**Lockwood, Andrews
& Newnam, Inc.**

A LEO A DALY COMPANY

April 30, 2004

Mr. Samuel Hutchins IV, P.E.
City of San Antonio Public Works Department
114 W. Commerce, 5th Floor
P.O. Box 839966
San Antonio, Texas 78205

RECEIVED
MAY 8 2004
CITY OF SAN ANTONIO
PUBLIC WORKS, CAPITAL PROGRAMS

**RE: Fee Proposal for Combining:
Hillje St: Avondale to Hot Wells and Avondale St: New Braunfels to IH-37**

Dear Mr. Hutchins:

Lockwood, Andrews & Newnam, Inc (LAN) is pleased to provide this fee proposal for professional services for combining the construction drawings and technical specifications for the above referenced project. The Scope of Basic Services required to accomplish this task include:

1. Consolidate General Notes, Index Sheet, and Summary of Quantities Sheet.
2. Consolidate plan and profile sheets.
3. Consolidate detail sheets.
4. Additional City of San Antonio Storm Water Pollution Prevention Plan Narrative Sheet, using new City standards.
5. Consolidate the technical specifications.
6. Coordinate TDLR review.
7. Revise plans based on TDLR review.
8. Develop a probable construction cost estimate.
9. Submit Final Plans to the City for review.
10. Incorporate comments from review.
11. Finalize plans submit for one day review. Submit full size, half size, and mylar cover sheet for signatures.

LAN proposes a total lump sum fee of \$10,265.00 for the scope of work listed above. The fee will be split between the Hillje Street and Avondale Street Projects, see breakdown below.

| | |
|-----------------|--------------------|
| Hillje Street | \$ 2,053.00 |
| Avondale Street | <u>\$ 8,212.00</u> |
| Total | \$10,265.00 |

If you have any questions or require additional information, please call me at 210-499-5082.

Sincerely,

Dawn Green, P.E.
Senior Project Manager

120-00103-041



**Lockwood, Andrews
& Newnam, Inc.**

A LEO A DALY COMPANY

RECEIVED

MAY 04 2004

CITY OF SAN ANTONIO
PUBLIC WORKS, CAPITAL PROGRAMS

April 29, 2004

Mr. Samuel Hutchins IV, P.E.
City of San Antonio Public Works Department
114 W. Commerce, 5th Floor
P.O. Box 839966
San Antonio, Texas 78205

**RE: Fee Proposal for Bid Phase and Construction Phase Services:
Hillje St: Avondale to Hot Wells and Avondale St: New Braunfels to IH-37**

Dear Mr. Hutchins:

Lockwood, Andrews & Newnam, Inc (LAN) is pleased to provide this fee proposal for professional services for bid phase and construction phase services for the above referenced project. The Scope of Services required to accomplish these tasks include:

Bid Phase

1. Prepare bid package, including all necessary documents.
2. Furnish 20 sets of bidding documents.
3. Issue Plans and Specifications and maintain record and receipt of issuance.
4. Attend pre-bid conference.
5. Attend formal bid opening.
6. Tabulate bids and provide five (5) copies to the City.
7. Prepare Letter of Recommendation.

The total lump sum fee for the bid phase services listed above is \$5,315.00. The fee will be split between the Hillje Street and Avondale Street Projects, see breakdown below.

| | |
|-----------------|--------------------|
| Hillje Street | \$ 1,063.00 |
| Avondale Street | <u>\$ 4,252.00</u> |
| Total | \$ 5,315.00 |

Construction Phase

1. Attend pre-construction conference.
2. Review construction layout in field.
3. Periodic visits to the project site (twice a month).
4. Prepare and submit monthly site observation reports.
5. Review construction submittals.
6. Review field testing reports.
7. Review monthly estimates.
8. Observe initial startup of project.
9. Preparation of "Mylar Record Drawings" from contractor markups.
10. Review changes, alterations, or modifications to the project.

The total lump sum fee for the construction phase services listed above is \$15,935.00. the fee will be split between the Hillje Street and Avondale Street Projects, see breakdown below.

| | |
|-----------------|--------------------|
| Hillje Street | \$ 3,187.00 |
| Avondale Street | <u>\$12,748.00</u> |
| Total | \$15,935.00 |

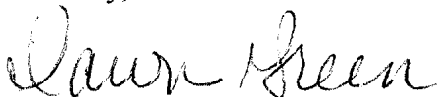
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EL PASO COUNTY
PUBLIC WORKS, CAPITAL PROGRAMS

If you have any questions or require additional information, please call me at 210-499-5082.

Sincerely,



Dawn Green, P.E.
Senior Project Manager

120-00103-041



**Lockwood, Andrews
& Newnam, Inc.**

A LEO A DALY COMPANY

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CITY OF SAN ANTONIO
PUBLIC WORKS, CAPITAL PROGRAMS

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CITY OF SAN ANTONIO
PUBLIC WORKS, CAPITAL PROGRAMS

May 4, 2004

Mr. Samuel Hutchins IV, P.E.
City of San Antonio Public Works Department
114 W. Commerce, 5th Floor
P.O. Box 839966
San Antonio, Texas 78205

**RE: Fee Proposal for Additional Services:
Hillje St: Avondale to Hot Wells and Avondale St: New Braunfels to IH-37**

Dear Mr. Hutchins:

Lockwood, Andrews & Newnam, Inc (LAN) is pleased to provide this fee proposal for professional services for additional services for the above referenced project. The Scope of Additional Services required to accomplish this task include:

1. Perform survey and prepare documents for driveway plats.
2. Perform one time construction staking to set up the centerline along Hillje Street.

LAN proposes a not to exceed fee for the scope of work listed above. The fee will be split between the Hillje Street and Avondale Street Projects, see breakdown below.

| | |
|--|-------------|
| Hillje Street Driveway Plats (10 plats at \$125.00 each) | \$ 1,250.00 |
| Avondale Street Driveway Plats (42 plats at \$125.00 each) | \$ 5,250.00 |
| Hillje Street Construction Staking | \$ 500.00 |
| Total Not to Exceed | \$ 7,000.00 |

If you have any questions or require additional information, please call me at 210-499-5082.

Sincerely,

Dawn Green, P.E.
Senior Project Manager

120-00103-041

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.*

RECEIVED

MAY 04 2004

CITY OF SAN ANTONIO
PUBLIC WORKS, PARKS, & RECREATION DEPARTMENT

** 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**¹ that would be a party to the discretionary contract:

Lockwood, Andrews and Newnam, Inc.

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;

Leo A. Daly

(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

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.

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.

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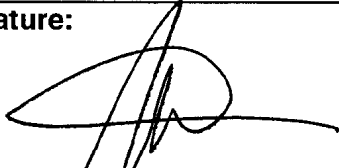
Political Contributions

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: |
|---|----------|-----------------------|
| Ed Garza Campaign | \$150.00 | August 9, 2002 |
| Ed Garza Campaign | \$500.00 | February 27, 2003 |
| Thomas R. Aguillon Campaign | \$250.00 | February 27, 2003 |
| Friends of Toni Moorehouse | \$250.00 | April 8, 2003 |
| Friends of Enrique Barrera | \$100.00 | April 8, 2003 |
| Julian Castro Campaign | \$100.00 | April 8, 2003 |
| Carroll Schubert Campaign | \$250.00 | April 8, 2003 |
| John Clamp for City Council District 10 | \$250.00 | April 8, 2003 |
| Joel Williams Campaign | \$250.00 | May 12, 2003 |
| Art Hall Campaign | \$250.00 | May 15, 2003 |
| Roger Flores Campaign | \$250.00 | May 16, 2003 |
| Friends of Toni Moorehouse | \$100.00 | May 16, 2003 |
| Councilman Ron Segovia | \$250.00 | July 1, 2003 |
| Councilman Joel Williams | \$100.00 | October 22, 2003 |
| Councilman Julian Castro | \$50.00 | November 5, 2003 |
| Councilman Roger Flores | \$50.00 | December 2, 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 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: Vice President Company: Lockwood, Andrews & Newnam, Inc. | Date: 04/29/04 |

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.