

**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 Selecting Place Collaborative Inc. for Professional Design Services Associated with Development of Standardized Park Details and Specifications

**DATE:** August 5, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance selects Place Collaborative Inc. (SBE) for professional services associated with the development of standardized park details and specifications for park projects City-wide; authorizes a professional services contract not to exceed \$84,930.00; establishes the project budget; appropriates \$45,000.00 in 1999-2004 Park Bond Funds and \$45,000.00 in 2003-2007 Park Bond Funds; and allocates \$5,070.00 for consultant contingency.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

This ordinance will hire a consultant landscape architect to develop standardized details and specifications that will be utilized for Parks and Recreation construction and design projects. The intent is to identify park design features and construction techniques that will provide for visually acceptable products that emphasize performance, strength, continuity and low maintenance throughout the City Parks system. An electronic menu of details, designs and specifications will be available for most park design services. This resource will become City property that will be distributed to each consultant the Department hires for future projects.

The availability of this information will streamline the design efforts for new park development and for park rehabilitation because consultants will not recreate designs, details, and specifications for those standard park facilities and amenities common to the typical park (for example, parking lots, sidewalks, trails, basketball courts, picnic facilities, pavilions, signage, kiosks). The entire document will be submitted to the Historic Design and Review Commission for approval. This will expedite review of projects through the HDRC and building permit processes. Design time will be reduced since there will be a "menu" of park

amenities that staff and consultants can use when they confer with neighborhood groups during the design development. It is anticipated that operation and maintenance costs will be minimized due to consistency in materials and in maintenance procedures for the standardized equipment.

The firm of Place Collaborative Inc. (SBE) has been selected through the City's RFQ consultant selection process to provide the services associated with this project. Place Collaborative had the second highest ranking among the four firms that submitted Qualification Statements. Bender Wells Clark Design had the highest ranking, but the firm has six City projects underway at this time, totaling \$374,950.00. Place Collaborative Inc. has two current contracts with the City, which total \$120,675.00. The professional services will include conducting interviews with Parks and Recreation staff, visiting existing and newly completed parks, researching industry standards and the actual development of the details and specifications. These will be compiled into a reference notebook that will be available in paper or digital formats.

The design project is scheduled to begin in September 2004 and to be completed in March 2005.

### **POLICY ANALYSIS**

The consultant was selected in accordance with the City's established procedures.

### **FISCAL IMPACT**

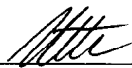
This project will utilize \$45,000.00 available from 1999-2004 Park Bond Funds and \$45,000.00 in 2003-2007 Park Bond Funds. The amount of \$84,930.00 will be allocated for consultant fees and \$5,070.00 will be allocated for consultant contingency expenses.

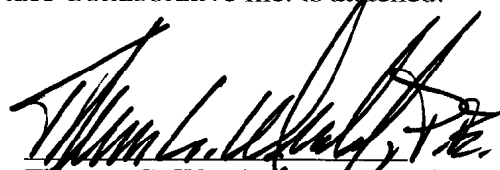
### **COORDINATION**

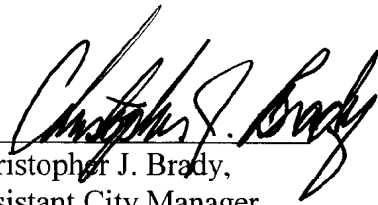
The Finance Department, Office of Management and Budget and Public Works Department have assisted with this project. This consolidation of designs and specifications has also been reviewed and endorsed by the Citizens Bond Oversight Commission (CBOC).

**SUPPLEMENTARY COMMENTS**

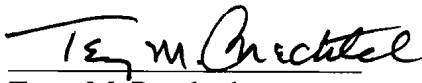
A Discretionary Contracts Disclosure Form from Place Collaborative Inc. is attached.

  
\_\_\_\_\_  
Malcolm Matthews,  
Director of Parks and Recreation

  
\_\_\_\_\_  
Thomas G. Wendori, P.E.  
Director of Public Works 7/29/04

  
\_\_\_\_\_  
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

(2) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract:

and the name of:

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

Place Collaborative, Inc.

(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

<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.

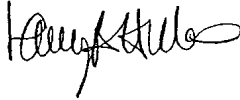
### Political Contributions

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 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: 	Title: PRESIDENT Company: PLATE COOPERATIVE, INC.	Date: July 8, 2004

<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.

Evaluation of Qualification Statements for  
Development of Standardized Details and  
CITY OF SAN ANTONIO - ARCHITECT/ENGINEER REVIEW

[illegible]

HAND DELIVERED

July 8, 2004

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

Re: Development of Standardized Details and Specifications  
PCI Proposal No. 03p194p/*REVISED*

Dear Mr. Stover:

Place Collaborative, Inc. is very pleased to offer our proposal of providing the professional services associated with the referenced project. The proposal is presented based on my discussion with yourself, Rodney Dzuik and Jamal Moreno on April 27, 2004 and my subsequent discussion with Rodney again on June 30, 2004.

#### SCOPE OF THE PROJECT

The intent of the project is to identify park design and construction techniques providing for visually acceptable products emphasizing performance, strength, continuity and low maintenance within the City of San Antonio Parks (CSAP). Project includes:

1. Conduct interview/meetings with design and maintenance staff to assimilate information on recommended details and methods.
  - Departments to be interviewed include City Arborist, Park Maintenance, Horticultural Services, Park Police, CSAP staff and Athletics.
2. Conduct site visits to existing park facilities to review feasibility of work already in place.
  - In consideration of the existing 164 parks noted in the San Antonio Parks and Recreation System Plan, 1999, we propose a maximum of 15 parks be reviewed.
3. Participate in research meetings with existing staff to gather information regarding materials for potential inclusion within the Standards including the development of solutions to meet current code requirements. Details related to other licensed design disciplines such as Architectural, Mechanical Engineering or Electrical Engineer are excluded.

- In consideration of the exclusion of Mechanical Engineering and Electrical Engineering disciplines, the design guidelines will list acceptable manufacturers for elements such as toilet fixtures and light fixtures (poles and lamps).

CSAP is to provide PCI hard copies (and CAD files if available) of all applicable CSAP details of improvements and elements to be considered for inclusion with the Standards.

4. Develop specifications in the standard CSI format. Specifications are to be limited to the Landscape Architectural Discipline, specifically related to park development. Applicable Division 1 sections are to be included. Specifications related to other licensed design disciplines such as Architecture, Mechanical Engineering or Electrical Engineering are excluded.
  - CSAP is to provide PCI word processing files (Microsoft Word/Excel) of all applicable specification sections currently utilized. In instances when electronic files are not available CSAP will convert the documentation to the necessary format.
5. Construction details (150 details maximum) are to be provided in an AutoCADD format compatible with current staff software. Standard formats to use for layers, colors, line weights, text, dimensions and units for drawing construction details will be provided by CSAP.
  - CSAP has indicated AutoCadd version 2005 will be utilized for staff software.
6. Presentation of the final work to the Parks and Recreation Advisory Board and the Historic and Design Review Commission.
7. Product is to be provided in both hard copy and digital format to the Parks and Recreation Department, Park Services Division.
  - Product Submittal is to consist of:
    - 10 - Hard Copies within a 3-ring binder on a thicker paper stock.
    - 10 - Copies Digital Format.
8. Your March 31, 2004, correspondence indicated our firm has a shortfall in our SBEDA total points and directed us to contact Anita Martin at the Economic Development Department. We have contacted Ms. Martin as requested however there has not been any direction suggested to us to-date as to how we might increase our point standing. Anticipating this could still be an issue, we will be enlisting the services of River City Reprographics (RCR) for the reproduction aspects of the project to enhance our standing RCG is classified as a WBE, SBE, DBE and HUB; refer to documentation attached.
9. Hold Harmless Provision - In consideration of the Scope of the Project in which PCI is to

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Development of Standardized Details and Specifications  
July 8, 2004  
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formulate Standards and Guidelines based on information provided by CSAP we propose a hold harmless provision be incorporated as follows:

The City of San Antonio hereby agrees to indemnify and save harmless Place Collaborative, Inc., its director, its officers its agents and employees, from and against any and all claims arising out of the negligent acts, errors and omissions of the City of San Antonio Parks and any third party in the use of the Standardized Details and Specifications provided by Place Collaborative, Inc.

#### PROPOSED FEE

We propose compensation for our basic services to be at the lump sum of \$84,930.00. The fee includes direct expenses not included as reimbursables per the City of San Antonio Architectural Services Contract. The allocation of the fee proposed is as follows:

##### Basic Services

Data Collection Phase .....	\$23,895.00
Progress Submittal .....	\$25,840.00
90% Submittal .....	\$25,840.00
Final Submittal .....	\$5,945.00
Direct Expenses .....	<u>\$3,410.00</u>
<b>Total Basic Services .....</b>	<b>\$ 84,930.00</b>

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. We will adhere to the City's schedule as requested. We offer the following:


1. Calendar Days 6 months
2. Hourly Billing Rates:

Principal Landscape Architect	\$ 75.00
Registered Landscape Architect	\$ 60.00
Landscape Designers	\$ 50.00
Technical/Drafting	\$ 40.00
Clerical	\$ 35.00

Mr. Scott Stover, ASLA  
Development of Standardized Details and Specifications  
July 8, 2004  
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We appreciate the opportunity to provide our proposal to assist with the development of Standardized Details and Specifications. 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:

Place Collaborative, Inc. Fee Calculation  
City of San Antonio Discretionary Contract Disclosure Form  
River City Reprographics Service and Supplies Business Classification