

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
AVIATION DEPARTMENT**

TO: Mayor and City Council

FROM: Kevin C. Dolliole, Aviation Director

THROUGH: J. Rolando Bono, Interim City Manager

COPIES: Finance, Office of Management & Budget, Public Works, File

SUBJECT: Inspection Services - Perimeter Road Reconstruction at San Antonio International Airport

DATE: October 7, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance accepts the proposal and amends the professional services agreement with the firm of Claunch & Miller, Inc. to provide full time on-site inspection services in connection with the perimeter road reconstruction at San Antonio International Airport in an amount not to exceed \$135,000.00.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

In its Five Year Capital Program, the City has a project to reconstruct the perimeter road at San Antonio International Airport. "Perimeter Road" is the designation given to an airfield roadway system that circumscribes the interior perimeter boundary of the International Airport. The purpose of this road is to permit access to all areas of the airport without traversing areas designated for controlled aircraft movement and to allow perimeter security inspections on an all weather road. This road was originally constructed in 1989 and portions are exhibiting evidence of impending failure resulting from age, soil conditions, drainage and vehicular loads and repetitions. This Project is located in the north-central area of International Airport at the south end of northeast entrance road.

Ordinance No. 96757, passed and approved on November 21, 2002, authorized a contract with Claunch & Miller, Inc. in the amount of \$17,050.00 to provide engineering services in connection with the Perimeter Road Reconstruction Project at San Antonio International Airport. Ordinance No. 98346 passed and approved on October 23, 2003, amended the contract in the amount of \$214,530.40 to prepare construction documents and provide construction

administration. It is in the best interest of the City, and it is a requirement of the FAA Grant Assurances, to enlist the services of a consultant to provide full time on-site inspection services for the duration of the Project. Claunch & Miller, Inc. has submitted a proposal to provide full time inspection services for a fee not to exceed \$135,000.00. Members of City staff have reviewed the scope of work and the fees outlined in the proposal, and have determined that the fees presented are fair and reasonable.

POLICY ANALYSIS

This action continues the policy of improving facilities at San Antonio International Airport.

FISCAL IMPACT

This project is funded by the PFC Capital Improvement Fund No. 51-014 and FAA Grant No. 46 using previously appropriated funds. This ordinance transfers \$135,000.00 from "Unallocated Expenditures", previously appropriated, for the inspection fees. Subsequent to this action, there remains available in the budget for use \$199,351.60 for construction material testing. (Attachment 2)

COORDINATION

This request for ordinance has been coordinated with the Public Works and Finance Departments, and the Office of Management & Budget.

SUPPLEMENTARY COMMENTS

The Discretionary Contracts Disclosure form from Claunch & Miller, Inc. is attached.



Kevin C. Dolliole
Aviation Director

Approved:



J. Rolando Bono
Interim City Manager

City of San Antonio
Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Section 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 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 may be a party to the discretionary contract;

Christopher E. Claunch, P.E., President
James B. Andrews, P.E. – Vice President

(2) The identity of any **business entity** that would be a party to the discretionary contract:
Claunch & Miller, Inc. and the name of:

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

(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;

N/A

(3) the identity of any **lobbyist** or public relations firm employed for purposes relating to the contract being sought by any individual or business entity who would be a party to the discretionary contract.

N/A

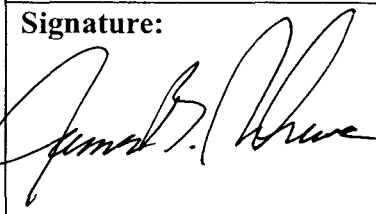
Political Contributions

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 any 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:
San Antonio Council of Engineering Companies	\$1,000.00	May, 2003
San Antonio Council of Engineering Companies	\$330.00	May, 2004
Contributor: James B. Andrews, P.E.		

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: 	Title: Vice President/Principal Company: Claunch & Miller, Inc.	Date: September 21, 2004

*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.

REVISED BUDGET
FUND NO. 51-006, PROJECT NO. 006004
PERIMETER ROAD RECONSTRUCTION

<u>INDEX NUMBER</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REVISION</u>	<u>REVISED BUDGET</u>
	<u>REVENUES</u>			
130831	TRANSFER FROM 51-014001	\$553,333.00	\$0.00	\$553,333.00
142620	FAA GRANT 3-48-0192-46-03	\$1,660,000.00	\$0.00	\$1,660,000.00
	TOTALS	\$2,213,333.00	\$0.00	\$2,213,333.00
	<u>EXPENDITURES</u>			
504167	UNALLOCATED EXPENDITURES	\$334,351.60	(\$135,000.00)	\$199,351.60
749101	CONSTRUCTION CONTRACT	\$1,470,910.00	\$0.00	\$1,470,910.00
749127	CONSTRUCTION CONTINGENCY	\$147,091.00	\$0.00	\$147,091.00
504035	INSPECTION FEES	\$0.00	\$135,000.00	\$135,000.00
504092	TESTING FEES	\$0.00	\$0.00	\$0.00
716795	ENGINEERING CONTRACT	\$231,580.40	\$0.00	\$231,580.40
716803	ENGINEERING CONTINGENCY	\$23,400.00	\$0.00	\$23,400.00
716811	ADMINISTRATIVE EXPENSES	\$6,000.00	\$0.00	\$6,000.00
	TOTALS	\$2,213,333.00	\$0.00	\$2,213,333.00

FUND ONLY
INDEX CODE: N/A

ACTIVITY NO. 33-02-01



2004 SEP 22 11:08 29
2004 SEP 22 11:08 29
AVIATION DEPT.
CLAUUNCH & MILLER, INC.
Engineering Consultants

September 21, 2004

Susan St. Cyr, P.E.
Airport Engineer
City of San Antonio
Aviation Department – Planning and Engineering
9800 Airport Boulevard
San Antonio, TX 78216

Re: Proposal – City of San Antonio
Perimeter Road Reconstruction at San Antonio International Airport
Resident Project Representative

Dear Ms. St. Cyr:

Claunch & Miller, Inc. (CMI) is pleased to submit this proposal to provide Resident Project Representative Services, following FAA guidelines, in the amount not to exceed \$135,000 for the above referenced project.

CMI appreciates the opportunity to continue working for the City of San Antonio Aviation Department.

Sincerely,

CLAUNCH & MILLER, INC.

A handwritten signature in black ink, appearing to read 'James B. Andrews', is written over the company name.

James B. Andrews, P.E.
Vice President / Principal

Attachment: Discretionary Contracts Disclosure

Attachment #1