

CITY OF SAN ANTONIO
PUBLIC WORKS DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM

AGENDA ITEM NO.

32

TO: Mayor and City Council

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

SUBJECT: Emergency Operations Center (EOC) Initial Services, Phase B

DATE: November 4, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance accepts the proposal and authorizes an amendment to the professional services agreement in the amount of \$1,163,000, payable to Facility Programming, Ltd., dba Facility Programming and Consulting, a SBE, for Phase "B" of the initial services, and authorizes \$116,300 for contingency expenses, for an overall total amount of \$1,279,300 in connection with the Emergency Operations Center (EOC) project, an authorized 2003-2007 General Obligation Public Health and Safety Improvement Bond funded project located at Brooks City Base, in City Council District 3, that will service the entire City of San Antonio Metropolitan Area and Bexar County.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This jointly funded City and County project will provide for an approximately 35,000 square-foot facility that will house and unify city, county, regional, state and federal departments and personnel for the purpose of gathering, evaluating and distributing critical information, and implementing responsive actions in the event of a natural or man-made emergency or disaster. This facility will be capable of operating around the clock for extended periods of time and will be staffed during emergencies by the City and other governmental agencies to include Bexar County, other local and regional entities, Federal Emergency Management Agency (FEMA), local military, state and federal liaisons, and other agencies with emergency response functions. The EOC will include a central command operations space, a media briefing room, a media operations room, an emergency planning room, administrative and support space, a technical infrastructure and computer room, redundant communications systems, and electrical generator back-up systems. This facility will also house the City's 311 Customer Service Call Center. The total project cost will be \$24,500,000. Bexar County committed to provide \$4 million for the development and construction of this project. An Interlocal Agreement with the County as well as a Lease Agreement with Brooks Development Authority are currently being negotiated.

Phase "A" initial services have been completed and included:

- The assimilation of information to include existing emergency management procedures, the preparation and planning for, and the conduction of a "kick-off" meeting with representatives of the City, the County, Brooks City Base and the San Antonio Technology Accelerator Initiative (SATAI);
- Planning for, and arranging the logistics of trips to tour similar facilities in Texas, Louisiana and Florida;
- The planning and conduction of four, one-day workshops at Brooks City Base to discuss site issues, review the project budget and construct a preliminary cost model, identify project planning participants (project team), identify technical issues, facility space needs, and adjacencies and zones within the building (i.e. 24-hour activity, levels of security, etc.). Approximately seventy-five members from all the stakeholder groups participated in this process, and approximately twenty members of the core group assisted in defining the preliminary requirements for the new facility;
- The organization and refinement of all the data and issues and production of graphic exhibits and presentations that illustrate the concepts discussed in the workshops for presentation to the stakeholders, core partners and liaisons;
- The production of a report of the consultant team's findings and recommendations.

This ordinance will authorize the amendment of the professional services agreement with Facility Programming and Consulting to provide Phase "B" initial services for the EOC project, and will provide compensation to Facility Programming and Consulting for professional services for the project in the total amount of \$1,163,000. These initial basic services will include professional services for planning and schematic design and design development for architectural, HVAC, plumbing, electrical systems and structural components for an amount not to exceed \$529,000. Initial services will also include ancillary services such as master planning and programming, building performance criteria, evaluation of site conditions, master planning of the overall site to allow for future growth, fixture/furnishings/equipment (FF&E) recommendations, landscaping requirements, fire protection, survey, platting and preliminary developmental cost estimating and other services and expenses for an amount not to exceed \$287,100. Other specialized services include the preliminary planning for technology, security, system redundancy and the coordination with other Information Technology Services Department Projects for an amount not to exceed \$346,900. At the completion of Phase "B" initial services, Facility Programming and Consulting shall also assist the City in developing the solicitation, selection criteria and contract elements for the Design-Build team, and shall assist in the selection of, and negotiations with the selected Design-Build team.

It is anticipated that the solicitation for Design-Build Services shall be released in May of 2005 and that project construction will begin in June of 2006 and be completed by November of 2007.

This ordinance will also authorize \$116,300 in contingency expenses.

This professional services agreement was approved by City Council on May 27, 2004 through Ordinance Number 99257 in the original amount of \$118,500 for Phase "A" preliminary programming services. This Ordinance will increase the total amount approved for this contract to \$1,281,500.

Of the total amount of \$1,163,000, Facility Programming and Consulting has committed to subcontract \$325,000 or 28% of the services provided to M/W/AABE firms.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to implement previously approved 2003-2007 General Obligation Public Health and Safety Improvement Bond funded Capital Improvement Projects.

FISCAL IMPACT

This project was approved as a result of the November 4, 2003 bond election and is included in the FY05-10 Capital Improvement Program Budget. Funds in the amount of \$1,279,300 are available from 2003-2007 General Obligation Public Health and Safety Improvement Bonds, and are authorized payable as follows:

\$1,163,000.00	payable to Facility Programming, Ltd., dba Facility Programming and Consulting for Phase B, preliminary design services
\$ 116,300.00	payable for contingency expenses

COORDINATION

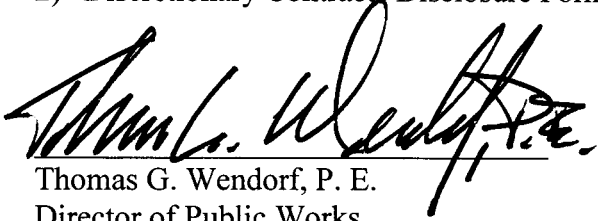
This request for ordinance has been coordinated with the Finance Department, the Office of Management and Budget, the Fire Department, the Information Technology Services Department, Bexar County, the City Attorney's Office and Brooks City Base.

SUPPLEMENTARY COMMENTS

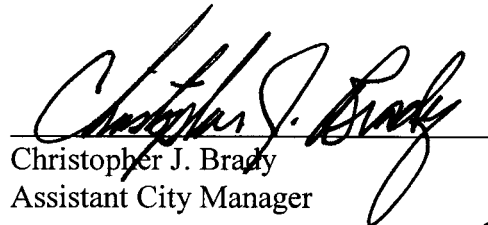
The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is attached.

ATTACHMENTS

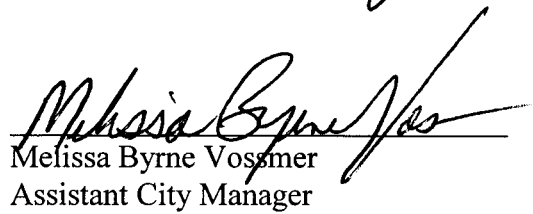
- 1) Project Map
- 2) Discretionary Contracts Disclosure Form



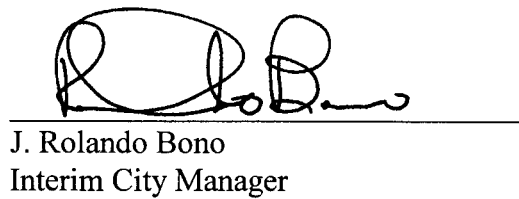
Thomas G. Wendorf, P. E.
Director of Public Works



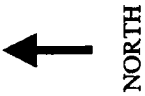
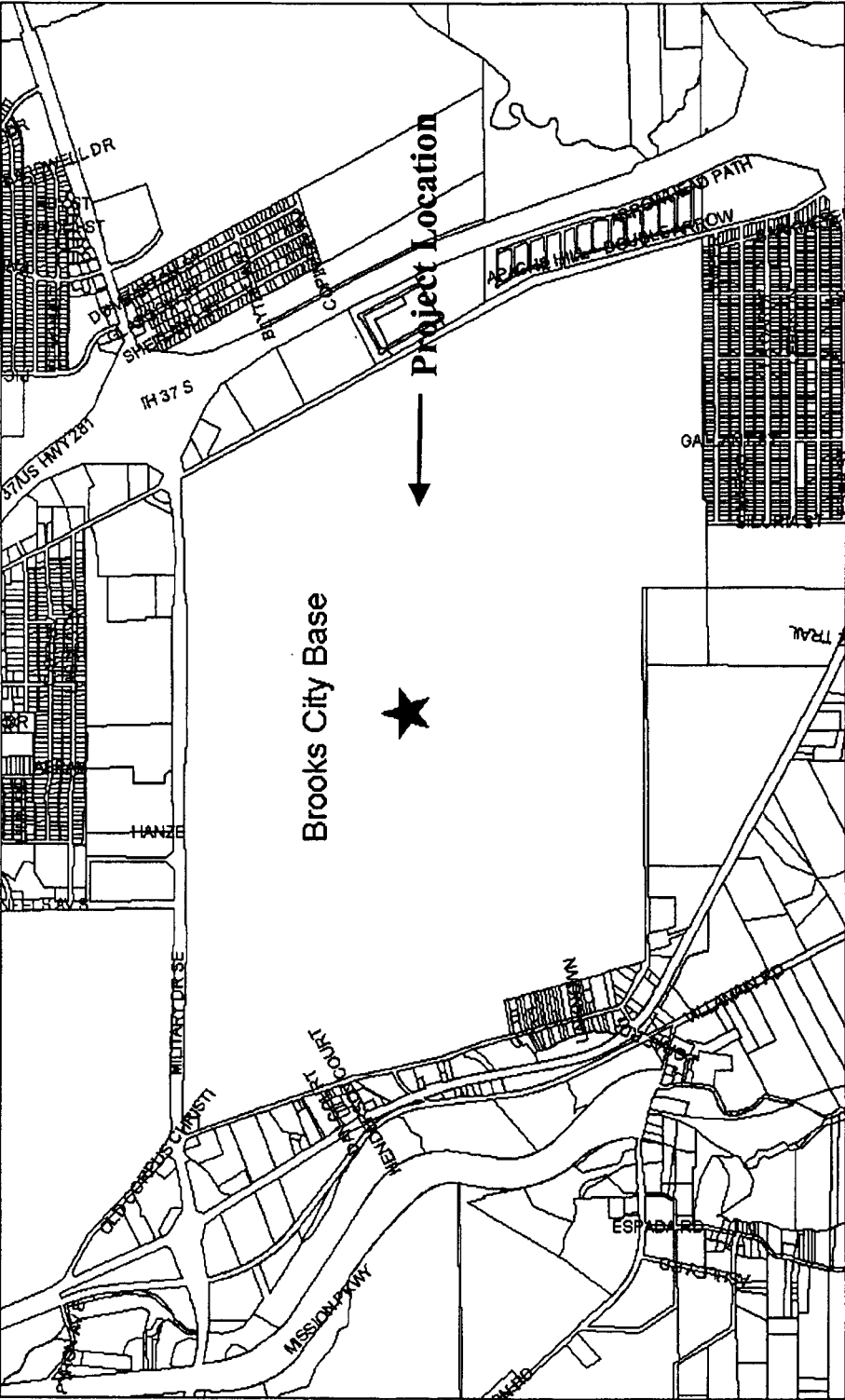
Christopher J. Brady
Assistant City Manager



Melissa Byrne Vossmer
Assistant City Manager



J. Rolando Bono
Interim City Manager



G.I.S. Location Map

Emergency Operations Center
Council District No. 3

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

Facility Programming, LTD,
dba Facility Programming and Consulting

and the name of:

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

Ross & Baruzzini
Bain, Medina, Bain
Project Cost Resources
DataCom Design
JM Waller
Durrand Hollis Architects
Arias & Associates
Jose I. Guerra
C.F. Zavala
Impressive Printing
Alamo Travel

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 for Facility Programming and Consulting

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.

Discretionary Contracts Disclosure

- (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 for Facility Programming and Consulting

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 for Facility Programming and Consulting		

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.

Not Applicable for Facility Programming and Consulting

Signature: 	Title: President Company: Facility Programming and Consulting	Date: October 26, 2004
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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.

AN ORDINANCE

AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH FACILITY PROGRAMMING, LTD., DBA FACILITY PROGRAMMING AND CONSULTING, AN SBE, IN THE AMOUNT OF \$1,163,000.00, AND AUTHORIZING \$116,300.00 FOR CONTINGENCY EXPENSES, FOR AN OVERALL TOTAL AMOUNT OF \$1,279,300.00 IN CONNECTION WITH THE EMERGENCY OPERATIONS CENTER PROJECT, AN AUTHORIZED 2003-2007 GENERAL OBLIGATION PUBLIC HEALTH AND SAFETY IMPROVEMENT BOND FUNDED PROJECT LOCATED AT BROOKS CITY BASE, IN COUNCIL DISTRICT 3, AND PROVIDING SERVICE TO BEXAR COUNTY; APPROPRIATING FUNDS; AND PROVIDING FOR PAYMENT.

* * * * *

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The professional services contract between the City of San Antonio and Facility Programming, Ltd., dba Facility Programming and Consulting, originally authorized by Ordinance Number 99257, on May 27, 2004, in connection with the Emergency Operations Center Project, is hereby amended in accordance herewith, to initiate Phase "B" programming services, to include planning and schematic design development for architectural, HVAC, plumbing, electrical systems, and structural components, in an amount not to exceed \$529,000.00. Initial ancillary services include master planning and programming services, development of building performance criteria, evaluation of site conditions, master planning of the site, fixture and equipment recommendations, landscaping and fire protection recommendations, survey and platting services, cost estimating, and other services, for an amount not to exceed \$287,100.00. Initial specialized services include preliminary planning for technology and security, system redundancy and coordination with other Information Technology Services Department Projects in an amount not to exceed \$346,900.00. Funds in the amount of \$1,163,000.00, and \$116,300.00 for contingency expenses, for a total amount of \$1,279,300.00 are hereby authorized and appropriated for the Project. A copy of the proposal for these services is attached hereto and incorporated herein for all purposes as Exhibit A.

SECTION 2. *AWAITING FINANCIALS FROM FINANCE.*

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director may, subject to concurrence by the City Manager, the Interim City Manager, or the designee of either, correct allocations to specific Index Code and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 4. This ordinance shall be effective on November 14, 2004.

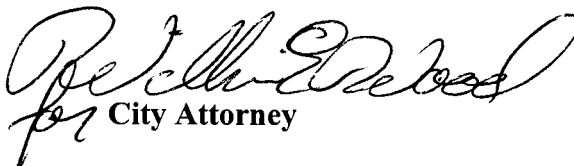
PASSED AND APPROVED this 4th day of November, 2004.

M A Y O R

ATTEST:

City Clerk

APPROVED AS TO FORM:


City Attorney

Proposal

EOC Initial Services, Phase B

Facility Programming and Consulting

Workplan & Fee

October 29, 2004

The initial services for the EOC were divided into parts. This team, working with the City, Bexar County, Brooks CityBase and many other stakeholders, has successfully completed an investigation, benchmarking, and planning effort referred to as "Phase A".

This proposal is to build upon the groundwork that has been laid during Phase A and produce the following results:

- Building Performance & Design Criteria for the EOC
- Detailed Program of Requirements
- Schematic Design Drawings (15%)
- Design Development Drawings (20%)
- RFP for Design/Build Services
- Design/Build Team Selection Process

Workplan & Milestone Schedule

Month One:

1. Work with the core team made up of City, County, and other stakeholders to identify all of the issues that still need to be resolved before a complete RFP can be prepared.
2. Develop a detailed schedule for the entire project.
3. Organize outstanding issues according to the following categories:
 - Issues related to the business model and the operation of the EOC
 - Issues related to the facility design of the EOC
 - Issues related to the EOC site and site improvements
4. Develop a strategy to address each of these outstanding issues.
5. Develop a detailed program of requirements.
6. Develop a master plan for developing the EOC site.
7. Conduct bi-weekly review worksessions with the core committee.

Months Two & Three:

8. Develop building performance criteria for the following subjects:
 - Architectural design criteria
 - HVAC design criteria (heating, ventilation, and air conditioning)
 - Plumbing design criteria
 - Electrical design criteria
 - Structural design criteria
 - Civil engineering design criteria
 - Technology design criteria (IT Systems, Security, Video, Radio, etc.)

EXHIBIT "A"

To Ordinance No. _____
Passed and Approved on
November 4, 2004

EOC Initial Services, Phase B
Workplan & Fee Pg. 2
October 29, 2004

- Fire protection and alarm design criteria
 - Landscape design criteria
 - Interior design and furniture criteria
9. Prepare a preliminary cost estimate.
 10. Coordinate the EOC planning with other ITSD projects.
 11. Identify collateral projects beyond the EOC site (replacing ball fields, bringing utilities to the site, using the tarmac areas, etc.).
 12. Conduct bi-weekly review worksessions with the core committee.

Month Four

13. Prepare schematic design drawings (15%) based on the above criteria.
14. Review the project with the HDRC.
15. Conduct geotechnical, environmental, survey & platting activities.
16. Refine the preliminary cost estimate.
17. Conduct bi-weekly review worksessions with the core committee.

Month Five

18. Prepare design development drawings (35%) based on the above criteria.
19. Refine the preliminary cost estimate.
20. Conduct bi-weekly review worksessions with the core committee.

Month Six

21. Prepare the RFP for the Design/Build team.
22. Conduct bi-weekly review worksessions with the core committee.

Month Seven

23. Conduct a pre-proposal meeting with interested design/build teams.

Beyond

24. Assist the City review and evaluate the design/build teams.
25. Handoff the performance criteria and the 35% design development drawings to the selected design/build team to ensure their complete understanding of the expectations and decisions up to this point.

(We will provide the following services at the City's request, however the fee to provide these services is not included in this proposal.)

26. Act as a consultant to the City to observe the work of the design/build team and confirm that the work is proceeding in accordance with the intent of the criteria and drawings contained in the RFP.
27. Assist the City conduct bi-weekly project meetings with the design/build team.

EOC Initial Services, Phase B

Workplan & Fee Pg. 3

October 29, 2004

Lump Sum Fee

Total Proposed Fee, Including all Expenses.....\$1,163,000

Our fee is comprised of the following three elements:

1. Basic architectural & engineering services at 7.75%
of the estimated construction cost,
including expenses\$529,000
2. Ancillary services that fall outside of the basic services
provided by an architect and engineer, but that were
identified during Phase A, such as civil engineering, site
master planning, landscape design, interior design,
furniture selection, fire protection, geotechnical,
environmental, survey, and platting\$287,100
3. Specialized services that were identified during Phase A.
These special services are required in part because the EOC
is a highly specialized building type with extra-ordinary
requirements for technology, security, redundancy,
and to coordinate with other ITSD projects.....\$346,900

SBEDA Participation (28.8% HUB).....\$335,395

We have opened our team to provide opportunities to ten
HUB firms. We propose to meet the following goals:

MBE @ 20%
AABE @ 2.2%
WBE @ 10%
SBE @ 50%

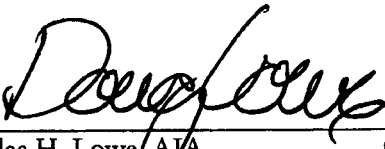
If the City asks us to perform tasks that are not listed above, or if the
schedule changes significantly, we will negotiate an additional service
with the City that is based on the following hourly rates:

Principal:

Facility Programming and Consulting.....\$200
Ross & Baruzzini\$225

Senior Staff:

Sr. Systems Analyst.....\$175
Sr. Architect, Engineer or Programmer\$150
Technical Staff.....\$115
Support Staff.....\$75


Douglas H. Lowe, AIA
President,
Facility Programming and Consulting

October 29, 2004