

**CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

CONSENT AGENDA
ITEM NO. 13

TO: Mayor and City Council

FROM: Malcolm Matthews, Director, Parks and Recreation Department

SUBJECT: Olmos Basin Park Rehabilitation and Trail System Development Project

DATE: January 6, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance amends the current professional service contract with Ford Powell & Carson Architects and Planners, Inc. for additional work in connection with the Olmos Basin Park Rehabilitation and Trail System Development Project in City Council Districts 1 and 9 for the amount not to exceed \$90,895.00; authorizes \$13,600.00 for Consultant Contingency costs; authorizes \$53,900.00 for Topographic and Site Survey costs and authorizes \$5,000.00 for Mandatory Project Fees for the total amount of \$163,395.00; transfers \$841.00 within the project budget and appropriates \$162,554.00 from the 1999-2003 Park Bond Funds; and provides for payment.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The Olmos Basin Park is a large, centrally located park in City Council Districts 1 and 9. Funding to improve this park in phases was approved in the 1999 Park Bond Issue. An initial construction project for a new parking area along Basse Road, with a restroom, trail, concrete walks and ramp, landscaping and drinking fountain has been completed. This phase of the project will rehabilitate the park's existing facilities to include roadways, parking lots, picnic areas, playgrounds and restrooms. Also included is the development of multi-purpose trail systems within the park, with connections from the park to surrounding neighborhoods and to Brackenridge Park at Hildebrand.

Ford Powell & Carson Architects and Planners, Inc. was selected in August 2003 through Ordinance 98026. Tasks performed by the consultant specifically included an inventory of various existing facilities and an assessment as to their compliance with applicable local, state and federal guidelines. Site analysis and evaluations have been accomplished, followed by a strategic plan that included public input meetings. Since the scale of the park is so large and because there are many interested entities in the project, with limited funds available, final design preparation was not included in the initial phase of the consultant agreement. The amendment phase will include design development, preparation of construction documents and construction administration services. Ford Powell & Carson Architects and Planners, Inc. will be hiring a subconsultant to perform extensive topographic and site survey work associated with the project. This is required because there are no existing topographic surveys of the area, which is spread

over hundreds of acres, and will be required wherever the new linear trails are placed. It is anticipated that this design phase of the project will begin in January 2005 and will be completed in May 2005. The construction will begin in July 2005 and will end in February 2006.

POLICY ANALYSIS

The firm of Ford Powell & Carson Architects and Planners, Inc. responded to the City's advertisement for Request for Qualifications on the first design phase of this project. The City Council approved the selection of this company to provide professional design services in connection with the Olmos Basin Park Rehabilitation and Trail Systems Development Project on August 21, 2003 by Ordinance 98026.

FISCAL IMPACT


It is anticipated that the total cost to complete this design project will be \$163,395.00. The amount of \$162,554.00 will be allocated from 1999-2003 Park Bond Funds and the amount of \$841.00 will be transferred from within the project budget. Consultant Fees are \$90,895.00, Consultant Contingency is \$13,600.00, Topographic and Site Survey is \$53,900.00 and Mandatory Project Fees is \$5,000.00. The General Fund is not impacted.

COORDINATION

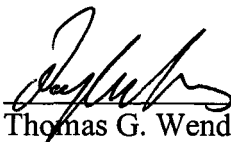
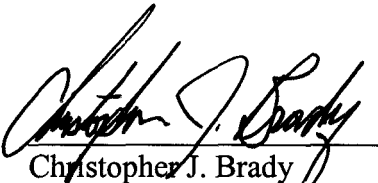

This action has been coordinated with the Public Works Department, Office of Management and Budget and the Finance Department.

SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form is attached from Ford Powell & Carson Architects and Planners, Inc.



Malcolm Matthews
Director of Parks and Recreation


for Thomas G. Wendorf, P.E.
Director of Public Works
Christopher J. Brady
Assistant City Manager
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, 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.

ROY LOWMY-BALL, AIA

(2) the identity of any business entity that would be a party to the discretionary contract and the name of:

FORD POWELL & CARSON, INC.

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

SHAWN FRANKS, PE
BEN RODRIGUEZ, PE
CULLEN CONTRAS, ASLA

DIXIE WATKINS, ASLA, APA
LINDA XINELUES

(B) any individual or business entity that is known to be a partner or a parent or subsidiary business entity, or 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 discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

N.A.

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.

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 that political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any member of the governing body of the City Council, any candidate for City Council or to any political action committee that contributes to civic election elections, by any individual or business entity whose identity must be disclosed under Rule (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:
Carroll Schubert	100.00	Aug. 4, 2004
Carroll Schubert	150.00	4-6 mos. ago - approx.
Christopher Haass	100.00	Nov. 2004

Disclosures in Proposals

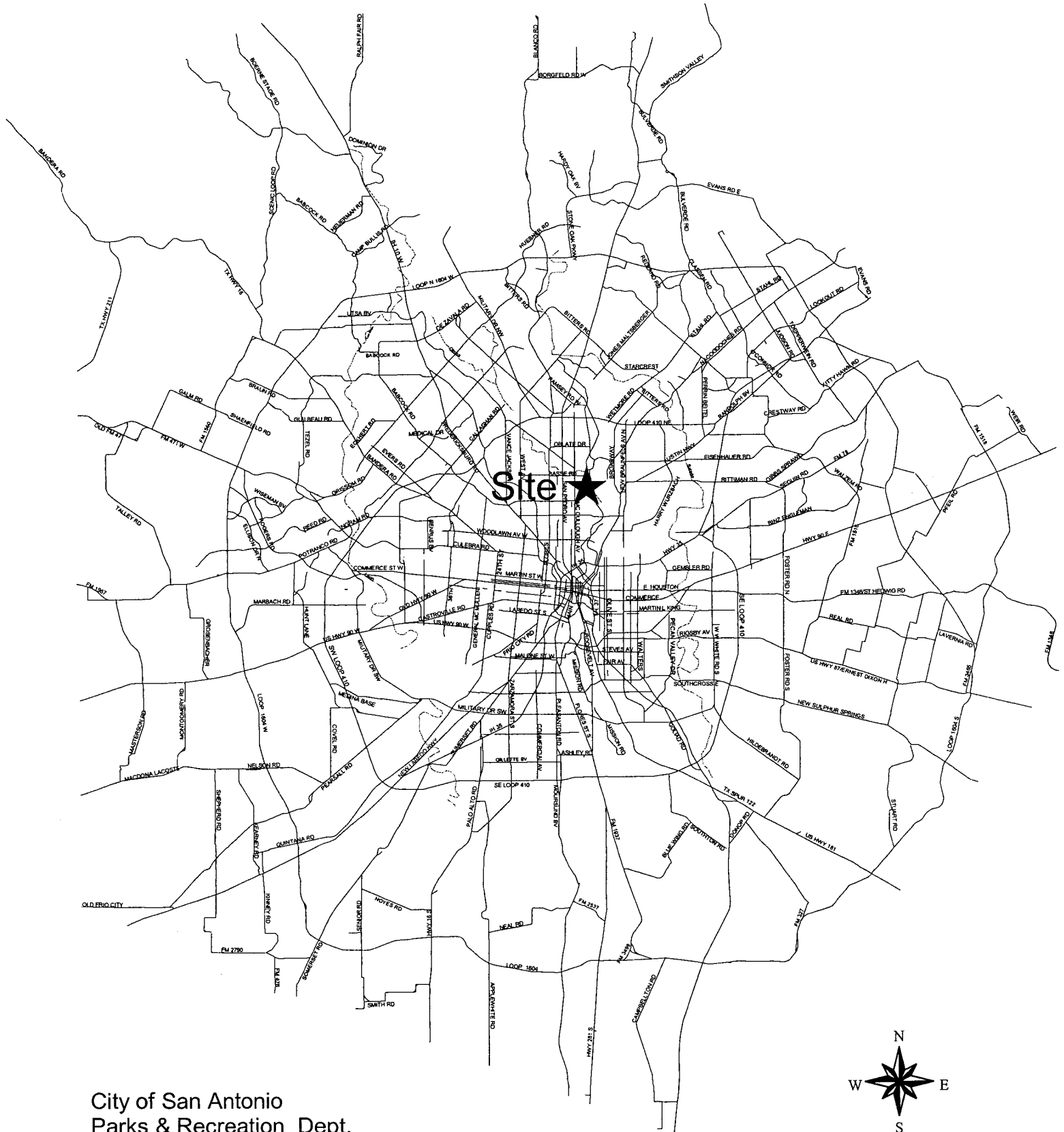
Any individual or business entity seeking a discretionary contract with the City shall disclose any known facts which reasonably understood raise a question as to whether any City official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

N.A.

Signature: 	Title: VICE PRESIDENT Company: FORD, POWELL & CARSON, INC	Date: 3 DEC 2004
---	---	---------------------

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.

Site Map Olmos Basin Park



City of San Antonio
Parks & Recreation Dept.

Site Map Olmos Basin Park



City of San Antonio
Parks & Recreation Dept.

ATTACHMENT A - SCOPE OF SERVICES

Design Services

Olmos Basin Park Rehabilitation and Trail Improvement Project

This scope of work describes design services to be provided by Ford Powell & Carson Architects & Planners, Inc. (CONSULTANT) to the San Antonio Parks and Recreation Department (CLIENT). It defines the effort for the Olmos Basin Park Rehabilitation and Trail Improvement, Olmos Basin Park, 651 Devine Road for design services, contract documents, and construction observation services for:

- Rehabilitation of Devine Park restrooms, picnic area light standards, and drinking fountains.
- Development of the north, central, and south trail reaches.
- Park entry markers and way finding signage.
- Gravel parking area @ the corner of Devine Rd and Dick Friedrich Road.

CONSULTANT will perform the following tasks:

Task 1 –Design Development

Based on the Client's approved Strategic Plan, the CONSULTANT will begin to, in more definitive terms, describe site amenity materials as to their appearance, appropriateness, durability, availability, and also update probable costs to design development detail. The Design Development Phase will include preparing:

Task 1.1-Site Plans

Task 1.1.1-Overall development plan(s) identifying locations and detailed characteristics of proposed site improvements.

Task 1.2-Site Survey

Task 1.2.1-Survey will define the trail alignment, denote tree locations within 10 feet of the trail, existing topography, and locate existing land-uses that may affect the trail alignment. (Additional fee to this proposal as stated elsewhere in this proposal)

Task 1.3 –Storm Water Management Plan

Task 1.3.1-Document and submit report as required. (Additional fee to this proposal as stated elsewhere in this proposal)

Task 1.4 – Site Details

Task 1.4.1- Prepare preliminary details of essential site elements that will describe detailed character of proposed site amenities.

Task 1.4.2-Prepare preliminary directives rehabilitating identified existing facilities.

Task 1.4.3-Prepare outline specifications for the scope of work to define and describe site development features.

Task 1.4.4-Update opinions of probable costs.

Task 1.5 – Design Development Phase Meetings

CONSULTANT will facilitate progress meetings during the Design Development Phase for CLIENT and public input. Detail design plans and sketches will be presented to receive comments from the public and come to a concluding decision on the project aspects that require direction from the CLIENT.

Task 1.5.1- Attend (2) two meetings with CLIENT to review design progress.

Task 1.5.2- Facilitate (1) one public input meeting to review overall design progress.

Olmos Basin Park Rehabilitation and Trail Development Project

Task 1.5.3-Attend (1) Parks and Recreation Board meeting.
Task 1.5.4-Attend (1) Historic and Design Review Commission meeting.
Task 1.5.5-Schedule and attend (1) VIA coordination meeting.
Task 1.5.6-Schedule and attend (1) Railroad coordination meeting.

Task 2 – Contract Documents:

Based on the Client's approval of the design development drawings, the CONSULTANT will proceed into developing contract documents by preparing construction plans, elevations and site details, technical specifications and bidding documents as required to implement the Project's site improvements. The CONSULTANT will 8 1/2"x11" format for technical specifications and 24"x36" format for all construction drawings. Contract Documents will include but not limited to:

Task 2.1-Construction Plans

Task 2.1.1-Demolition Plans: Plans indicating protection or removal of existing amenities as required to implement proposed improvements.

Task 2.1.2-Site Layout and Grading Plans: Plans providing dimensional control of site improvements. Delineate, dimension, provide elevation and grades (slope) of all surface features such as pedestrian pavements, recreational facilities, walls and other site features.

Task 2.1.3- Site Details: Detailing construction delegations, sections, and enlarged plans of project elements. Details will describe the materials, fabrication, support, and installation requirements of all proposed site elements.

Task 2.1.4-Existing Facilities Assessment Plans and Details: Drawings will provide final directives to rehabilitate existing facilities identified in previous scope phases

Task 2.2-Specifications

Task 2.2.1- Technical specifications will be generated, in CSI format for inclusion into the contract documents. General conditions will be supplied by the CLIENT for the CONSULTANT to include in the project manual.

Task 2.3- Addendums

Task 2.3.1- Prepare addendum items as required to update contract documents

Task 2.4 – Construction Document Phase Meetings

CONSULTANT will facilitate meetings during the Construction Document Phase to update CLIENT on the status of the contract documents. Detail design plans and details will be presented to receive comments from the CLIENT and to come to a concluding decision on the project aspects that require direction from the CLIENT.

Task 2.4.1- Attend (2) two meetings with CLIENT to update the status of the contract documents.

Task 3-Submittals

CONSULTANT will submit plans and documents to:

Task 3.1.1- The City of San Antonio's Building Inspections Department.
Task 3.1.2- Texas Accessibility Standards review.

Olmos Basin Park Rehabilitation and Trail Development Project

Task 4 –Bidding Phase

CONSULTANT will assist the CLIENT in preparing documents for bidding and negotiating the construction contract. Bidding Phase will include:

Task 4.1 – Bid Documentation Distribution

CONSULTANT will distribute the following:

Task 4.1.1- Distribute plans for bidding purposes.

Task 4.1.2-Distribute plans to CLIENT as per the City's professional services contract agreement.

Bid plan distribution fee will be collected from bidders by CONSULTANT to cover all printing costs. Fee includes actual reproduction costs plus additional charge rounded up to the nearest \$25.00 increment per each set of documents produced.

Task 4.2 – Bidding Phase Meetings

CONSULTANT will facilitate meetings during the Bidding Phase to begin establish construction milestone dates, review and award bids.

Task 4.2.1-Attend (1) one pre-bid conference.

Task 4.2.2- Assist the CLIENT in reviewing bids and make professional recommendations.

Task 5-Construction Administration

Upon the notice to proceed, the CONSULTANT will provide construction administration services. Services shall include:

Task 5.1-Construction Administration

Task 5.1.1- Review and process Contractor submittals, field alternations, pay estimates and request for information.

Task 5.2 – Construction Observation Meetings

CONSULTANT will attend meetings during the Project's Construction to monitor construction progress and to observe that the design intent is met.

Task 5.2.1-(12) twelve Bi-monthly site observation meetings and observation reports.

Task 5.3- Record Drawings

Task 5.3.1- With contractor's field notes and plan mark-ups, CONSULTANT will prepare record drawings.

Task 5.3.2- Submit (1) one mylar set of record drawing to the CLIENT as per the City's professional services contract.

Task 6 – Public Presentation of Findings

Selected CONSULTANT team members will attend meetings to present the design results at certain stages of the design process. CONSULTANT will provide visual materials in the form of rendered board displays or a Powerpoint presentation.

Quantity	Meeting Description	Hours/Meeting
1	Public Input Meetings	2
1	VIA coordination Meeting	2
1	Railroad coordination Meeting	2
1	Parks and Recreation Board	1
1	Historic and Design Review Commission	1
4	Client Progress Meetings	1
1	Bidding Meetings	1
12	Construction Observations	2

Task 7 – Project Scheduling

CONSULTANT will provide scope of work as required to meet the following project schedule:

Design Development	60 days
Construction Documents	90 days

The following tasks are not included in the basic scope of services. However, if requested, CONSULTANT will perform requested tasks as additional services.

1. Work or scope items not specifically described in this scope of services.
2. Environmental services.
3. Acquisition of preliminary title reports.
4. Acquisition or negotiation of rights of entry
5. Mapping, delineation, and geotechnical investigation.
6. Mapping services not specifically described in this scope of services.
7. On-site cultural findings (in construction phase)
8. Hazardous materials inspections and testing for existing architectural and site features.
9. Assessments of all leased properties within the park.
10. Archaeological investigation, research and/or documentation.
11. Geological /Soils testing, research and/or documentation.

FORM AND FORMAT

CONSULTANT hereby agrees to produce instruments of service in the following form or format:

AutoCAD 2000 for drawings
Microsoft Word 2000 for word processing
Microsoft Excel 2000 for spreadsheets

Olmos Basin Park Rehabilitation and Trail Development Project

COMPENSATION

CONSULTANT shall perform the above SCOPE OF WORK for a phased fee of \$99,730.00 plus reimbursable expenses. Reimbursable expenses will include travel, telephone, all reproductions (unless otherwise noted elsewhere in proposal), postage and delivery, etc. and will be invoiced at a multiple of 1.10 in addition to our compensation.

Phased Fee Breakdown

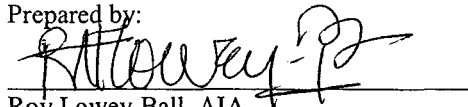
(30%)	Design Development Phase	\$27,268.50
(40%)	Contract Document Phase	\$36,358.00
(10%)	Bidding Phase	\$9,089.50
(20%)	Construction Administration Phase	\$18,179.00

Phased Fee Subtotal	\$90,895.00
---------------------	-------------

Additional Fees not included in compensation stated above but required to begin tasks in this proposal includes:

Storm Water Report	\$5,000.00
Survey	\$53,900.00

Prepared by:



Roy Lowey-Ball, AIA

Vice-President

Principal

Ford, Powell & Carson Architects & Planners, Inc.

11.15.04

Olmos Basin Park Rehabilitation and Trail Development Project

Attachment I
Olmos Basin Park Improvement Projects

<u>WBS Element</u>	<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
REVENUES:				
1999-2003 Park Bond Funds (\$1,258,727)		\$382,938.00	\$162,554.00	\$545,492.00
2003-2007 Park Bond Funds (\$324,000)		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Total:	\$382,938.00	\$162,554.00	\$545,492.00
EXPENDITURES:				
WBS 26-00192	Olmos Basin Park Rehab & Trail System Dev Project			
05-09	Engineering Fees (Moran Engineering)	\$42,990.40	(\$1.00)	\$42,989.40
05-09-01	Engineering Contingency	\$0.00	\$0.00	\$0.00
01-18-03-01	Stormwater Participation License Fees	\$1,274.00	\$0.00	\$1,274.00
01-10	Bid Advertising & Printing Fees	\$2,705.00	\$0.00	\$2,705.00
05-08	Construction Contract - Basse Parking (3TI)	\$258,602.49	(\$840.00)	\$257,762.49
05-07	Construction Contingency - Basse Parking (3TI)	\$0.00	\$0.00	\$0.00
05-05-01	Consultant Fee (Ford, Powell, Carson)	\$49,466.00	\$90,895.00	\$140,361.00
05-07-01	Consultant Contingency	\$7,400.00	\$13,600.00	\$21,000.00
01-18-07	Topographic and Site Survey	\$0.00	\$53,900.00	\$53,900.00
05-010	Mandatory Project Fees	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>
	Subtotal	\$362,437.89	\$162,554.00	\$524,991.89
WBS 26-00189	Olmos Basin Party House Rehab			
05-05-01	Architectural Design Fees - Party House (Nored Shearer)	\$14,000.00	\$0.00	\$14,000.00
05-07-01	Architectural Design Contingency - Party House	\$2,500.11	\$0.00	\$2,500.11
05-08-01	Project Management Equipment	\$2,500.00	\$0.00	\$2,500.00
01-18-05-01	Environmental Testing Fees	<u>\$1,500.00</u>	<u>\$0.00</u>	<u>\$1,500.00</u>
	Subtotal	\$20,500.11	\$0.00	\$20,500.11
	TOTAL	\$382,938.00	\$162,554.00	\$545,492.00