

**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 Zanoni; Andrew W. Cameron; Milo D. Nitschke; and file

SUBJECT: Elson and Inez - North San Joaquin to NW 34th Street

DATE: September 30, 2004

SUMMARY AND RECOMMENDATION

This ordinance accepts the proposal and awards a professional service contract in the amount of \$107,150.00 payable to Garcia & Wright Consulting Engineers, Inc., a MBE, and \$1,000.00 for advertising expenses, and for engineering services, authorizes an additional \$10,715.00 for design contingency expenses, for an overall total amount of \$118,865.00 in connection with the Elson and Inez - North San Joaquin to NW 34th Street project, an authorized Community Development Block Grant (CDBG) funded project located in City Council District 5.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This ordinance authorizes compensation to Garcia & Wright Consulting Engineers, Inc., for engineering services to include design, plan preparation and bid documents, construction phase services and additional services to include Texas Department of Licensing and Regulation (TDLR) review and inspection, Traffic Control Plan (TCP) preparation, tree survey/protection/mitigation permit and landscaping services, record drawings and Storm Water Pollution Prevention Plan (SW3P) as shown in the Proposal included herein as Attachment 2.

This project will include the reconstruction of Elson and Inez – North San Joaquin to NW 34th street to include curbs, driveways, 4 foot sidewalks, and necessary drainage. Design is anticipated to be complete by May of 2005. This project is currently funded for design only, but is awaiting additional funding through the Housing and Urban Development (HUD) 108 Loan Program.

This firm was selected following the City's release of a Request for Qualifications to which eleven (11) firms responded. The Public Works Architectural and Engineering (A/E) Selection Committee met and discussed the statements of qualifications, as well as their evaluations for each of the submitting firms. After careful consideration, the Committee selected Garcia and Wright Consulting Engineers, Inc., which was one of two firms ranked fourth. The Committee did not consider the first, second, third or other fourth ranked firm, because of their significant workloads with the City or the status of their current projects. Garcia and Wright Consulting have only one (1) project with the City in the amount of \$103,377.00. The Statement of Interest Review Summaries are included herein as Attachment 3. This project will be completed jointly by SAWS and the City.

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 within budget and is included in the FY 05-10 Capital Improvement Program Budget. Funds in the amount of \$118,865.00, are available from Community Development Block Grant (CDBG) funds and are authorized payable as follows:

\$107,150.00	payable to Garcia & Wright Engineers, Inc.
\$ 10,715.00	payable for design contingency expenses
\$ 1,000.00	payable for advertising expenses

COORDINATION

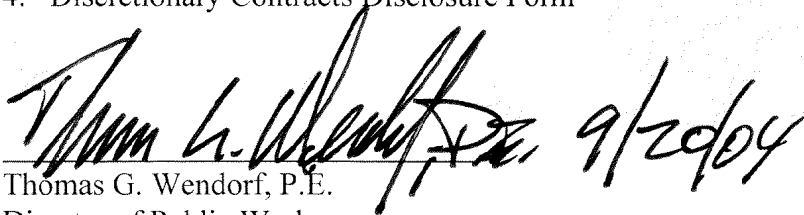
This request for ordinance has been coordinated with the Office of Management and Budget, the Housing and Community Development Department, and the Finance Department.

SUPPLEMENTARY COMMENTS

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

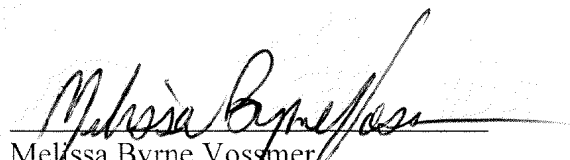
ATTACHMENTS

1. Project Map
2. Proposal
3. A/E Review Summaries
4. Discretionary Contracts Disclosure Form




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

Approved:



Melissa Byrne Vossmer
Assistant City Manager

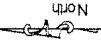


Terry M. Brechtel
City Manager

Consultant Workload Report: Elson and Inez Design Project

Project(s)	Type	Claunch & Miller, Inc.	*K.M. Ng & Associates, Inc.	Maestas & Bailey, Inc.
Blanco Road - Hildebrand to Summit, Phase I	Public Works	\$ 260,000		
General McMullen Area Drainage - Dexter to Roselawn	Public Works	\$ 92,157		
Houston - Bowie to Pine (MPO)	Public Works		\$ 210,361	
Semlinger Road - Lord to Rigsby	Public Works		\$ 230,500	
Braniff - Turbo to US 281	Public Works			\$ 73,112
Isom - Ramsey to US 281	Public Works			\$ 192,315
Mayfield - IH35 to Zarzamora	Public Works			\$ 245,200
Rosabel Street - Culebra to Inez	Public Works			\$ 133,407
Perimeter Road Construction	Aviation	\$ 250,000		
Market Square Rehabilitation	Parks		\$ 117,148	
TOTALS:		\$ 602,157	\$ 558,009	\$ 644,034

** K.M. Ng was selected as one of the On-Call
Electrical Engineering Consultants and one of the
On-Call Civil Engineering Consultants for the Parks
and Recreation Department*



Scale: Not to Scale
22 August 2003

ELSON & INEZ: NW 34TH TO ST LOUIS

CITY OF SAN ANTONIO
Department of Public Works
Capital Programs Division



GARCIA & WRIGHT
CONSULTING ENGINEERS, INC.

August 6, 2004

City of San Antonio
P.O. Box 839966
San Antonio, Texas 78283

Attn: David E. Matney, P.E.

Re: Elson / Inez Design (N. San Joaquin to NW 34th)

Dear Mr. Matney:

As per the attached Consultant Fee Proposal Summary and Production Schedule, our fees will be as follows:

Base Fee	\$98,600.00
Additional Services	<u>\$ 8,550.00</u>
Total Fee (Thru Design Only)	\$107,150.00

Rates will be as follows:

Prepare Driveway Plats	\$ 90.00 / Plat
Prepare Plats / Field Notes for property acquisition or easement procurement	\$900.00 / Parcel

We look forward to working with you on this project.

Please feel free to contact us should you have any questions.

Sincerely,



Raul H. Garcia, Jr., P.E.

RHJR/rhgjr

CONSULTANT FEE PROPOSAL SUMMARY

PROJECT Elson & Inez Design (N. San Joaquin to NW 34th)

DATE: 7/30/04

Please provide the fee amounts that you are requesting compensation for in the blanks as shown below. The line items that are eligible for compensation will be "checked" in the corresponding box adjacent to the description.

Amount:

A. ☒ BASE FEE (as per Professional Services Agreement) = \$ 98,600.00
(Base Fee is through Design Only on 2 Separate Packages)

Amount:

B. ADDITIONAL SERVICES FEES:

<input checked="" type="checkbox"/> 1. TDLR review and inspection (2 Packages)	= \$ <u>2,200.00</u>
<input type="checkbox"/> 2. Design Enhancement sub-consultant services	= \$ _____
<input checked="" type="checkbox"/> 3. Traffic control plan (TCP) preparation (2 Packages)	= \$ <u>4,000.00</u>
<input checked="" type="checkbox"/> 4. Tree survey/protection/mitigation/permit and landscaping services. (2 Packages)	= \$ <u>1,000.00</u>
<input type="checkbox"/> 5. Performance of test borings/foundation studies	= \$ _____
<input checked="" type="checkbox"/> 6. Furnishing of Record drawings (2 Packages)	= \$ <u>800.00</u>
<input checked="" type="checkbox"/> 7. SW3P (2 Packages)	= \$ <u>550.00</u>
<input type="checkbox"/> 8. USACE 404 Permit	= \$ _____
<input type="checkbox"/> 9. Railroad Permit	= \$ _____
<input type="checkbox"/> 10. TxDOT Permit	= \$ _____
Subtotal	= \$ <u>8,550.00</u>

Additional Services Fee Subtotal = \$ 8,550.00

TOTAL PROFESSIONAL SERVICES FEE = \$ 107,150.00

C. For the purpose of establishing a unit rate fee for certain design efforts that are understood to be additional services, the following unit rates are requested:

<input checked="" type="checkbox"/> 1. Preparation of driveway plats	= \$ <u>90.00</u> / ea.
<input checked="" type="checkbox"/> 2. Preparation of plats and field notes for property acquisition or easement procurement	= \$ <u>900.00</u> / parcel

Elson & Inez (N San Joaquin to NW 34th) Design

Production Schedule - Garcia & Wright Consulting Engineers, Inc.

The dates shown are dependant on the date of Contract beginning.

Assumption of Start Date of August 1, 2004

Phase A	(3 Months)	August 1 - November 1, 2004
CoSA Review	(1 Month)	November 1 - December 1, 2004
Phase B	(3 Months)	December 1, 2004 - March 4, 2005
CoSA Review	(1 Month)	March 4, 2005 - April 4, 2005
Design Phase	(6 wks)	April 4, 2005 - May 16, 2005

Evaluation of Qualification Statements for
Summary: Elson and Inez Design
CITY OF SAN ANTONIO - ARCHITECT/ENGINEER REVIEW

[illegible]

ATTACHMENT 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:

Garcia & Wright Consulting Engineers, Inc.

and the name of:

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

Not Applicable

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

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

Political Contributions

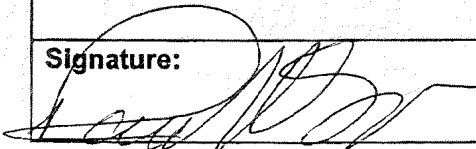
Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any *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 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

Signature: 	Title: President	Date:
	Company: Garcia & Wright Consulting Engineers, Inc.	April 15, 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.