

**CITY OF SAN ANTONIO  
AVIATION DEPARTMENT  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Kevin C. Dolliole, Aviation Director

**SUBJECT:** Professional Services Agreement Amendment – Remain Over Night (RON)  
Apron Project at San Antonio International Airport

**DATE:** February 10, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance amends the Professional Services Agreement with CDS/Muery Services, to provide Design Development and Construction Administration Services in conjunction with the Remain Over Night (RON) Apron Project at San Antonio International Airport, and authorizes a budget adjustment for the services to be performed in an amount not to exceed \$282,515.54, which includes the amount of \$29,445.00 for surveying and platting services. Additionally, this ordinance appropriates \$28,300.00 for Contingent Expenses and \$6,000.00 for Administrative Expenses for a total appropriation of \$316,815.54.

Furthermore, this ordinance appropriates funds in the amount of \$1,642,892.38 for the Remain Over Night (RON) Apron Project as matching funds for the FAA Grant No. 41 (\$5,041,396.90), accepted through Ordinance No. 94466, passed and approved on August 30, 2001.

Staff recommends the approval of this ordinance.

**BACKGROUND INFORMATION**

Ordinance No. 94842, passed and approved on November 1, 2001, awarded a Professional Services Contract in the amount of \$264,293.00 to CDS/Muery Services to provide preliminary phase consulting services in support of the new RON Apron at San Antonio International Airport which are used by airlines for the overnight parking and staging of aircraft. The scope of services for the preliminary phase as presented in the original ordinance included only the work necessary to prepare preliminary design documents and was noted that this contract would be revised through a subsequent ordinance using the results of the preliminary design as a basis to establish the scope of work to complete the contract documents.

The RON Apron Project is an element of the approved 1998 Airport Master Plan (which is used for general overall planning), and is required to implement the construction of the City's proposed Concourse B. Concourse B is programmed for site location on the existing RON area located between Terminals 1 and 2, which would eliminate seven RON aircraft positions. The new RON Apron Project will be constructed as a partial replacement for the existing RON

positions and will be located south of Terminal 1. The remaining RON positions will be absorbed in other existing locations.

CDS/Muery Services has submitted a proposal to provide Design and Construction Administration Services, Environmental and Platting for the RON Apron in the amount of \$253,070.54. 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.

A breakdown of the basic fee is:

Base Fees	\$185,305.90
Environmental	\$ 36,052.50
Platting	\$ 29,445.00
Allowances*	
Fuel Station	\$ 24,810.14
FAA Cable Relocate	\$ 6,902.00
Total	\$282,515.54

\*Allowances are those items, which cannot be definitely determined as to actual need. As such, allowances have been established to cover probable costs in the event these services are required and as such, will be performed and paid for on an as needed basis.

In addition, in order to obtain building permits for this area, certain portions of Northern Boulevard (from Highway 281 to Wetmore Road) must be closed and the area properly vacated and replatted. CDS/Muery Services has submitted a proposal to provide surveying and platting services for this area for a fee not to exceed \$29,445.00.

### **POLICY ANALYSIS**

This proposed action continues the policy of improving facilities at San Antonio International Airport and using federal funds when available.

### **FISCAL IMPACT**

This Project is funded by the Airport System Construction Fund 2001 Construction Fund and the FAA Grant 41 accepted on August 30, 2001.

This ordinance appropriates \$1,642,892.38 for the City's matching share of the \$5,041,396.90 AIP grant and authorizes \$316,815.54 for environmental, design and construction administration services, platting, contingencies and administrative expenses. The estimated construction costs derived from the preliminary phase is \$5,900,000.00. The RON budget has been set at \$6,721,862.53. Requests for construction, testing and inspection will be brought forward in subsequent ordinances.

### COORDINATION

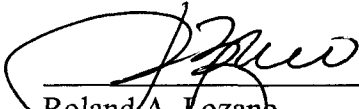
This request for ordinance has been coordinated with the Public Works, Finance and Office of Management & Budget Departments.

### SUPPLEMENTARY COMMENTS

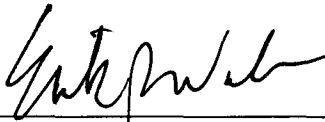
The Discretionary Contracts Disclosure form from CDS/Muery Services is attached.



Kevin C. Dolliole  
Aviation Director



Roland A. Lozano  
Assistant to the City Manager



J. Rolando Bono  
Interim City Manager

## City of San Antonio Discretionary Contract Disclosure\*

*For use of this, 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 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:

N/A

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

Civil Design Services, Inc.  
Dbas CDS/Muery Services

and the name of:

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

N/A

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:

N/A

<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.

- (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

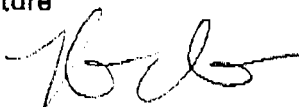
#### Political Contributions

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 lobbyist of the entity.

To Whom Made:	Amount:	Date of Contribution:
NONE	N/A	N/A

#### 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: CDS Muery Services	Date: 01/21/05

<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.

**CDS/MUERY SERVICES**  
*Engineering & Surveying*

3411 Magic Drive  
San Antonio, Texas 78229  
Phone: (210) 581-1111  
Fax: (210) 581-5555

January 18, 2005

Mr. Kao-Lin Chen, P.E.  
City of San Antonio  
Aviation Department, Planning and Engineering  
9800 Airport Blvd.  
San Antonio, TX 78216

**RE: PROFESSIONAL SERVICES PROPOSAL  
REMAIN OVER NIGHT APRON  
AT ANTONIO INTERNATIONAL AIRPORT  
SAN ANTONIO, TEXAS**

Dear Mr. Chen:

Presented herewith is our Scope of Services along with copies of environmental engineering proposals from Drash Consulting Engineers, Inc., man-hour schedules for CDS/Muery Services, subconsultants to CDS/MS and a summary of professional fees. Please be aware that we are proposing to invoice subconsultant work consistently with our Preliminary Phase of this project. Therefore, invoices for Drash Consulting Engineers, Inc. will be invoiced at 1.1 times their invoice to CDS/MS. Also, please be aware that air monitoring for volatile organic compound exposure during construction is included in the services offered and, if required, will be invoiced on a daily basis. The construction contract will be structured for the contractor to pay for any monitoring that exceeds 20 days.

We propose to provide all services outlined in our Scope of Services and those outlined in the Drash proposals for the lump sum of \$253,070.54. You may review the tasks involved and the man-hours scheduled in the proposals and spreadsheets that accompany this submittal.

Please contact us at your earliest opportunity if you wish to discuss the details of our proposal. We look forward to working with you and the Aviation Department again.

Sincerely,



Jerry C. Powell, P.E.  
Project Manager

Enclosures: Scope of Services  
proposals  
summary  
man-hour schedules

RECEIVED  
AVIATION DEPT  
PLAN. & ENG

January 12, 2005  
Mr. Kao-Lin Chen, P.E.  
City of San Antonio  
Aviation Department, Planning and Engineering  
9800 Airport Blvd.  
San Antonio, TX 78216

2005 JAN 24 AM 9 54 Proposal No. 173-0402

**RE: ROW VACATION AND SUBDIVISION PLATTING  
FOR SELECTED PROPERTIES AT ANTONIO INTERNATIONAL AIRPORT  
SAN ANTONIO, TEXAS**

Dear Mr. Chen:

CDS/Muery Services (CDS/MS) appreciates the opportunity to submit this proposal for Professional Surveying and Engineering services. Based upon the information provided and my discussion with you and Mr. Heinen on October 8, CDS/MS proposes to coordinate closure and vacation of Northern Boulevard from US Hwy 281 to Wetmore Road, replat portions of the vacated property and subdivide unplatted property as shown on the attached photograph of the airport and surrounding areas. Accomplishment of these objectives will require work described as follows:

1. Property and deed research.
2. Boundary surveying and monumentation of properties to be vacated and platted.
3. Preparation of metes and bounds descriptions for right-of-ways to be vacated (four tracts).
4. Preparation of certified surveys for right-of-ways to be vacated (four tracts).
5. Preparation of right-of-way vacation petition and sketches.
6. Coordination with City's Asset Management and Development Services Departments.
7. Coordination with individual owners of property adjacent to right-of-way to be vacated.
8. Preparation of a subdivision plat that conforms to the City of San Antonio Unified Development Code and applicable state laws governing subdivision of land. Plat will be complete with easements for existing or proposed public water and sewer facilities.
9. Preparation of a storm water management plan.
10. Processing of plat for approval by City.
11. Security of necessary approval documentation and submittal of plat to the Planning Commission for consideration.
12. Coordination of platting and impact fee payment.
13. Coordination of plat recordation.
14. Supply copies of recorded plat to client.

Typically, subdivision plats require between four and eight months to prepare, process and be approved by the Planning Commission. We expect the length of time to complete these processes to be typical for the subject subdivision plat. The vacation of right-of-way schedule is dependent upon the City. CDS/MS proposes to deliver the necessary documentation to the City within two months of authorization. This delivery is conditional upon cooperation of land owners adjacent to the right-of-way.

CDS/MS will provide the services described above on a time and materials basis in accordance with the attached Rate Schedule. Estimated fees for three item groups are outlined below. Invoicing for the first two item groups will **not exceed** the aggregate amount of \$20,820. Invoicing for the third item group will **not exceed** \$8,625.00. A detailed man-hour/task schedule is enclosed for your reference. You may authorize one or all of the item groups.

Items 1 and 2 - Boundary Surveying ..... \$9,310.00

\*Items 3 through 7 - Vacation of Right-of-Way (four tracts) ..... \$11,510.00

Items 8 through 14 - Preparation and Processing Plat ..... \$8,625.00

\*The fee estimated for these items is based upon providing surveys and descriptions for four tracts of land. If more or less tracts need to be surveyed and described to accomplish the goals of the City, an increase or decrease in fee may result.

Invoicing shall be monthly for services rendered the previous month. Payment for invoices shall be in accordance with City Policy.

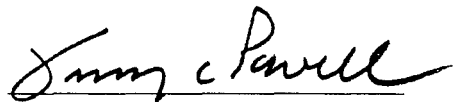
The fee quoted is predicated upon aerial topography supplied by the City being sufficient for platting purposes. Should that topography be found insufficient, additional topography must be provided by the City.

Easement descriptions will not be provided on the plat for electric power, gas and communication facilities serving existing building that are planned for removal with the Remain Over Night Apron project. Likewise, such easements will not be provided for future service unless authorized as an Additional Service.

The fee stated above has been quoted under the assumption that traffic patterns and volumes will remain unchanged and a Traffic Impact Analysis will not be required.

CDS appreciates the opportunity to offer our services and we look forward to working with you and your staff. If this foregoing is satisfactory, please process for approval and notify us when we are to proceed.

Sincerely,  
Civil Design Services, Inc., dba  
CDS/Muery Services

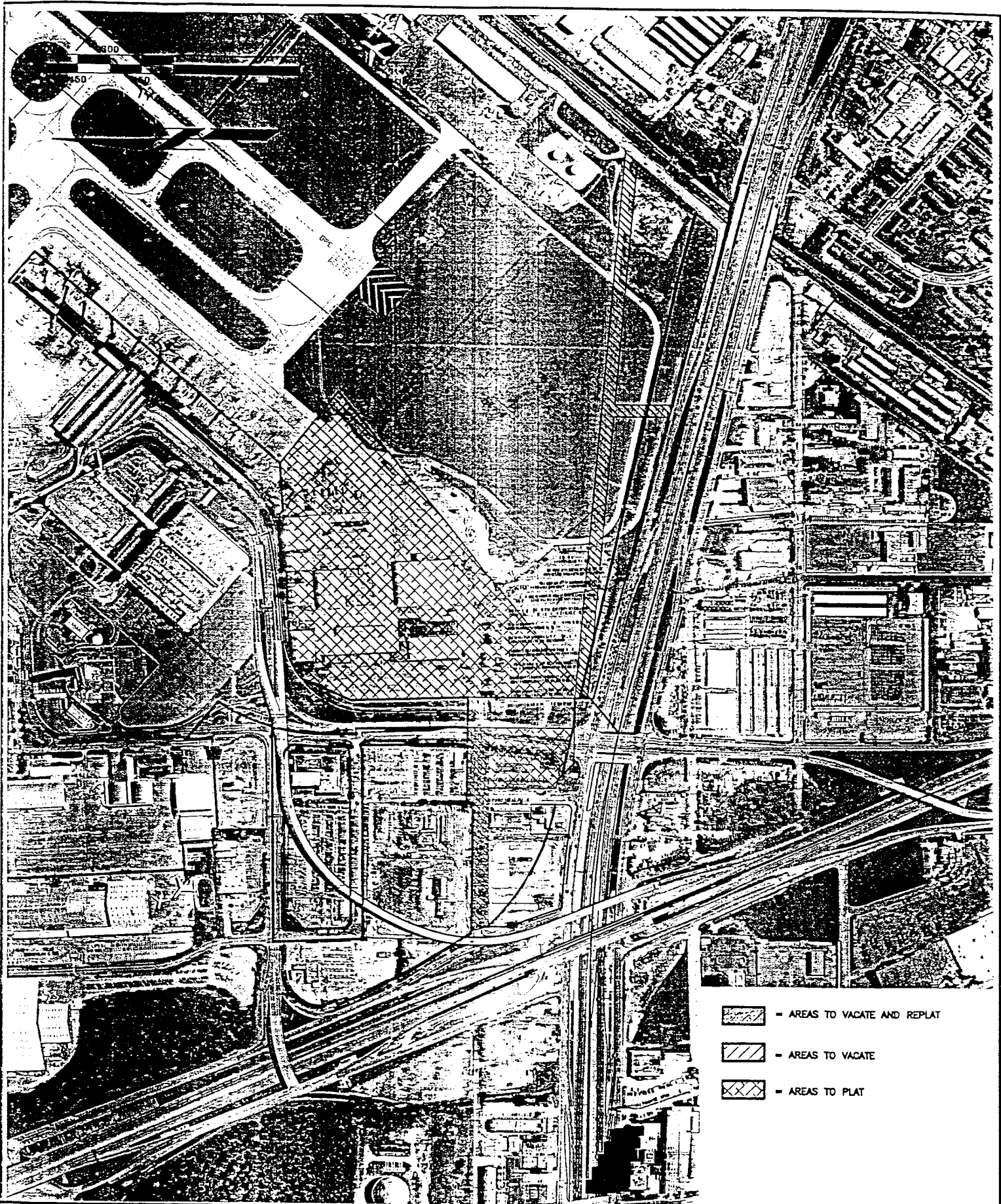





Jerry C. Powell, P.E.  
Project Manager

Enclosure: sketch  
Rate Schedule  
man-hour/task schedule

3411 Magic Drive • San Antonio, Texas 78229 • Phone: (210) 581-1111 • Fax: (210) 581-5555





-  - AREAS TO VACATE AND REPLAT
-  - AREAS TO VACATE
-  - AREAS TO PLAT

**CDS/MUERY SERVICES**  
*Engineering & Surveying*

3411 MAGIC DR. • SAN ANTONIO, TEXAS 78229 • 210-581-1111

DRAWN BY:  
MDW

DATE:  
OCT. 18, 2004

DRAWING NAME:  
F: SA AIRPORT/LP/DWG/SA AIRPORT.DWG

## RATE SCHEDULE 2004

### Personnel:

Principal	-	\$140.00 per hour
Senior Project Engineer	-	\$100.00 - 115.00 per hour
Project Manager	-	\$100.00 - 115.00 per hour
Project Engineer	-	\$ 80.00 - 100.00 per hour
Staff Engineer	-	\$ 60.00 - 85.00 per hour
Senior Project Surveyor	-	\$ 85.00 - 100.00 per hour
Project Surveyor	-	\$ 65.00 - 85.00 per hour
Senior Engineering/Survey Technician	-	\$ 55.00 - 70.00 per hour
Engineering/Survey Technician	-	\$ 40.00 - 55.00 per hour
Draftsman I	-	\$ 30.00 - 45.00 per hour
Clerical/Messenger	-	\$ 25.00 - 45.00 per hour

The rate for expert testimony shall be negotiated at the time of request.

### Survey Crews:

Survey crews are available at fixed hourly party rates. Hourly rates include normal supplies used in the field such as laths, guards, flagging, etc.

One (1) man field crew	-	\$ 55.00 per hour
Two (2) man field crew	-	\$ 96.00 per hour
Three (3) man field crew	-	\$ 120.00 per hour
Four (4) man field crew	-	\$ 140.00 per hour
GPS - One (1) man crew	-	\$ 75.00 per hour
GPS - Two (2) man crew	-	\$136.00 per hour
GPS - Three (3) man crew	-	\$160.00 per hour
GPS - Four (4) man crew	-	\$180.00 per hour

### Overtime charges:

Any jobs requiring personnel to work overtime to meet schedules set by the client will be billed at a premium multiplier of 1.5 times the standard hourly rate.

### Travel Expenses:

Travel charges for survey crews on projects involving overnight stay will be billed at standard crew rates.

Per-diem of \$25.00 per person plus hotel costs will be charged on any jobs where field crews or office personnel must stay out of town overnight.

### Purchased Services:

All purchased services are billed at actual cost plus 10%. These services include but are not limited to out of house reproduction, approved subcontract services and special supplies.

**CDS/MUERY SERVICES**  
**SUBDIVISION PLATTING FOR SELECTED PROPERTIES AT SAIA**  
**PROJECT FEE BREAKDOWN**

	PRINCIPAL		PROJECT MGR		PROJECT ENG		RPLS		SENIOR TECH		CAD DRAFTER		3 MAN GPS		3 MAN CONVENTIONAL		RESEARCH		TOTAL	
	RATE	\$140.00	RATE	\$115.00	RATE	\$85.00	RATE	\$100.00	RATE	\$65.00	RATE	\$45.00	RATE	\$160.00	RATE	\$120.00	RATE	\$40.00	HOURS	COST
	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST
<b>BOUNDARY SURVEYING</b>																				
BOUNDARY SURVEY		\$0.00		\$0.00		\$0.00	16	\$1,600.00	30	\$1,950.00			8	\$1,280.00	32	\$3,840.00	16	\$640.00	102	\$ 9,310.00
TOTAL DIRECT LABOR	0		0		0				30		0								102	
																			TOTAL	\$ 9,310.00
<b>VACATION OF ROW</b>																				
OWNERSHIP RESEARCH		\$0.00	4	\$460.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	4	\$160.00		\$620.00
COORDINATION W/OWNERS		\$0.00	12	\$1,380.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$1,380.00
PREPARATION OF PETITION		\$0.00	1	\$115.00	4	\$340.00		\$0.00		\$0.00	8	\$360.00		\$0.00		\$0.00		\$0.00		\$815.00
METES & BOUNDS W/SURVEY (3 TRACTS)		\$0.00	2	\$230.00		\$0.00	8	\$800.00	24	\$1,560.00		\$0.00		\$0.00	8	\$960.00		\$0.00		\$3,550.00
METES & BOUNDS W/SVY (AIRPORT TRACT)		\$0.00	1	\$115.00		\$0.00	4	\$400.00	16	\$1,040.00		\$0.00		\$0.00	16	\$1,920.00	4	\$160.00		\$3,635.00
COORDINATION	2	\$280.00	6	\$690.00	4	\$340.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$1,310.00
CLERICAL, PRINTING, SUPPLIES, DELIVERIES		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$200.00
TOTAL DIRECT LABOR	2		26		8		12		40		8		0		24		8		128	
																			TOTAL	\$11,510.00
<b>PREPARATION &amp; PROCESSING PLAT</b>																				
COORDINATION WITH CITY	1	\$140.00	8	\$920.00		\$0.00				\$0.00		\$0.00							9	\$ 1,060.00
PLAT PREPARATION		\$0.00	4	\$460.00		\$0.00			16	\$1,040.00	8	\$360.00							28	\$ 1,860.00
PLAT PROCESSING		\$0.00	8	\$920.00		\$0.00			30	\$1,950.00		\$0.00					4		42	\$ 2,870.00
SUBMITTAL OF PLAT		\$0.00	1	\$115.00		\$0.00			2	\$130.00		\$0.00							3	\$ 245.00
STORM WATER MANAGEMENT PLAN		\$0.00	3	\$345.00	16	\$1,360.00			2	\$130.00	8	\$360.00							29	\$ 2,195.00
COORDINATION OF IMPACT FEE PAYMENT		\$0.00		\$0.00		\$0.00			1	\$65.00		\$0.00							1	\$ 65.00
PLAT RECORDATION		\$0.00		\$0.00		\$0.00			1	\$65.00		\$0.00							1	\$ 65.00
PLAT COPIES TO CLIENT		\$0.00		\$0.00		\$0.00			1	\$65.00		\$0.00							1	\$ 65.00
CLERICAL, PRINTING, SUPPLIES, DELIVERIES																				\$ 200.00
	0		24		16		0		53		16		0		0		4		113	
																			TOTAL	\$ 8,625.00
																			GRAND TOTAL	\$ 29,445.00

**REVISED BUDGET**  
**PROJECT NO. 33-00114**  
**REMAIN OVER NIGHT APRON**

WBS ELEMENT	GL ACCOUNT DESCRIPTION	CURRENT BUDGET	REVISION	REVISED BUDGET
<b><u>REVENUES</u></b>				
	FAA GRANT 3-48-0192-41-01	\$5,041,396.90	\$0.00	\$5,041,396.90
	FUND NO.	\$37,573.25	\$1,642,892.38	\$1,680,465.63
	TOTALS	\$5,078,970.15	\$1,642,892.38	\$6,721,862.53
<b><u>EXPENDITURES</u></b>				
33-00114-05-07	5406530 UNALLOCATED EXPENDITURES	\$4,723,164.25	\$1,326,076.84	\$6,049,241.09
33-00114-01-02	5201170 ENGINEERING CONTRACT	\$329,805.90	\$282,515.54	\$612,321.44
33-00114-01-03	5406530 ENGINEERING CONTINGENCY	\$26,000.00	\$28,300.00	\$54,300.00
33-00114-05-02-01	5201040 CONSTRUCTION CONTRACT	\$0.00	\$0.00	\$0.00
33-00114-05-02-02	5406530 CONSTRUCTION CONTINGENCY	\$0.00	\$0.00	\$0.00
33-00114-05-06	5203010 INSPECTION FEES	\$0.00	\$0.00	\$0.00
33-00114-05-05	5201170 TESTING FEES	\$0.00	\$0.00	\$0.00
33-00114-05-01	5203020 ADMINISTRATIVE EXPENSES	\$0.00	\$6,000.00	\$6,000.00
	TOTALS	\$5,078,970.15	\$1,642,892.38	\$6,721,862.53

COST CENTER 3302010001