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

TO: Mayor and City Council

FROM: Malcolm Matthews, Director, Parks and Recreation Department

SUBJECT: Mitchell Lake/Land Heritage Institute Trail System

DATE: February 24, 2005

SUMMARY AND RECOMMENDATIONS

An ordinance selecting Halff Associates, Inc. to provide professional services in connection with the Mitchell Lake/Land Heritage Institute Trail System Project, located in Council Districts 3 and 4; authorizing the negotiation and execution of a professional services contract in an amount not to exceed \$144,848.00; authorizing \$10,000.00 for master plan contingency expenses; authorizing \$40,000.00 for mandatory project fees, for a total of \$194,848.00 from Park Bond funds; appropriating funds; and providing for payment.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This ordinance will hire a landscape architect firm to perform professional services for the Mitchell Lake/Land Heritage Institute Trail System Project. Work will include base map preparation, existing data research and evaluation, and site investigation and analysis of approximately a seven mile span from Medina River Park to the Land Heritage Institute to Mitchell Lake, primarily along the Medina River corridor. The firm will also provide limited public participation and information services, finalize a program of development based on all input received from the public and city staff, and prepare conceptual master plan documents for future development of a hike and bike trail system. The plan will identify phases for project implementation with associated cost estimates. Mandatory project fees will include land surveys, environmental assessments, soil surveys, and other tasks required to complete a site investigation report. The firm will also recommend an alignment of a trail from Mitchell Lake to Loop 410 and to the San Antonio River in order to connect the Medina River corridor trail system to the San Antonio River and Mission Trail projects.

The firm will perform site investigation studies in order to determine existing conditions that may affect the location and cost of development of the trail system, in order to recommend the most efficient routes. Many of these investigations are, or will be, required by various State and local agencies in construction of a trail system. These investigations of the area will include topography and geologic assessment to determine appropriate grades for ADA trails and ease of construction and maintenance; soils composition and analysis to determine how this will affect

the type of infrastructure construction; vegetation analysis to identify heritage trees, unique plant material stands to avoid; archaeological and cultural sites to avoid for protection of these resources; wetlands and surface waters; wildlife and habitat; and other existing features. Analysis of transportation improvements and how these will allow the project area to function as desired will also be performed. In addition, water, sanitary sewer, electric, and hydrology issues involving the project area will be identified and with their impact to the project goals. The impacts and opportunities that result from these investigative studies will be documented into a Site Investigation Report that will be critical for use in the conceptual development and plan preparation process.

Mapping of the area in question is available in a variety of sources, but there is no overall comprehensive mapping of data available. The firm will collect available background information from the County, the City, SAWS, and other public agencies to assist in the mapping of natural and cultural features in and along the project area. The firm will prepare a database from all obtained information and combine it with data collected from site investigations to prepare a database to aid in the planning efforts.

The firm will meet with various stakeholders on the project including City staff, private developers, Toyota representatives, the Land Heritage Institute, Mitchell Lake, and surrounding private property owners. Meetings with various agencies will include the Texas State Historical Commission, U.S. Fish and Wildlife Services, San Antonio River Authority, and the Texas Parks and Wildlife Department. The firm will also provide public participation and input.

A program of development based on all input received from the public and city staff, and from the Site Investigation Report, will be prepared into a conceptual master plan document for future development of a hike and bike trail system. This Final Master Plan and Report will identify and indicate a variety of development and route scenarios and trail routing alternatives, and include varying types, mixes, and ranges of recreational activity areas and support facilities. Cost estimates will also be provided for each alternative in terms of necessary land acquisition and development and construction costs. The plan will identify phases for project implementation and will include graphics, master plan and descriptive summary, and documentation describing the plan preparation process. The City will then use these recommendations and options in choosing a route and plan of action to proceed. Mandatory project fees will include any necessary detailed land surveys and detailed calculations of storm water quantities and modeling of storm water flows or drainage detail design.

The firm Halff Associates, Inc. was selected by the Consultant Selection Committee as the best-qualified of nine respondents to the City's solicitation. The Evaluation/Rating Summary Sheet is included herein as Attachment 1. The master plan phase will begin in March 2005 and will be completed in August 2005. After the master plan is completed, design services for development of the selected route will be needed, which will be submitted to City Council for consideration at a future date.

POLICY ANALYSIS

This action is consistent with the approved 2003 Park Bond Program. The consultant was selected through the City's standard Request for Qualification process.

FISCAL IMPACT

The proposed ordinance will allocate a total of \$194,848.00 to the Mitchell Lake/Land Heritage Institute Trail System Project from 2003-2007 Park Bond Funds. The master plan service fee is \$144,848.00, the master plan contingency fee is \$10,000.00, and the mandatory project fees are \$40,000.00. The General Fund is not impacted by this item.

COORDINATION


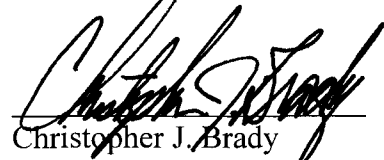
The Public Works Department, Economic Development Department, Finance Department, and Office of Management and Budget have assisted with this action.

SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form is attached from Halff Associates, 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

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:

N/A

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

Halff Associates, Inc.

and the name of:

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

Drash Consulting Engineers, Inc.

C.F. Zavala

Fernandez Frazer White and Associates, Inc.

Adams Environmental, Inc.

The Thompson Agency

Ximenes and Associates

Riverwalk Resource Group

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

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.

N/A

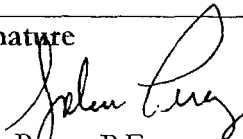
Political Contributions

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, and 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: |
|---------------|---------|-----------------------|
| NA | | |

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.

| | | |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------|
| N/A | | |
| Signature  John Perez, P.E. | Title: Regional Director of Engineering Company: Halff Associates | Date: February 2, 2005 |

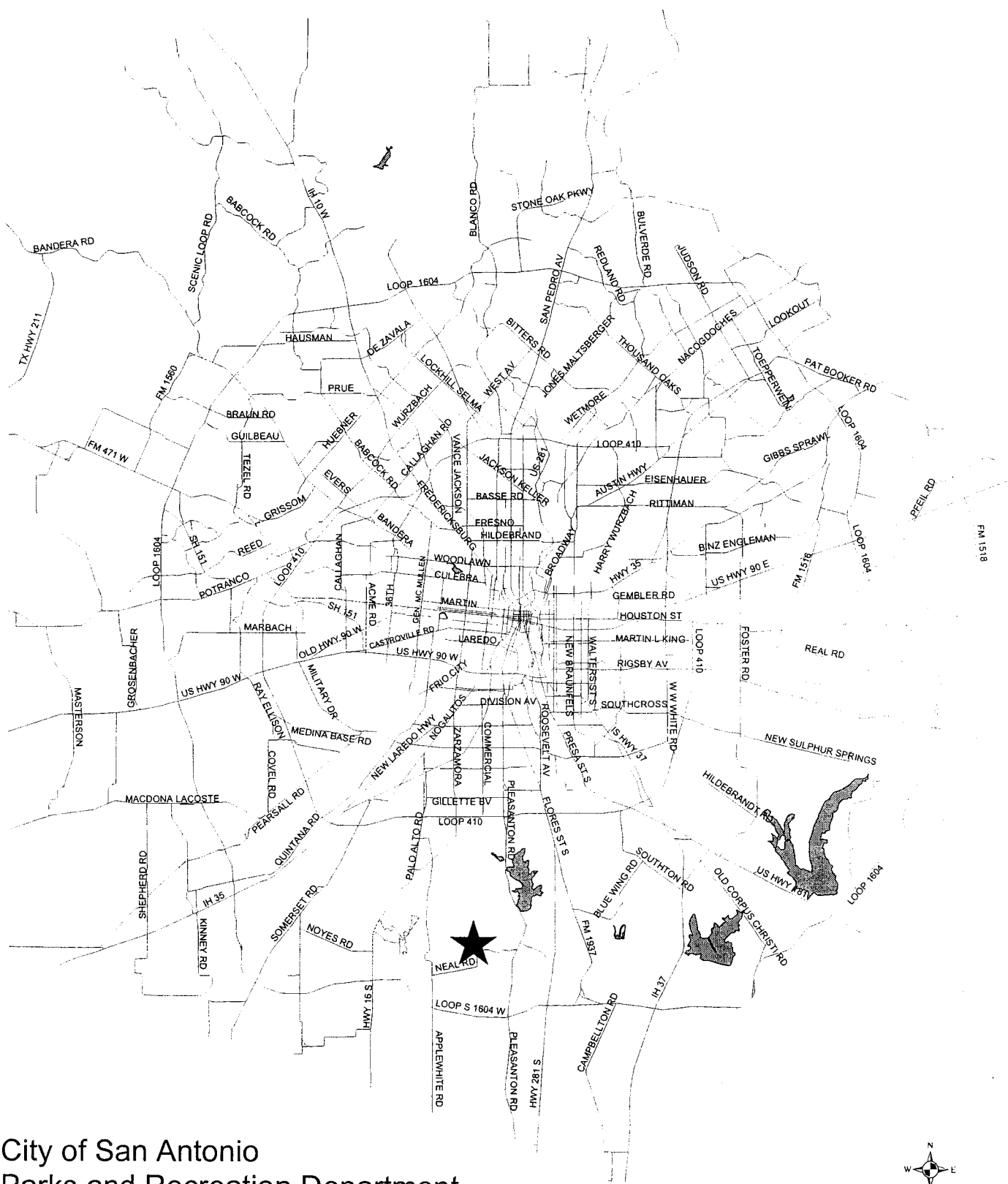
² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

Evaluation of Qualification Statements for
Summary: Mitchell Lake/Land Heritage Institute/Medina River Park Trail System
CITY OF SAN ANTONIO - ARCHITECT/ENGINEER REVIEW

[illegible]

Site Map

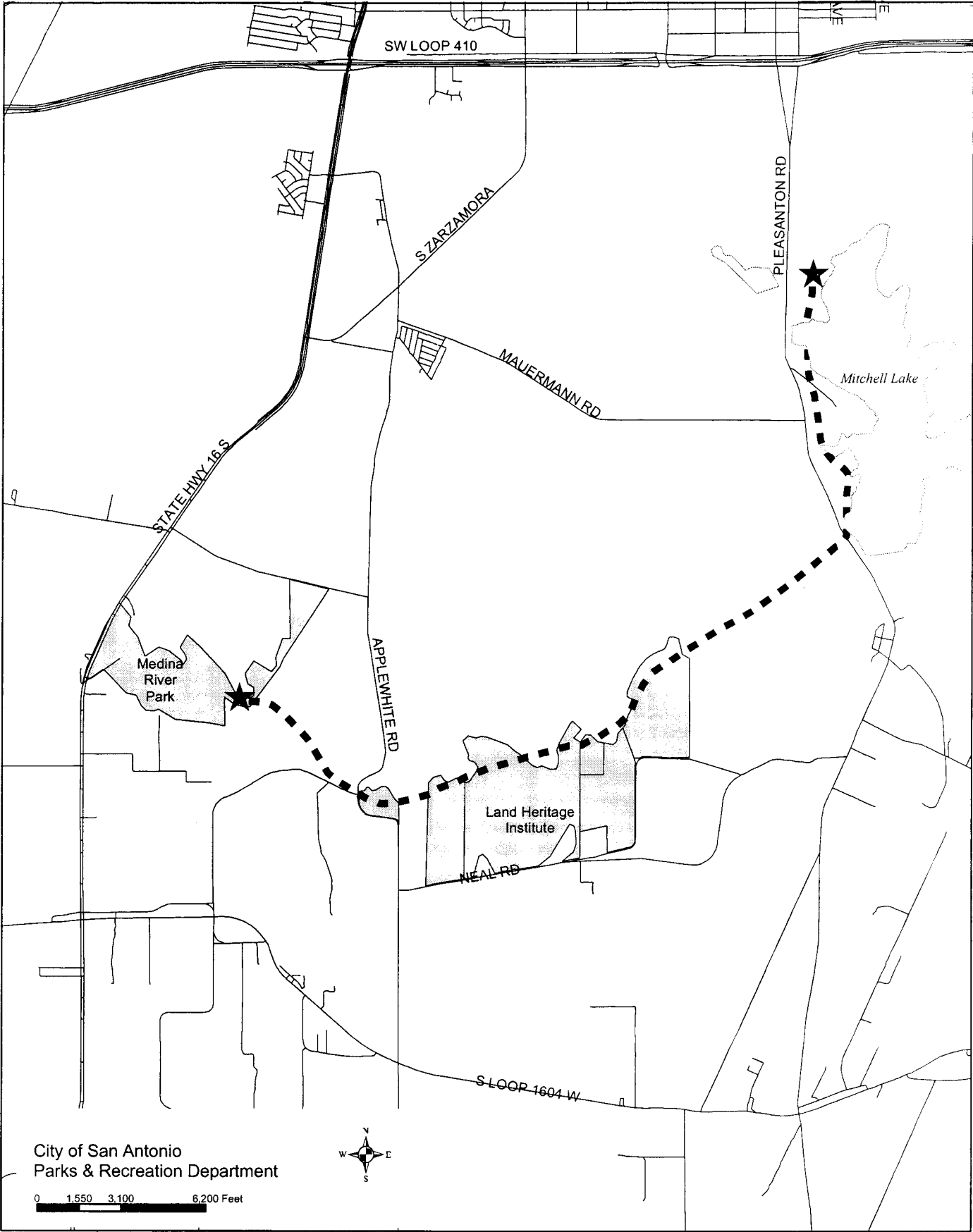
Mitchell Lake/Land Heritage Institute Trail System



City of San Antonio
Parks and Recreation Department

Site Map

Mitchell Lake/Land Heritage Institute Trail System



PROPOSED SCOPE OF WORK MITCHELL LAKE / LAND HERITAGE INSTITUTE / MEDINA RIVER PARK TRAIL SYSTEM CONCEPTUAL MASTER PLAN

The scope of work for this project includes: base map preparation, existing data research and evaluation, site investigation and analysis; limited public participation and information services; and conceptual master plan preparation.

PROJECT ASSUMPTIONS

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

1. The project planning area will encompass the area described in the Request for Qualifications for the project, issued by the City of San Antonio, and also will include a general alignment review of a trail corridor traveling north from Mitchell Lake along Pleasanton Road to IH Loop 410, then traveling east along the south side of Loop 410 to the Mission San Francisco de la Espada, then traveling to the west bank of the San Antonio River. The planning effort for this second leg of the trail system will not be conducted to the level of detail the first leg was evaluated with.
2. An initial site investigation study, leading to the preparation of the master plan, will be completed for the project planning area. The site investigation study will address:
 - a. existing conditions or planning area features that may affect development of the master plan or long-range development of park and trail facilities
 - b. general locations and relative sizes of features or conditions that may affect development of the master plan or long-range development of park and trail facilities
3. A master plan study will be prepared, using information and results gathered in the initial site investigation study, and development program directives derived from a planned fifteen (15) meetings with city staff and stakeholders along the trail corridor. The master plan will address:
 - a. locations and long-term development of trail and recreational facilities within the planning area, including support buildings and facilities, utility requirements, interface and connections to adjacent land owners, and other typical park and trail amenities throughout the project area
 - b. vehicular access and parking into and throughout the project site
 - c. pedestrian access and trails into and throughout the project site

INFORMATION TO BE SUPPLIED BY THE CITY OF SAN ANTONIO

San Antonio Park and Recreation Department (SAPARD) staff will assist the Planning and Design Team in gathering the following information by providing documentation in their possession, and by making introductions and initiating dialogues with other City departments and agencies in Bexar County who can provide information to the Planning and Design Team:

Project Site Topographic, Boundary and Aerial Photographic Data - SAPARD will assist the Planning and Design Team with the acquisition of site topographic and boundary information, including aerial photography and parcel maps and property boundaries of adjacent land owners, in digital format to be used during the planning and design exercises for the project site.

Environmental, Cultural, Historical Investigations - SAPARD will assist the Planning and Design Team with the acquisition of available data and information from existing environmental, cultural resources, or historical elements reports for the project site.

Existing Utility Information - SAPARD will assist the Planning and Design Team with the acquisition of as-built plans for all existing public utilities located within the limits of planning and design for the Project, including but not limited to water, sanitary sewer and storm drainage facilities.

Hydraulic Data - SAPARD will assist the Planning and Design Team with the acquisition of hydraulic data that accurately depicts flood plain and flood way elevations, and proposed improvements and mitigation measures, as available.

Other Pertinent Data - SAPARD will assist the Planning and Design Team with the acquisition of other reports or data, available through other City Departments that accurately depicts flood plain and flood way elevations, and proposed improvements and mitigation measures, as available.

SCOPE OF SERVICES

The Basic Services are defined as follows:

A. Base Map Preparation, Programming and Site Investigation

1. Attend a project kick-off meeting with City staff to identify the general program and parameters for the planning and design efforts, and to establish the schedule of the project.
2. Prepare digital topographic base maps, for master plan preparation, from digital maps and photography supplied by the City. Detailed data gathering activities will only be conducted for that portion of the trail described in the Request for Qualifications for the project, issued by the City of San Antonio.
 - a. Coordinate with Bexar County Appraisal District and the City GIS department, and obtain copies of available maps showing property parcels affected by and adjacent to the project.
3. Coordinate with City staff, selected trail corridor stakeholder groups and other selected agencies at a maximum of ten (10) meetings on the issues related to the programming, placement and configuration of the proposed project site. The base fee for these meetings does not include any sub-consultant facilitation services.
4. Initiate and coordinate site investigation studies related to the topography of the site, soils composition and analysis, vegetation areas, archaeological investigations, and other features. The impacts and opportunities that result from these studies will be documented for use in the conceptual development plan preparation process.
 - a. Collect available background information to assist in the mapping of natural and cultural features in and along the project area. Information includes the following:
 - Available City, Bexar County or USGS topographic maps
 - Bexar County road maps
 - Bexar County 2003 aerial photographs
 - Soil surveys
 - Wetland inventory maps
 - Flood insurance rate maps
 - Other maps potentially available through Texas Parks and Wildlife Department and other sources.
 - b. These maps will be placed in a geospatial database with uniform projections to allow for use in GIS-base constraints mapping, and then used as working tools for field reviews of existing conditions.
 - c. Contact the U.S. Fish and Wildlife Service and Texas Parks and Wildlife to determine if the proposed project potentially contains habitat supporting endangered and threatened species or species of concern. Lists of the species will be obtained from these agencies.
 - d. Contact the Texas Historical Commission to determine if the proposed project contains documented historical and cultural features or contains conditions that may be conducive to discovery of natural and cultural features, requiring further investigation in the design phase of the project.
 - e. Conduct cursory field reviews of map locations identified within the project limits, for natural and cultural features along the proposed project area. Natural and cultural features assessed will include but will not be limited to the following:
 - Vegetation, including heritage trees
 - Geologic features
 - Surface waters and wetlands
 - Soils as necessary for impacts to trail development and infrastructure construction
 - Wildlife observed and potential wildlife habitat
 - Potential habitat for endangered and threatened species

- Historical sites and features
- f. Natural and cultural resources will be mapped and placed in a geospatial database for use in preparation of the Master Plan.
 5. Analyze transportation and access issues involving the project site and identify impacts and improvements required to existing and proposed transportation systems that will allow the project area to function as desired.
 6. Analyze water, sanitary sewer and hydrology issues involving the project area and identify the impacts and improvements necessary as a result of those studies.
 - a. Coordinate with agencies and utilities including City of San Antonio, Bexar County, San Antonio Water System, Bexar Metropolitan Water District, City Public Service, San Antonio River Authority, San Antonio Office of TCEQ, and Southwestern Bell Telephone and obtain available information identifying location of utilities, and wells.
 7. Enlist the services of a soils engineer to evaluate available data that depicts potential subsurface soil conditions within the limits of the project site and to prepare a cursory review report that documents findings and potential subsurface conditions of the site, and their affects on development of facilities.
 8. Prepare a Site Analysis / Opportunities and Constraints map that graphically illustrates the existing man-made and natural systems and conditions on the project site, and depicts the obstacles and opportunities available for development on the project site.
 9. Compile site investigation studies into one document (Site Investigation Report) for use as a reference during the master plan preparation process.

B. Conceptual Master Plan Preparation

1. Finalize the development program with City staff, based on results of site investigation and public participation processes.
2. Prepare preliminary master plans and supporting illustrative graphics for SAPARD staff and stakeholder review and comment (a maximum of three). The preliminary master plans will indicate a variety of development scenarios and trail routing alternatives, and include varying types, mixes and ranges of recreational activity areas and support facilities.
3. Identify dependent systems for inclusion in the alternate development scenarios including electric utilities; water and sanitary sewer facilities; storm drainage facilities and requirements; franchised utilities; and establish corridors within the project site for their placement, and provide preliminary development costs for each preliminary master plan alternative.
4. Review the preliminary master plans with SAPARD staff and stakeholders at a maximum of four (4) meetings, combining components of each plan or altering configurations as applicable, and incorporate comments into the preparation of a refined preliminary master plan for the project.
5. Prepare a refined preliminary master plan, with illustrations for graphic support, for SAPARD staff review and approval.
6. Attend three (3) public meetings to gather input and comments related to the refined preliminary master plan, and incorporate comments into final master plan preparation. The base fee for these meetings does not include any sub-consultant facilitation services.
7. Identify project phasing for City review and approval.
8. Prepare an estimate of probable construction cost for the project.
9. Prepare a Final Master Plan and Report. This final report will include the Site Investigation Report (as an appendix), the master plan and descriptive summary, and will include documentation describing the plan preparation process.

C. Deliverables

1. Provide ten (10) copies of the site investigation studies compiled into one document (Site Investigation Report) for use as a reference during the conceptual development plan preparation process.
2. Provide thirty (30) bound copies and one (1) unbound copy of the Final Conceptual Master Plan and Report. Provide one (1) copy of the report in AutoCAD (.dwg) and Microsoft Word 2000 (.doc) digital formats.

D. Additional Services (definitions)

Additional services shall consist of, but not be limited to, the following items:

1. City generated changes to planning and design efforts once work is in progress. These changes will be billed at hourly rates, per proposals approved by the City, until the work is at the same level of completion as it was prior to the change. Any work not specifically included in the above scope of services will be considered as Additional Services.

E. Excluded Services

The following services are specifically excluded from this proposal, but may be added at the City's request:

1. Cost of permits or filing fees required by regulatory agencies or departments obtained for the City shall be paid by the City.
2. On-site boundary or topographic surveying services.
3. Design of areas outside the limits of the project site.
4. Public meetings beyond those identified in the project scope. A cost for public meetings during the design phase is listed in the Fee Schedule for inclusion and authorization at a later date.
5. Calculation of storm water quantities, flood elevations, or modeling of storm water flows or drainage design.
6. Formal delineation and mapping of natural resources at a level of accuracy acceptable for preparation of environmental permits, including Section 404 permits, Section 7 consultations, and Section 401 certification.
7. This scope does not include effort specifically for regulatory or environmental permit submittals including, but not limited to, environmental impact statements or environmental assessments as required under NEPA, Section 404 permitting, CLOMR, LOMR, Floodplain Development Permit, or Formal delineation of wetlands and surface waters of the U.S. according to the 1987 Wetland Delineation Manual of the U.S. Army Corps of Engineers and definition of surface waters of the U.S. as denoted in the Clean Water Act. In the event any of these efforts are warranted, we will request these as Additional Services.

F. Reimbursable Expenses

1. Out of pocket expenses related to travel, mileage, courier expenses, printing, postage and graphic reproduction shall be reimbursed at cost to the City of San Antonio.

G. Fee Schedule

Base Map Preparation, Programming and Site Investigation

| | |
|------------------|----------|
| Tasks 1 & 2 | \$7,956 |
| Task 3 | \$13,184 |
| Tasks 4, 5, 6, 7 | \$46,614 |
| Task 8, 9 | \$17,852 |
| Sub-Total | \$85,606 |

Conceptual Master Plan Preparation

| | |
|-------------------|----------|
| Tasks 1, 2, 3 & 4 | \$29,252 |
| Task 5, 6, 7, & 8 | \$18,718 |
| Task 9 | \$11,272 |
| Sub-Total | \$59,242 |

| | |
|---------------------------------|------------------|
| <u>TOTAL PROJECT FEE</u> | \$144,848 |
|---------------------------------|------------------|

Additional Services

| | |
|-----------------------------------------------------------------------------------|---------|
| Public Meeting Facilitation (per meeting, by contract amendment w/sub-consultant) | \$2,250 |
|-----------------------------------------------------------------------------------|---------|

PROJECT SCHEDULE (Durations are in calendar days)

| | |
|----------------------------------------------------------|----------|
| Base Map Preparation, Programming and Site Investigation | 60Days |
| Conceptual Master Plan Preparation | 60 Days |
| Total Conceptual Master Plan Preparation Duration | 120 Days |

Attachment I

Mitchell Lake/Land Heritage Institute Trail System
Project 26-00168

| | <u>Description:</u> | <u>Current Budget:</u> | <u>Revisions:</u> | <u>Revised Budget:</u> |
|-------------------------------|------------------------------|----------------------------|---------------------|----------------------------|
| REVENUES: | | | | |
| 2003 Park Bonds (\$1,450,000) | | <u>\$0.00</u> | <u>\$194,848.00</u> | <u>\$194,848.00</u> |
| | Total: | \$0.00 | \$194,848.00 | \$194,848.00 |
| EXPENDITURES: | | | | |
| 26-00168 | Master Planning Services Fee | \$0.00 | \$144,848.00 | \$144,848.00 |
| 26-00168 | Master Planning Contingency | \$0.00 | \$10,000.00 | \$10,000.00 |
| 26-00168 | Mandatory Project Fees | <u>\$0.00</u> | <u>\$40,000.00</u> | <u>\$40,000.00</u> |
| | Total: | \$0.00 | \$194,848.00 | \$194,848.00 |