

CONSENT AGENDA  
ITEM NO. **20**

**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:** San Fernando Gymnasium HVAC Improvements

**DATE:** September 1, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance selects Joshua Engineering Group, Inc., a SBE/MBE firm, for professional services associated with the San Fernando Gymnasium HVAC Improvements project in City Council District 1; authorizes appropriation of \$51,884.00 from Community Development Block Grant (CDBG) funds; authorizes an engineering contract not to exceed \$37,384.00; and authorizes the encumbrance of funds for engineering contingency of \$5,000.00, bid advertising and printing of \$1,500.00, and mandatory project fees of \$8,000.00.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

CDBG funds in the amount of \$487,000 were approved to complete renovation work in San Fernando Gymnasium. Basic improvements include installation of a new heating, ventilating, and air conditioning (HVAC) system and sewer line replacement. The sewer line work has been completed by separate contract.

This ordinance will hire an engineering firm to evaluate, design and develop construction plans for the installation of a new HVAC system and also design plans for the replacement of the existing windows to the San Fernando Gymnasium. The facility is not currently air conditioned. Built in 1950, the proposed gymnasium construction will involve remediation of environmental conditions caused by removal of asbestos and lead paint. These requirements will result in higher mandatory project fees than normal.

The firm Joshua Engineering Group, Inc., a SBE/MBE firm, was selected to perform professional engineering services for the project. The selection of this firm was made by the Consultant Selection Committee, following the City's RFQ process. Joshua Engineering Group, Inc. ranked number one of seven respondents to the City's solicitation. The Evaluation/Rating Summary Sheet is included herein as Attachment 1. The firm has no current City projects.

The design project is scheduled to begin in October 2005 and to be completed in March 2006. Following bid advertisement and selection of a contractor, it is anticipated that construction will occur from June 2006 until November 2006.

### **POLICY ANALYSIS**

The project was approved in the 30<sup>th</sup> Year CDBG program. The engineering firm has been selected in accordance with the City's RFQ procedures.

### **FISCAL IMPACT**

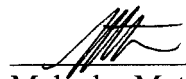
The proposed ordinance will allocate a total of \$51,884.00 from the 30<sup>th</sup> Year CDBG funds. The engineering fee is \$37,384.00, engineering contingency fee is \$5,000.00, bid advertising and printing is \$1,500.00, and mandatory project fees are \$8,000.00. This design contract does not impact the General Fund.

### **COORDINATION**

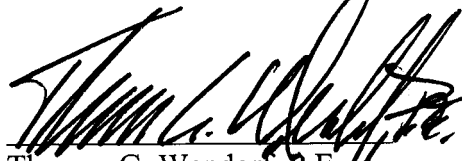
The Public Works Department, Finance Department, Office of Management and Budget Department, and the Housing and Community Development Department have assisted with this item.

### **SUPPLEMENTARY COMMENTS**

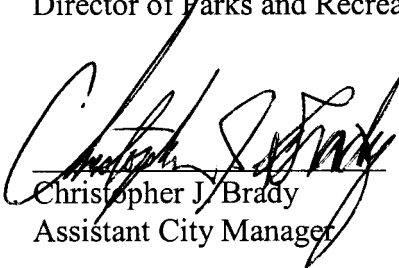
A Discretionary Contract Disclosure form is attached from Joshua Engineering Group, Inc.



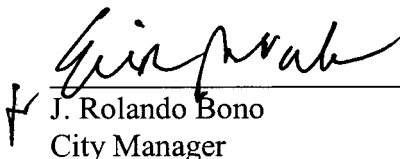
Malcolm Matthews  
Director of Parks and Recreation



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



Christopher J. Brady  
Assistant City Manager



J. Rolando Bono  
City Manager

# City of San Antonio

## Discretionary Contracts Disclosure \*

For use of this form, 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 this 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 identify of any individual who would be a party to the discretionary contract:

NOT APPLICABLE

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

JOSHUA ENGINEERING GROUP, 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

<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.

### 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

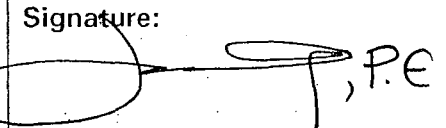
### Political Contributions

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 entity 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	NOT APPLICABLE	NOT APPLICABLE

### Disclosure 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 would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 	Title: President Company: JOSHUA ENGINEERING GROUP, INC.	Date: January 21, 2005
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<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, required recusal or required careful consideration of whether or not recusal is required.

**Evaluation of Qualification Statements for**  
**San Fernando Gymnasium HVAC Improvements**  
**CITY OF SAN ANTONIO - ARCHITECT/ENGINEER REVIEW**

		Attachment I								SBEDA								
Total Points Possible									80	10	5	5			20	100		
No.	Architect/Engineer Candidates	Scott E. Stover (Parks)	Rodney Dziuk (Parks)	Jeff Wurzbach (Parks)	Jamaal Moreno (Parks)	Jaime Camero (Public Works)	Miguel A. Barrera (Public Works)	SUBTOTAL	Average Panel Score	Locally Headquartered Business Enterprise	Historically Underutilized Enterprise (HUE)	Small Business Economic Development Advocacy Policy Compliance (SBEDA)	Goals Met or Exceeded	HUE Participation Level	SBEDA TOTAL	TOTAL POINTS	Ranking	
1	Wheaton Engineering & Environmental Science, LLC	43	51	51	65	62	64	336	56.00	0	0	0		0%	0	56.00	7	
2	Independent Design	31	35	51	62	68	73	320	53.33	10	5	2	S, M	Prime is HUE	17	70.33	4	
3	The Arizpe Group, Inc.	64	50	54	61	60	67	356	59.33	6	5	5	S, M,W,A LS	Prime is HUE	16	75.33	2	
4	K.M. Ng & Associates, Inc.	43	51	46	71	55	56	322	53.67	10	5	2	S, M,	Prime is HUE	17	70.67	3	
5	Joshua Engineering Group, Inc.	52	59	68	72	63	77	391	65.17	10	5	2	S, M	Prime is a HUE	17	82.17	1	
6	Alderson & Associates, Inc.	43	57	45	69	55	53	322	53.67	10	0	1	S	0%	11	64.67	6	
7	2TEN Architects, Inc.	34	42	51	58	67	68	320	53.33	10	5	2	S, M	Prime is a HUE	17	70.33	4	
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Notes: \* Special Considerations - special expertise regarding codes, ADA, rules, regulations, regulatory agency criteria, etc. of: TCEQ (Texas Natural Resource Conservation Commission), HDRC (Historic and Design Review Commission) and TxDOT as they relate to this project.

Reviewer:

Date:

# Site Map

## San Fernando Gymnasium



City of San Antonio  
Parks and Recreation Department

# Site Map

## San Fernando Gymnasium



## ARCHITECTURAL SCOPE OF SERVICES

The scope of architectural design services for this Project will include the replacement of existing windows and a new fence enclosure for a new mechanical yard.

### Schematic Design Phase

- Evaluation of the existing conditions, including sizes of window openings
- Selection of windows
- Demolition requirements
- Fire/Life Safety Evaluation (Related to window requirements)
- Preparation of presentation materials for Historical Review Board (Digital Photograph format)
- Statement of Probable Cost for architectural work
- Submittal of Schematic Design Documents as required by the City of San Antonio

### Design Development Phase

- Preparation of Design Development Documents (Drawings and Specifications)
- Statement of Probable Cost
- Preparation of presentation materials for Historical Review Board (if required after previous submittal)
- Documents for the purpose of defining window requirements will be developed using photographic method (Digital photographs)

### Construction Document Phase

- Development of Construction Documents (Drawings and Specifications)
- Statement of Probable Cost
- Documents for the purpose of defining window requirements will be developed using photographic method (Digital photographs)

### Construction Phase

- Attendance of Pre-Construction Conference
- Site Visit(s) to review applicable work (Architectural)
- Review of applicable submittals

### Not included as part of this proposal:

- Fire and Life Safety analysis and survey of existing building
- Evaluation of existing exterior wall condition, including waterproofing integrity



San Fernando Gymnasium HVAC Improvements  
Project 26-00048

	<u>Current</u> <u>Budget:</u>	<u>Revisions:</u>	<u>Revised</u> <u>Budget:</u>	
<b><u>REVENUES:</u></b>				
30th Year CDBG Funds	<u>\$0.00</u>	<u>\$51,884.00</u>	<u>\$51,884.00</u>	
(\$377,000)	Total: \$0.00	\$51,884.00	\$51,884.00	
<b><u>EXPENDITURES:</u></b>				
26-00048-01-19-01	Engineering Consultant	\$0.00	\$37,384.00	\$37,384.00
26-00048-01-19-02	Engineering Contingency Fees	\$0.00	\$5,000.00	\$5,000.00
26-00048-01-10	Bid Advertising & Printing Fees	\$0.00	\$1,500.00	\$1,500.00
26-00048-01-19-03	Mandatory Project Fees	<u>\$0.00</u>	<u>\$8,000.00</u>	<u>\$8,000.00</u>
	Total:	\$0.00	\$51,884.00	\$51,884.00