

**CITY OF SAN ANTONIO
PUBLIC WORKS DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

CONSENT AGENDA
ITEM NO. 18

TO: Mayor and City Council

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

SUBJECT: Police Training Academy Roof Repairs

DATE: November 3, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance accepts a proposal, appropriates funds and authorizes payment in the amount of \$26,850 for architectural services to be provided by Kinnison and Associates, Architects, an SBE firm, under a previously authorized Indefinite Delivery Professional Services Agreement for Architectural Services, and authorizes \$5,850 for Project Contingency, for a total ordinance amount of \$32,700, in connection with the Police Training Academy Roof Repairs project, an authorized Certificate of Obligation funded project, located in Council District 3.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

This project provides for the repairs of the existing 35,000 sq. ft. metal and built-up roof at the Police Training Academy, due to existing leaks and rusting on metal roof panels.

This ordinance authorizes compensation to Kinnison and Associates, Architects in the amount of \$26,850 for professional architectural services needed to complete a field investigation of the existing roof conditions; preparation of design development plans of the needed repairs; providing a cost estimate; and preparation of a report that summarizes the findings for the much needed roof repairs at the Police Training Academy. This ordinance also sets aside \$5,850 for project contingency.

A previously executed Indefinite Delivery Professional Services Agreement for Architectural Services with Kinnison and Associates, Architects in an amount not to exceed \$100,000 was approved by City Council on September 2, 2004, through Ordinance No. 99637.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to complete previously issued Certificates of Obligation funded projects.

FISCAL IMPACT

This is a one-time capital improvement expenditure within budget and is included in the FY 06-11 Capital Improvement Program Budget. Funds in the amount of \$32,700 are available from prior issued Certificates of Obligation and are authorized to be appropriated and payable as follows:

\$ 26,850.00 payable to Kinnison and Associates, Architects for architectural services

\$ 5,850.00 for Project Contingency

COORDINATION

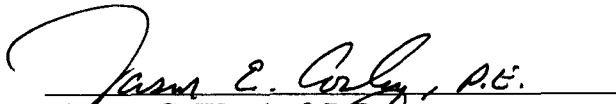
This request for ordinance has been coordinated with the Office of Management and Budget, the Finance Department, and the Police Department.

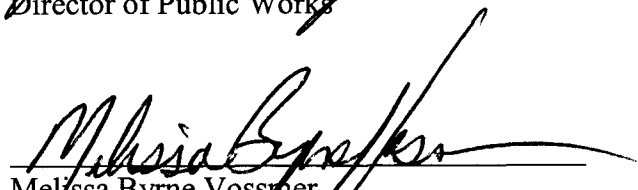
SUPPLEMENTARY COMMENTS


The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is included herein as attachment 3.

ATTACHMENTS

1. Project Map
2. Consultant's Proposal
3. Discretionary Contracts Disclosure Form


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


Melissa Byrne Vossmer
Assistant City Manager


J. Rolando Bono
City Manager

KINNISON AND ASSOCIATES, ARCHITECTS

342 West Woodlawn Avenue - Suite 200 • San Antonio, Texas 78212-3394
TEL (210) 732-2248 • FAX (210) 736-5955 • E-Mail kinnison@kinnison-architects.com

19 September 2005
REV: 5 October 2005

City of San Antonio, City Architect's Office, P.O. Box 839966, San Antonio, Texas 78283-3966

ATTN: Mr. George Trevino

RE: Proposed Architectural Services for San Antonio Police Academy Roof Repairs, San Antonio, Texas

MR. TREVINO: Kinnison and Associates is pleased to submit this professional architectural services proposal for the San Antonio Police Academy Roof Repairs. Due to the nature of this project and our current understanding of the Scope Of Work (SOW) we propose to provide the following basic services and proposed additional services (PAS) for the fees indicated:

ITEM	DESCRIPTION	PROPOSED LUMP SUM FEE
	Basic A-E Services	\$26,850.00
PAS #1	Investigation of Existing Conditions (Roof)	\$ 2,000.00
PAS #2	Limited Environmental Services (Roof)	\$ 1,500.00
PAS #3	Reimbursables	\$ 2,350.00
TOTAL PROPOSED CONSULTING SERVICES FEES		\$32,700.00

PAS #1 provides for the services of a roofing company to access the roof to investigate the roof surfaces and obtain a core sample through the metal roof and plywood substrate. This investigation would allow evaluation of the apparent corrosion noted in the previous roof study. Additionally, it would provide necessary information to formulate recommendations for roof replacement.

PAS #2 provides for the services of an environmental consultant. This is a precautionary measure to survey for the presence of asbestos in the existing roofing materials.

PAS #3 provides for payment of reimbursable expenses for necessary expenses specific to this Project.

Our proposal is based upon a design to replace the metal roof and underlying plywood substrate, replace the built-up roofing and associated flashing. If, during the course of our contract, it is determined that the Scope of Work has substantially changed an adjustment of our fee(s) may be in order.

The fee amounts indicated in the Proposal are based on fee proposals obtained by A-E. The noted firms are as follows:

MEP: Emil G. Swize and Associates
1901 N.W. Military Hwy, Suite 100
San Antonio, Texas 78213
Attn: Emil G. Swize, P.E.
Tel 210-342-3483 Fax 210-342-3611
Email: emil@esaengineers.net

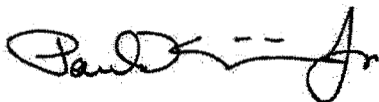
ACM/LBP/PLB: STC Environmental Services, Inc.
4754 Research Drive
San Antonio, Texas 78240
ATTN: David O. Scheiding, P.E.
Tel 210-696-6286 Fax 210-696-8761
Email stcenv@attglobal.net

ROOF: Samuel Dean Company
429 Cincinnati Ave.
San Antonio, Texas 78201
ATTN: Tommy Black
TEL 210-734-4219 Fax 210-734-0422

We sincerely hope our proposal compares favorably with your expectations. All proposals require interpretation and explanation. We are prepared to discuss our fee basis and make adjustments, if appropriate.

Your interest in Kinnison and Associates is appreciated. We would be pleased to provide professional architectural services for this City of San Antonio project. Please call me at your convenience to review our proposal.

Respectfully submitted,



Paul Kinnison, Jr., FAIA

ATCHS:

1. PAS #1, Investigation of Existing Conditions (Roof)
2. PAS #2, Limited Environmental Services (Roof)
3. PAS #3, Locker, Rest and Shower Room A-E Design Services
4. PAS #4, Reimbursables

KINNISON AND ASSOCIATES, ARCHITECTS

342 West Woodlawn Avenue - Suite 200 • San Antonio, Texas 78212-3394
TEL (210) 732-2248 • FAX (210) 736-5955 • E-Mail kinnison@kinnison-architects.com

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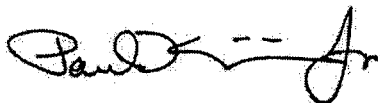
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Paul Kinnison, Jr., FAIA

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2. PAS #2, Limited Environmental Services (Roof)
3. PAS #3, Reimbursables

KINNISON AND ASSOCIATES ARCHITECTS

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TEL (210) 732-2248 - FAX (210) 736-5955 - E-Mail kinnison@kinnison-architects.com

PROPOSED ADDITIONAL SERVICE NO. 1: Investigation of Existing Conditions (Roof)

RE: San Antonio Police Academy Roof Repairs

DATE: 19 September 2005 REV: 5 October 2005

DISCIPLINE	\$/HOUR	HOURS	COST	TOTAL
Principal I	\$110.00	1	\$110.00	
Principal II	\$80.00	4	\$320.00	
Architect I	\$70.00	8	\$560.00	
Architect II	\$60.00	0	\$0.00	
Intern I	\$45.00	0	\$0.00	
Intern II	\$37.50	0	\$0.00	
Intern III	\$32.50	0	\$0.00	
Architectural Draftsman I	\$27.50	0	\$0.00	
Architectural Draftsman II	\$25.00	0	\$0.00	
Draftsman I	\$22.50	0	\$0.00	
Draftsman II	\$20.00	0	\$0.00	
Secretary	\$30.00	0	\$0.00	
SUBTOTAL Architectural		13	\$990.00	\$990.00
Reimbursable				\$0.00
Consultants:				
Investigation by Roofing Company				\$1,000.00
SUBTOTAL Reimbursables/Consultants				\$1,000.00
A-E Markup 15%				\$150.00
TOTAL PROPOSAL FEE				\$2,140.00
NEGOTIATED FEE				\$2,000.00

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PROPOSED ADDITIONAL SERVICES NO. 2: Limited Environmental Services (Roof)

RE: San Antonio Police Academy Roof Repairs

DATE: 19 September 2005 REV: 5 October 2005

DISCIPLINE	\$/HOUR	HOURS	COST	TOTAL
Principal I	\$110.00	1	\$110.00	
Principal II	\$80.00	4	\$320.00	
Architect I	\$70.00	0	\$0.00	
Architect II	\$60.00	0	\$0.00	
Intern I	\$45.00	0	\$0.00	
Intern II	\$37.50	4	\$150.00	
Intern III	\$32.50	0	\$0.00	
Architectural Draftsman I	\$27.50	0	\$0.00	
Architectural Draftsman II	\$25.00	0	\$0.00	
Draftsman I	\$22.50	0	\$0.00	
Draftsman II	\$20.00	0	\$0.00	
Secretary	\$30.00	2	\$60.00	
SUBTOTAL Architectural		11	\$640.00	\$640.00
Reimbursable				\$0.00
Consultants:				
STC Environmental Consultants				\$810.00
SUBTOTAL Reimbursables/Consultants				\$810.00
A-E Markup 15%				\$121.50
TOTAL PROPOSAL FEE				\$1,571.50
NEGOTIATED FEE				\$1,500.00

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PROPOSED ADDITIONAL SERVICES NO. 3: Reimbursables

RE: San Antonio Police Academy Roof Repairs

DATE: 19 September 2005 REV: 5 October 2005

DISCIPLINE	\$/HOUR	HOURS	COST	TOTAL
Principal I	\$110.00	0	\$0.00	
Principal II	\$80.00	0	\$0.00	
Architect I	\$70.00	0	\$0.00	
Architect II	\$60.00	2	\$120.00	
Intern I	\$45.00	0	\$0.00	
Intern II	\$37.50	8	\$300.00	
Intern III	\$32.50	0	\$0.00	
Architectural Draftsman I	\$27.50	0	\$0.00	
Architectural Draftsman II	\$25.00	0	\$0.00	
Draftsman I	\$22.50	0	\$0.00	
Draftsman II	\$20.00	0	\$0.00	
Secretary	\$30.00	8	\$240.00	
SUBTOTAL Architectural		18	\$660.00	\$660.00
Reimbursable (includes 25 mylars)				\$1,500.00
Consultants:				
				\$0.00
SUBTOTAL Reimbursables/Consultants				\$1,500.00
A-E Markup 15%				\$225.00
TOTAL PROPOSAL FEE				\$2,385.00
NEGOTIATED FEE				\$2,350.00

City of San Antonio
Discretionary Contracts Disclosure

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.*

(1) Identify any individual or business entity¹ that is a **party** to the discretionary contract:

**Paul Kinnison, Jr., DBA
Kinnison and Associates, Architects**

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

X

No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

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

X

No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

X

No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

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. A sole proprietor should list the name of the individual and the d/b/a, if any.

City of San Antonio

Discretionary Contracts Disclosure

For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.

(5) Political Contributions

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made 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 Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

X No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:
Paul Kinnison, Jr. Paul Kinnison, Jr.	Hardberger for Mayor Hardberger for Mayor	500.00 100.00	28 April 2005 19 May 2005

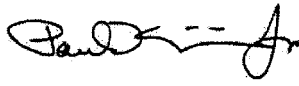
(6) Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

X Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

This form is required to be supplemented in the event there is any change in the information 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, whichever occurs first.

Signature:	Title:	Date:
	Kinnison and Associates, Architects	5 October 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.