

15(A)

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

TO: Sheryl Sculley, City Manager

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

SUBJECT: Indefinite Delivery Professional Services Agreements for Architectural Services

DATE: April 6, 2006

SUMMARY AND RECOMMENDATIONS

An ordinance selecting Beaty & Partners; Chesney, Morales & Associates, Inc.; and Debra J. Dockrey Architect, P.C, to provide indefinite delivery professional architectural consulting services, and authorizing the negotiation and execution of three (3) professional services contracts, each in an amount not to exceed \$350,000.00.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The Public Works Department released a solicitation for stand-by, or indefinite delivery architectural professional services in order to enable immediate response to time-sensitive situations that may arise in connection with City-owned property and construction projects.

These professional services may also be utilized as needed during the execution of City projects, as these agreements allow consultants to assemble team members of various disciplines to address the potential issues, and to commence services immediately upon the City's recognition of the requirement for services. Based on recommendations from the Citizen's Bond Oversight Commission (CBOC), and as part of the department's continuing efforts to improve efficiency, Public Works will utilize services under these agreements to expedite project delivery and completion. The professional architectural services provided under these agreements may include, but are not limited to the assessment and evaluation of facilities to include roofing systems, design services for minor interior modifications and improved accessibility for the disabled, the provision of documented recommendations for repairs or corrective measures and the development of construction documents for the necessary repairs or improvements, construction phase services and periodic field observations as required. These consultants may also be called upon due to unforeseen issues that may require minimal design services, but are imperative for continued facility operation and the provision of community services or benefits. The Public Works Architectural and Engineering Selection Committee selected Beaty & Partners, Chesney, Morales & Associates, Inc.; and Debra J. Dockrey Architect, as best qualified of the twelve respondents to the City's solicitation. The selection was based on assigned points given for the firms' qualifications and experience. Evaluation criteria also included the firms' design and creative abilities, technical and construction administration capabilities, and the

capabilities of the firms' primary sub-consultants. The firms' suitability and familiarity with the anticipated project types were also considered, and additional points were awarded based on the firms' local presence, status as a minority – or woman-owned enterprise and the firms' commitment to the City's Small Business Economic Development Advocacy (SBEDA) Program. The Evaluation/Rating Summary sheet is included herein as Attachment 1.

This ordinance approves the execution of three (3) Indefinite Delivery Professional Services Agreements with these firms, each in an amount not to exceed \$350,000.00. The actual work activities will be allocated in the form of work orders, approved by the Director of Public Works, and delivered by the City on a rotating basis, with the exception of specialized work activities in an instance where the proposed work requires certain qualifications held by a particular firm. Every effort will be made to distribute the individual work orders evenly, so that the amounts expended under these agreements remain equitable among the three firms. In those circumstances where it is necessary to take a firm out of the rotation for a specialized work order, the rotation will be reinstated as quickly as possible. The potential funding sources include Community Development Block Grant (CDBG) funds, Housing and Urban Development (HUD) 108 Loan Program funds, Certificates of Obligation, and General Obligation Improvement Bond funds.

The term of each of these three Indefinite Delivery Professional Services Agreements shall be for a period of one (1) year from the date of the fully executed agreement, with the option to renew any or all of the agreements for two (2) additional one (1) year periods, upon approval of the Director of Public Works. The appropriation of any funding exceeding this original authorized amount will require City Council approval.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to ensure public safety and will enable a prompt response to issues that may arise in or around City-owned facilities and during the execution of City construction projects.

FISCAL IMPACT

Funds for these agreements will be identified when work orders are issued from the potential funding sources referenced above.

COORDINATION

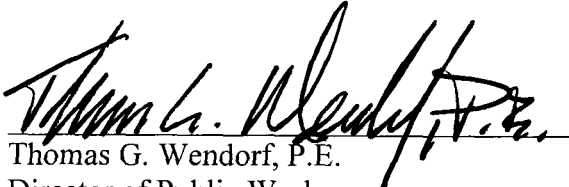
This request for ordinance has been coordinated with the Office of Management and Budget, the Finance Department, and the City Attorney's Office.

SUPPLEMENTARY COMMENTS

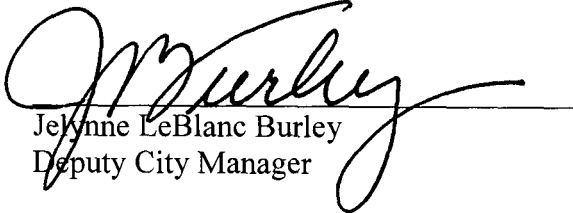
The Discretionary Contracts Disclosure Forms as required by the Ethics Ordinance are included herein as Attachment 2.

ATTACHMENTS

1. Rating/Evaluation Summary Sheet
2. Discretionary Contracts Disclosure Forms

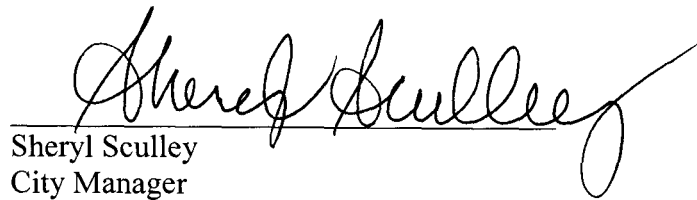


Thomas G. Wendorf, P.E.
Director of Public Works



Jelynn LeBlanc Burley
Deputy City Manager

Approved for Council Consideration:



Sheryl Sculley
City Manager

CITY OF SAN ANTONIO - ARCHITECT/ENGINEER REVIEW COMMITTEE
EVALUATION OF QUALIFICATION STATEMENTS FOR
Architectural Indefinite Delivery Services RFQ

Architect/Engineer Candidates	EVALUATOR'S SCORE						SBEDA					TOTAL POINTS (Out of 100)	RANKING
	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	SUBTOTAL	80.0 Average Panel Score	10 Locally Headquartered Business Enterprise	5 Historically Underutilized Enterprise (HUE)	5 Small Business Economic Development Advocacy Policy Compliance (SBEDA)	20.0 SBEDA TOTAL		
Chesney, Morales & Associates	61.0	70.0	61.0	62.0	64.0	318.0	63.6	10.00	5.00	4.00	19.0	82.6	1
Debra J. Dockrey	72.0	65.0	59.0	53.0	56.0	305.0	61.0	10.00	5.00	4.00	19.0	80.0	2
Beaty & Partners Architects, Inc.	65.0	72.0	62.0	66.0	72.0	337.0	67.4	10.00	0.00	2.00	12.0	79.4	3
Kinnison and Associates, Architects	57.0	68.0	64.0	56.0	72.0	317.0	63.4	10.00	0.40	2.00	12.4	75.8	4
2Ten Architects	58.0	56.0	58.0	52.0	56.0	280.0	56.0	10.00	5.00	3.00	18.0	74.0	5
Garza Architects	50	61.0	58.0	54.0	40.0	263.0	52.6	10.00	5.00	4.00	19.0	71.6	6
The Arizpe Group	50.0	56.0	52.0	71.0	48.0	277.0	55.4	6.00	5.00	5.00	16.0	71.4	7
Killis Almond & Associates	55.0	47.0	54.0	51.0	48.0	255.0	51.0	10.0	0.75	1.0	11.8	62.8	8
Alvidrez	54.0	49.0	54.0	51.0	40.0	248.0	49.6	3.2	5.0	3.0	11.2	60.8	9
ARTchitecture - Rudolpho De La Rosa	53.0	42.0	56.0	42.0	56.0	249.0	49.8	0.0	0.0	1.0	1.0	50.8	10
SKVA Interior/Architecture	48.0	38.0	53.0	49.0	48.0	236.0	47.2	0.0	0.0	0.0	0.0	47.2	11
ECI	31.0	29.0	48.0	37.0	40.0	185.0	37.0	0.0	0.0	0.0	0.0	37.0	12

NOTE: This form is a local government record and shall be retained in accordance with the provisions of the Local Government Code, Section 201. Evaluators must complete and sign this form, then submit to the Public Works Department/ Contract Services Office for retention.

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.

State "Not Applicable" for questions that do not apply.

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

Beaty & Partners 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):

☒ **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.

☐ **No subcontractor(s); or**

List subcontractors:

Bain Medina Bain, Inc.
CNG Engineering, PLLC

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

☒ **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.

(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):

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

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:
None for: Beaty & Partners Architects Refer to the following pages for contributions made by: Bain Medina Bain, Inc. CNG Engineering, PLLC			


(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.

☒ 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: principal Company or D/B/A: Beaty & Partners Architects	Date: 01.18.06
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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.

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.
State "Not Applicable" for questions that do not apply.*

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

Richard G. Morales, AIA

(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):



Chesney Morales & Associates, Inc.

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



Not Applicable

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



No lobbyist or public relations firm employed; or

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.

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

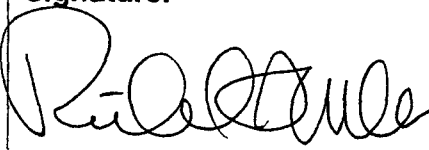
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Signature: 	Title: President Chesney Morales & Associates, Inc.	Date: January 15, 2006
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(1) Identify any individual or business entity¹ that is a **party** to the discretionary contract:

Debra J. Dockery, Architect, P. C.

(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):

☒ **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.

☐ **No subcontractor(s); or**

List subcontractors:

Alpha Consulting Engineers
Barron Engineering, Inc.
G.F. Zavala Group

¹ **Business entity** means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of individual and the d/b/a, if any.

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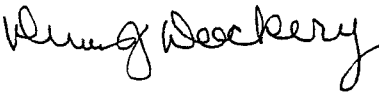
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Signature: 	Title: President Company or D/B/A: Debra J. Dockery, Architect, P. C.	Date: January 18, 2006
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