

CONSENT AGENDA
ITEM NO. 9

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

TO: Mayor and City Council

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

SUBJECT: Professional Program Management Services for Advance Transportation District (ATD) Projects

DATE: February 9, 2006

SUMMARY AND RECOMMENDATIONS

This ordinance accepts a proposal, appropriates funds, and authorizes the execution of a professional services agreement with Lockwood, Andrews & Newnam, Inc. (LAN) for professional program management services to assist the Public Works Department in the administration of the Advanced Transportation District (ATD) projects at an estimated amount of up to \$2,410,000.00 over a three year period with an option to extend for an additional two year period. Funds for these projects are subject to annual City Council appropriations.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

On November 17, 2005, the Public Works Department presented to City Council the need for professional program management services to assist the department in the timely completion of the numerous capital improvements projects that were coming to fruition due to additional funding received from HUD 108 Loan funds, Advance Transportation District funds, Storm Water Revenue Bond funds, and federal funds through the Local Agency Management (LAM) program. Recognizing that this need existed, City Council authorized the utilization of professional Program Management services by CH2M HILL, Inc. to assist the Public Works Department in the management and administration of the 2005 Storm Water Revenue Bond funded projects and the Local Agency Management (LAM) program. This item is being brought forward to get City Council approval to hire LAN to provide program management services for the ATD Program.

This ordinance authorizes the City Manager or her designee to enter into a professional services agreement with LAN for an amount not to exceed \$2,410,000.00 over a three year period with an option to extend for an additional two years. The scope of services to be performed by LAN includes, but is not limited to, program management and administration, design firm management, design quality assurance and quality control review and coordination, bidding services, construction oversight, and project scoping and cost estimating for future projects.

On April 19, 2005, the City released a Request for Qualifications from firms desiring to provide program management services, which was posted on the City's website. A total of thirteen (13)

interest statements were received. City staff rated all firms giving consideration to qualifications, program management experience, quality of service and previous project performance. Of the thirteen firms, the following seven were selected for further evaluation through an interview process:

Carter Burgess	Lockwood, Andrew and Newnam, Inc. (LAN)
CH2M HILL, Inc.	Post, Buckley, Schuh & Jernigan (PBS&J)
Claunch and Miller, Inc.	Sunland Group
Freese and Nichols, Inc.	

Following the interviews of these seven firms the Public Works Architectural and Engineering (A/E) Selection Committee met and discussed the statements of qualifications, as well as their evaluations for each of the submitting firms. After careful consideration, the Committee selected LAN, the third ranked firm, to provide program management services assistance for the ATD funded projects. The top ranked firm, CH2M HILL, Inc., was selected to provide program management services for the LAM and 2005 Storm Water Revenue Bond funded projects and the second ranked firm of PBS&J was selected to provide program management services for the HUD 108 Loan funded projects. The Statement of Interest Review Summary is included herein as Attachment 1. LAN currently has (8) projects with the City for a total fee of \$2,239,714.00.

This ordinance authorizes funds in the amount of \$2,410,000.00 for program management services. This action is required to set aside the funds necessary to make invoice payments under this agreement. Program Management services will be paid on an hourly basis, which will be billed by LAN through monthly invoices.

POLICY ANALYSIS

Approval of this ordinance will be a continuation of City Council policy to complete previously approved Capital Improvement Projects. The utilization of outside consultants is consistent with the City's policy of enlisting outside management services from time to time to assist in completing capital projects. The Aviation Department, for instance has been utilizing the program management services of Carter Burgess since March of 2003 to assist with capital projects at the San Antonio International Airport.

FISCAL IMPACT

The proposal submitted by LAN represents an estimate of the work to be performed. All services rendered will be compensated based on an hourly fee as services are requested by the City.

Funds in the amount of \$2,410,000.00 are included within the ATD proposed capital project budgets. This amount represents a three-year appropriation and is subject to City Council Annual Appropriations. Appropriations are as follows:

FY2005-2006 - \$	327,553.00
FY2006-2007 - \$	1,041,223.50
FY2007-2008 - \$	1,041,223.50

COORDINATION

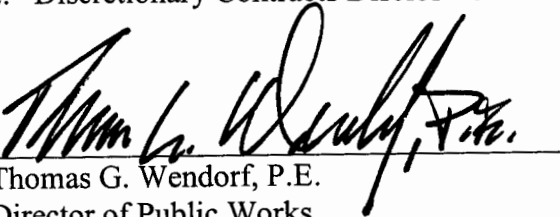
This request for ordinance has been coordinated with the City Attorney's Office, the Office of Management and Budget, the Human Resources Department, the Contract Services Department and the Finance Department.

SUPPLEMENTARY COMMENTS

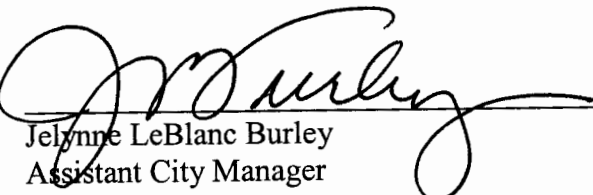
The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is included herein as attachment 2.

ATTACHMENTS


1. Statement of Interest Review Summary
2. Discretionary Contracts Disclosure Form



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



Jelynn LeBlanc Burley
Assistant City Manager



Sheryl Sculley
City Manager

CITY OF SAN ANTONIO - ARCHITECT/ENGINEER REVIEW COMMITTEE
STATEMENTS OF INTEREST REVIEW SUMMARY
PROJECT MANAGEMENT

Architect/Engineer Candidates	EVALUATOR'S SCORE							SBEDA				TOTAL POINTS (Out of 100)	RANKING
	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	Rater 6	SUBTOTAL	Average Panel Score	10 Locally Headquartered Business Enterprise	5 Historically Underutilized Enterprise (HUE)	5 Small Business Economic Development Advocacy Policy Compliance (SBEDA)		
CH2M Hill	70.0	65.0	76.0	77.0	80.0	76.0	444.0	74.0	6.00	2.50	5.00	87.50	1
Post, Buckley, Schuh & Jernigan dba PBS & J	72.0	76.0	74.0	72.0	72.0	74.0	440.0	73.3	6.00	2.50	5.00	86.83	2
Lockwood, Andrew & Newnam, Inc.	71.0	72.0	72.0	74.0	76.0	75.0	440.0	73.3	6.00	1.65	3.00	83.98	3
Sunland Group	54.0	48.0	65.0	62.0	60.0	48.0	337.0	56.2	10.00	5.00	5.00	76.17	4
Claunch & Miller, Inc.	69.0	58.0	67.0	70.0	65.0	58.0	387.0	64.5	3.20	2.50	5.00	75.20	5
Carter Burgess	58.0	55.0	68.0	66.0	68.0	56.0	371.0	61.2	6.00	2.30	4.00	74.13	6
TCB/AECOM	61.0	68.0	55.0	62.0	60.0	46.0	352.0	58.7	6.00	2.50	5.00	72.17	7
Freese and Nichols, Inc.	66.0	48.0	60.0	69.0	62.0	55.0	360.0	60.0	6.00	2.00	4.00	72.00	8
Pape-Dawson Engineers, Inc.	62.0	46.0	50.0	62.0	49.0	55.0	324.0	54.0	10.00	1.95	3.00	68.95	9
Vickrey & Associates, Inc.	37.0	40.0	39.0	56.0	48.0	44.0	264.0	44.0	10.00	5.00	5.00	64.00	10
S & B Infrastructure, LTD	40.0	50.0	35.0	57.0	56.0	38.0	276.0	46.0	6.00	2.61	5.00	59.61	11
AG/CM, Inc.	30.0	29.0	42.0	50.0	40.0	42.0	233.0	38.8	5.00	2.50	5.00	51.33	12
All Points Inspection	14.0	16.0	29.0	40.0	16.0	20.0	135.0	22.5	0.00	5.00	5.00	32.50	13

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.*

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

Lockwood, Andrews and Newnam, Inc.

(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:

Leo A. Daly

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

☒ 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:

☒ 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:
Lockwood, Andrews & Newnam	Friends of Enrique Barrera	\$100.00	April 8, 2003
Lockwood, Andrews & Newnam	Julian Castro Campaign	\$100.00	April 8, 2003
Lockwood, Andrews & Newnam	Carroll Schubert Campaign	\$250.00	April 8, 2003
Lockwood, Andrews & Newnam	Joel Williams Campaign	\$250.00	May 12, 2003
Lockwood, Andrews & Newnam	Art Hall Campaign	\$250.00	May 15, 2003
Lockwood, Andrews & Newnam	Roger Flores Campaign	\$250.00	May 16, 2003
Lockwood, Andrews & Newnam	Patti Radle Campaign	\$250.00	May 16, 2003
Lockwood, Andrews & Newnam	Richard Perez Campaign	\$250.00	June 5, 2003
Lockwood, Andrews & Newnam	Councilman Ron Segovia	\$250.00	July 1, 2003
Lockwood, Andrews & Newnam	Councilman Joel Williams	\$100.00	October 22, 2003
Lockwood, Andrews & Newnam	Councilman Julian Castro	\$100.00	November 5, 2003
Lockwood, Andrews & Newnam	Councilman Roger Flores	\$50.00	December 2, 2003
Lockwood, Andrews & Newnam	Councilman Chip Haass	\$100.00	May 27, 2004
Lockwood, Andrews & Newnam	Carroll Schubert for Mayor	\$500.00	August 1, 2004
Lockwood, Andrews & Newnam	Councilman Richard Perez	\$100.00	August 5, 2004
Lockwood, Andrews & Newnam	Chip Haass Campaign	\$100.00	December 2, 2004
Lockwood, Andrews & Newnam	Art Hall Campaign	\$300.00	December 2, 2004
Lockwood, Andrews & Newnam	Carroll Schubert for Mayor	\$500.00	February 11, 2005

(6) Disclosures in Proposals

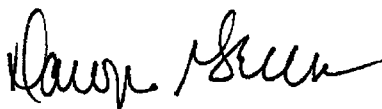
Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating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

☒ 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: Sr. Project Manager

Date: 01/30/06

Company or D/B/A:
Lockwood, Andrews &
Newnam, Inc.

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.