

Agenda item # 7

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

TO: Sheryl Sculley, City Manager
FROM: Malcolm Matthews, Director, Parks and Recreation Department
SUBJECT: Lincoln Community Center Roof Replacement Project
DATE: June 1, 2006

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes payment to Debra J. Dockery, Architect, P.C., a WBE/SBE firm, in the amount of \$19,800.00 for "as needed" architectural services, passed and approved on December 15, 2005 by Ordinance No. 101829, in connection with the Lincoln Community Center Roof Replacement Project in City Council District 2; authorizes \$1,980.00 for architectural contingency fees, \$2,500.00 for bid advertising and printing fees, \$5,000.00 for mandatory project fees, and \$18,747.26 for administrative fees; appropriates \$48,027.26 from HUD 108 Loan Program funds; and provides for payment.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

HUD 108 Loan Program funds were approved in the FY 2006-2011 adopted annual budget for the Lincoln Park Community Center Roof Replacement Project. The project will provide for the development of design and construction documents for the roof replacement and repairs.

Design and construction inspection documents for this project will be prepared by Debra J. Dockery, Architect, P.C. The consultant is one of three on-call professional architecture firms selected through Ordinance No. 101829 on December 15, 2005. Debra J. Dockery, Architect, P.C. has not worked on any other on-call projects under this contract.

It is anticipated that the design phase will begin in June 2006 and will be completed in October 2006. The construction of this project, to be completed by in-house parks crews, will begin December 2006 and be completed March 2007.

POLICY ANALYSIS

The consultant was chosen in accordance with all of the City's consultant selection procedures and approved by Ordinance No. 101829 on December 15, 2005.

FISCAL IMPACT

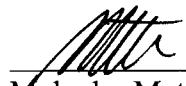
Funds of \$267,818.00 from HUD 108 Loan Program funds have been approved for this Project. This ordinance will allocate \$19,800.00 for architectural fees, \$1,980.00 for architectural contingency fees, \$2,500.00 for bid advertising and printing fees, \$5,000.00 for mandatory project fees, and \$18,747.26 for administrative fees.

COORDINATION

This action has been coordinated with the Consultant Selection Committee, Public Works Department, Housing and Community Development Department, Finance Department, and Office of Management and Budget.

SUPPLEMENTARY COMMENTS

A Discretionary Contract Disclosure Form is attached.

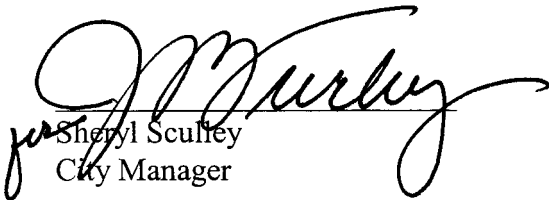


Malcolm Matthews
Director of Parks and Recreation



Frances A. Gonzalez
Assistant City Manager

Approved for Council Consideration:



Sheryl Sculley
City Manager

City of San Antonio
Parks and Recreation Department



Site Map

Lincoln Community Center



Lincoln Community Center Roof Replacement Project
26-00073

<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
REVENUES:			
HUD 108 CDBG Funds (\$267,818.00)	<u>\$0.00</u>	<u>\$48,027.26</u>	<u>\$48,027.26</u>
Total:	\$0.00	\$48,027.26	\$48,027.26
EXPENDITURES:			
<u>Description:</u>	<u>Current Budget:</u>	<u>Revisions:</u>	<u>Revised Budget:</u>
26-00073-01-19-01 Architectural Fees	\$0.00	\$19,800.00	\$19,800.00
26-00073-01-19-02 Architectural Contingency	\$0.00	\$1,980.00	\$1,980.00
26-00073-01-19-03 Mandatory Project Fees	\$0.00	\$5,000.00	\$5,000.00
26-00073-01-10 Bid Advertising/Printing	\$0.00	\$2,500.00	\$2,500.00
26-00073-06-01-01 Administrative Fees	<u>\$0.00</u>	<u>\$18,747.26</u>	<u>\$18,747.26</u>
Total:	\$0.00	\$48,027.26	\$48,027.26

LINCOLN COMMUNITY CENTER ROOFING REPLACEMENT AND REPAIRS, SAPAR

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.

ATTACHMENT
ITEM # 7(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, Structural

Alderson & Associates, Inc. Consulting Engineers, MEP


(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 <i>current</i> or <i>former member</i> of City Council, any <i>candidate</i> for City Council, or to any <i>political action committee</i> 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):			
<input checked="" type="checkbox"/> No contributions made; If contributions made, list below:			
By Whom Made:	To Whom Made:	Amount:	Date of Contribution:

(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 question ² as to whether any city official or employee would violate <u>Section 2-43 of the City Code (Ethics Code)</u> , ("conflicts of interest") by participating in official action relating to the discretionary contract.
<input checked="" type="checkbox"/> 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:

<i>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.</i>		
Signature: 	Title: President Company or D/B/A: Debra J. Dockery, Architect, P. C.	Date: May 26, 2006

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.