CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PARKS AND RECREATION DEPARTMENT

TO: Mayor and City Council

FROM: Malcolm Matthews, Director, Parks and Recreation Department
Thomas G. Wendorf, P.E., Director, Public Works Department

THROUGH: Terry M. Brechtel, City Manager

COPIES: Christopher J. Brady; Management and Budget; Legal; File

SUBJECT: Farmers Market Building Rehabilitation Project

DATE: September 23, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance accepts the proposal and amends a current consultant agreement with 2TEN Architects, Inc., a DBE/SBE/MBE firm, to provide architect services associated with the Farmers Market Building Rehabilitation Project in City Council District 1; authorizes the execution of an amendment to the professional services contract in an amount not to exceed $23,508.00; authorizes $2,300.00 for contingency expenses and $3,400.00 for mandatory project fees and allocates $97,400.00 for construction expenses, for a total amount of $126,608.00 from the Market Square Parking Improvements Trust Fund; appropriates funds and provides for payment.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

A professional services agreement was approved on June 3, 2004 with 2TEN Architects, Inc. for architect services associated with the Farmers Market Building Rehabilitation Project in City Council District 1. The existing project includes indoor and outdoor lighting, roof repair/replacement, HVAC replacement, ADA modifications and other general improvements in the Farmers Market Building in Market Square. The proposed amendment adds production of bid documents for the El Mercado Building lower roof replacement and replacement of up to seven HVAC units mounted on the lower roof. These additional capital improvements are funded from proceeds from the Market Square Parking Lot Improvements Trust Fund, which designates that funds from the parking lot be utilized for capital improvements in Market Square.

The proposal from 2TEN Architects includes a production schedule which calls for both the Farmers Market and El Mercado documents to be completed at the same time on an accelerated schedule to allow project completion before April 2005. This completion timeframe will avoid spring event conflicts. The architect design will be finished in October 2004. Construction is anticipated to occur from February 2005 until March 2005.
POLICY ANALYSIS

This project is in accordance with the 2003 Bond Program approved in November 2003 and with the purposes of the Market Square Parking Improvements Trust Fund. The consultant was selected through the City’s RFQ consultant selection process.

FISCAL IMPACT

Funds in the amount of $126,608.00 will be appropriated from the Market Square Parking Lot Improvements Trust Fund. The amount of $23,508.00 is for architect fees, $2,300.00 is for consultant contingency, $3,400.00 is for mandatory project fees and $97,400.00 is for construction expenses. The construction contract will be awarded in December 2004. With this amendment, the total consultant contract is $63,003.00 and the approved project budget is $176,053.00.

The 2003 Bond Issue authorized funds of $419,000.00 for Parks and Recreation capital improvements for Market Square: Farmer’s Market Rehabilitation. The additional amount of $126,608.00 is available from the Market Square Parking Lot Improvements Trust Fund.

COORDINATION

This item has been coordinated with the Finance Department and the Office of Management and Budget.

SUPPLEMENTARY COMMENTS

Discretionary Contract Disclosure Forms from 2TEN Architects, Inc. is attached.

Malcolm Matthews,
Director of Parks and Recreation

Christopher J. Brady,
Assistant City Manager

Approved:

Terry M. Brechtel
City Manager
City of San Antonio
Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 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 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) the identity of any individual who would be a party to the discretionary contract:

2TEN Architects, Inc. / Jim Ruiz, Ramiro Mena & Jesse Y. Juarez

(2) the identity of any business entity that would be a party to the discretionary contract:

NONE

and the name of:

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

KINETICS ENGINEERING / MEP & HVAC Sub- Consultant

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:

NONE

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.

COSA Form 1050-33-2, Discretionary Form, 06/01/01, Rev. 09/12/02
(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.

To Whom Made: | Amount: | Date of Contribution:
---|---|---
NONE | NONE | N/A

**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 individual 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.

**Disclosures 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 as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 

Title: Partner

Company: 2TEN Architects, Inc.

Date: 17 August 2004

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.
Site Map
Market Square

City of San Antonio
Parks & Recreation Dept.
16 August 2004

PARKS & RECREATION DEPARTMENT
c/o Mr. Scott Stover & Steve Uncapher
506 Dolorosa
San Antonio, Texas 78283

REF: Architects / Engineers Proposal for:
Market Square Roofing & HVAC
Improvements & Renovations

PROPOSAL:

HVAC & Architectural investigation / measure & Photographing:

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<td>Manager (measure)</td>
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<td>Designer (measure)</td>
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<td>Principal Engineer</td>
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Schematic Design:

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<td>Project Manager</td>
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Construction Documents:

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<td>Meetings &amp; misc.</td>
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<td>260</td>
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<tr>
<td>Clerical</td>
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<td>$35</td>
<td>140</td>
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### Principal Engineer
4 hrs. @ $110.00 = $440.00

### Project Manager
16 hrs. @ $85.00 = $1,360.00

### CADD drafting
32 hrs. @ $50.00 = $1,600.00

### Specifications
16 hrs. @ $65.00 = $1,040.00

### Clerical
4 hrs. @ $35.00 = $140.00

### Construction Administration:

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**TOTAL ARCHITECTURAL / ENGINEERING FEE:**

$23,508.00

NOTE: The above does not reflect any final printing cost including vellums, COSA fee’s and/or permit associated cost.

Architect request that Final Construction Document Phase be submitted as an extension from Friday, October 1, 2004 to 18 October 2004.

Respectfully,

[Signature]

Jesse Y. Juarez, NCARB  
cc: file