

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED  
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL**

**AN ORDINANCE**

**AUTHORIZING THE NEGOTIATION AND EXECUTION OF TWO PROFESSIONAL SERVICES AGREEMENTS, WITH POZNECKI-CAMARILLO, INC. AND LOCKWOOD, ANDREWS & NEWNAM, INC. EACH IN THE AMOUNT NOT-TO-EXCEED \$750,000.00 PER YEAR FOR AS-NEEDED SERVICES TO ASSIST STAFF TO FACILITATE THE DELIVERY OF SIDEWALK PROJECTS FUNDED THROUGH VARIOUS SOURCES; EACH AGREEMENT IS FOR A ONE-YEAR TERM WITH OPTION TO RENEW EACH AGREEMENT FOR TWO, ONE-YEAR EXTENSIONS AT THE CITY'S DISCRETION.**

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**WHEREAS**, due to the high number of sidewalk projects that are to be designed and constructed each year and the limited City resources to facilitate these sidewalk projects, the Public Works Department released a Request for Qualifications from qualified firms to provide professional program management services needed to complete these projects; and

**WHEREAS**, the professional services provided under these agreements may include, but are not limited to, the following:

**Program Management Services:**

- Prepare project/contract specifications and bid quantities for contract solicitation to include preparing bid tabs and recommendation letters
- Conduct public meetings and provide notifications of upcoming projects to citizens impacted by project construction to include the distribution of individual door hangers
- Conduct pre-construction meetings with assigned construction contractor(s) to ensure project clarity
- Coordinate project delivery schedules with construction contractor(s) to meet City deadlines
- Prepare individual quantity sheets for each project needed to complete task order processing
- Make daily visits to the construction sites and address construction issues with contractors and to address citizens concerns
- Review construction contractor(s) invoices to ensure proper billing is taking place
- Conduct monthly construction meetings with all contractors, Inspectors and Public Works Management Team
- Provide and coordinate with Texas Registered Accessibility Specialist (TDLR) to perform necessary field assessments and to ensure compliance once projects are completed
- Conduct final project walk through, develop project punch list, and complete 1-year warranty checks

**Design Phase Services:**

- Design and prepare project plans according to Project Manager requests

- Prepare cost estimates for sidewalk projects assigned to include performing site visits to determine potential conflicts with existing utilities, drainage infrastructure or other item that may negatively impact the construction of assigned sidewalk project
- Coordination with Utilities to address conflicts
- Provide and coordinate environmental assessments as needed for federal and city projects; and

**WHEREAS**, this Ordinance authorizes the negotiation and execution of two Professional Services Agreements for Program Management Services for Annual Sidewalk Projects with **Poznecki-Camarillo, Inc.**, and **Lockwood, Andrews & Newnam, Inc.**, each in an amount not to exceed \$750,000.00 per contract period, for as-needed services to assist City of San Antonio Contract and Consulting Services staff facilitate the delivery of sidewalk projects funded through various sources; and

**WHEREAS**, each agreement is for a one-year term with option to extend each agreement for two, one-year extensions, under the same terms and conditions at the City's discretion, for a possible total amount not to exceed \$2,250,000.00 each; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** **Poznecki-Camarillo, Inc.**, and **Lockwood, Andrews & Newnam, Inc.**, are hereby selected for negotiation and execution of two Professional Services Agreements for Program Management Services for Annual Sidewalk Projects.

**SECTION 2.** The City Manager or her designee is hereby authorized to negotiate and execute two Professional Services Agreements with **Poznecki-Camarillo, Inc.**, and **Lockwood, Andrews & Newnam, Inc.**, each in an amount not to exceed \$750,000.00 per contract period to provide as-needed services to assist City of San Antonio Contract and Consulting Services staff facilitate the delivery of sidewalk projects.

**SECTION 3.** The following financial adjustments are hereby approved:

- a) Funding for this ordinance will be identified when work orders are issued. If funding for any work orders is not previously appropriated, funding will be identified and appropriated through subsequent City Council action. Payment is limited to the amounts budgeted in the Operating and/or Capital Budget funding sources identified. All expenditures will comply with Operating and/or Capital Budgets for current and future fiscal years.
- b) Payment not to exceed \$750,000.00 per contract period, is authorized to be encumbered with a purchase order and made payable to **Poznecki-Camarillo, Inc.**, for Professional Services.
- c) Payment not to exceed \$750,000.00 per contract period, is authorized to be encumbered with a purchase order and made payable to **Lockwood, Andrews & Newnam, Inc.**, for Professional Services.
- d) The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP

Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 4.** This Ordinance shall be effective immediately upon passage by eight or more affirmative votes; otherwise, it shall be effective on the tenth day after passage.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

**M A Y O R**  
Julián Castro

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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Michael D. Bernard, City Attorney

**DRAFT**