

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

### AN ORDINANCE

**AUTHORIZING THE EXECUTION OF THREE ON-CALL CIVIL ENGINEERING SERVICES AGREEMENTS WITH R.H. SHACKELFORD, INC., RPS KLOTZ ASSOCIATES, INC., AND LOCKWOOD, ANDREWS & NEWNAM, INC., EACH IN THE AMOUNT NOT-TO-EXCEED \$450,000.00 PER YEAR FOR A TERM OF ONE YEAR WITH ONE ADDITIONAL ONE-YEAR EXTENSION OPTION TO PROVIDE ON-CALL CIVIL ENGINEERING SERVICES FOR INFRASTRUCTURE MANAGEMENT PROGRAM (IMP) AND THE NEIGHBORHOOD ACCESS AND MOBILITY PROGRAM (NAMP) PROJECTS..**

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**WHEREAS**, the City contracted with two consultants that provided On- Call Civil Engineering Services for Infrastructure Management Program (IMP) and Neighborhood Access And Mobility Program (NAMP) projects and whose contracts expired in December 2016; and

**WHEREAS**, these on-call contracts will be utilized to improve efficiency and expedite delivery and completion of sidewalk projects and specifically may include:

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 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 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 citizen's concerns
- Review construction contractor(s) invoices to ensure proper billing is taking place
- Conduct monthly construction meetings with all contractors, inspectors and TCI staff
- 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 to include performing site visits to determine potential conflicts with existing utilities, drainage infrastructure or other item that may negatively impact the construction of sidewalk project
- Coordination with Utilities to address conflicts
- Provide and coordinate environmental assessments as needed

**WHEREAS**, this Ordinance authorizes the execution of three On-call Professional Civil Engineering Services Agreements with **R.H. Shackelford, Inc., RPS Klotz Associates, Inc., and Lockwood, Andrews & Newnam, Inc.**, each in an amount not to exceed \$450,000.00 per year, for a term of one year, with an option to renew for an additional one year under the same terms and conditions; **NOW THEREFORE**,

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

**SECTION 1. R.H. SHACKELFORD, INC., RPS KLOTZ ASSOCIATES, INC., AND LOCKWOOD, ANDREWS & NEWNAM, INC.**, are selected for execution of three (s) On-call Civil Engineering Services Agreements on as-needed basis for Infrastructure Management Program (IMP) and Neighborhood Access and Mobility Program (NAMM) projects throughout the City.

**SECTION 2.** The City Manager or her designee is authorized to negotiate and execute five (5) Professional Service agreements, each in the amount not to exceed \$750,000.00 per year, for a term of one year, with an option to renew each or any one of the agreements for two optional one-year extensions under the same terms and conditions.

**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 \$450,000.00 per annual contract, is authorized to be encumbered with a purchase order and made payable to **R.H. Shackelford, Inc.**, for Civil Engineering Services.
- c) Payment not to exceed \$450,000.00 per annual contract, is authorized to be encumbered with a purchase order and made payable to **RPS Klotz Associates, Inc.**, for Civil Engineering Services.
- d) Payment not to exceed \$450,000.00 per annual contract, is authorized to be encumbered with a purchase order and made payable to **Lockwood, Andrews & Newnam, Inc.**, for Civil Engineering Services.
- e) 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 affirmative votes; otherwise it shall be effective on the tenth day after passage hereof.

**PASSED and APPROVED** this 11<sup>th</sup> day of May, 2017.

M A Y O R  
Ivy R. Taylor

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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Andrew Segovia, City Attorney