

AN ORDINANCE 2007 - 04 - 05 - 0382

**APPROVING A \$440,100.90 AMENDMENT, OF WHICH \$215,985.41 IS RATIFIED TO A \$3,833,000.00 PROGRAM MANAGEMENT PROFESSIONAL SERVICES AGREEMENT, AS AMENDED, WITH CH2M HILL, INC. FOR ADDITIONAL BOND SCOPING AND ESTIMATING SERVICES IN CONNECTION WITH THE 2007 BOND PROGRAM, AND THE DEVELOPMENT AND IMPLEMENTATION OF A WEB-BASED PROJECT MANAGEMENT PORTAL; AND APPROPRIATING FUNDS.**

\* \* \* \* \*

**WHEREAS**, on November 17, 2005, Ordinance No. 101691 authorized the execution of a professional services contract with **CH2M Hill, Inc.** in the amount of \$2,733,000.00 for professional program management to assist the Public Works Department in the administration of the 2005 Storm Water Revenue Bond Program; and

**WHEREAS**, this Ordinance amends the contract with **CH2M Hill, Inc.** in the amount of \$440,100.90 for additional program management services and the development and implementation of a web-based Project Management Portal; and

**WHEREAS**, of the \$440,100.90, funds in the amount of \$150,000.00 will be used for bond scoping and estimating services and the amount of \$290,100.90 will be for development and implementation of a web-based Project Management Portal deployed to production on the internal City of San Antonio network; **NOW THEREFORE**,

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

**SECTION 1.** The professional services contract between the City of San Antonio and **CH2M Hill, Inc.** which was originally authorized by Ordinance 101691 dated November 17, 2005 is hereby amended. The City Manager or her designee is hereby authorized to execute said amendment, a copy of which is in substantially the same form attached hereto and incorporated by reference herein for all purposes as **Attachment I**.

**SECTION 2.** The following financial adjustments are hereby approved:

- a) The amount of \$20,742.21 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-06 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-00166-90-03. The amount of \$20,742.21 is authorized to be transferred to fund 48099000.
- b) The budget in fund 48099000, Project Definition 23-00166, Callaghan LWC (Farragut to Ingram), shall be revised by increasing WBS element 23-00166-90-03 entitled Trf Fr RB-00084-01-01-06, GL account 6101100 – Interfund Transfer In, by the amount \$20,742.21.

- c) The amount of \$20,742.21 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-00166, Callaghan LWC (Farragut to Ingram), WBS element 23-00166-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- d) The amount of \$20,742.21 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-07 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-00167-90-03. The amount of \$20,742.21 is authorized to be transferred to fund 48099000.
- e) The budget in fund 48099000, Project Definition 23-00167, Callaghan: Hemphill To Farragut 1 LWC, shall be revised by increasing WBS element 23-00167-90-03 entitled Trf Fr RB-00084-01-01-07, GL account 6101100 – Interfund Transfer In, by the amount \$20,742.21.
- f) The amount of \$20,742.21 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-00167, Callaghan: Hemphill To Farragut 1 LWC, WBS element 23-00167-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- g) The amount of \$28,429.89 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-14 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-00170-90-02. The amount of \$28,429.89 is authorized to be transferred to fund 48099000.
- h) The budget in fund 48099000, Project Definition 23-00170, Callaghan Commercial Tributary to 6 Mile Creek Ph1, shall be revised by increasing WBS element 23-00170-90-02 entitled Trf Fr RB-00084-01-01-14, GL account 6101100 – Interfund Transfer In, by the amount \$28,429.89.
- i) The amount of \$28,429.89 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-00170, Commercial Tributary to 6 Mile Creek Ph1, WBS element 23-00170-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- j) The amount of \$57,439.98 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-08 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-03725-90-01. The amount of \$57,439.98 is authorized to be transferred to fund 48099000.
- k) The budget in fund 48099000, Project Definition 23-03725, Laddie Place RSWF PH II (Spencer Ln Det), shall be revised by increasing WBS element 23-03725-90-01 entitled

Trf Fr RB-00084-01-01-08, GL account 6101100 – Interfund Transfer In, by the amount \$57,439.98.

- l) The amount of \$57,439.98 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-03725, Laddie Place RSWF PH II (Spencer Ln Det), WBS element 23-03725-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- m) The amount of \$41,194.33 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-03 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-00599-90-03. The amount of \$41,194.33 is authorized to be transferred to fund 48099000.
- n) The budget in fund 48099000, Project Definition 23-00599, RIP RAP 69 - PH IID, shall be revised by increasing WBS element 23-00599-90-03 entitled Trf Fr RB-00084-01-01-03, GL account 6101100 – Interfund Transfer In, by the amount \$41,194.33.
- o) The amount of \$41,194.33 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-00599, RIP RAP 69 - PH IID, WBS element 23-00599-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- p) The amount of \$56,279.57 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-11 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-03726-90-01. The amount of \$56,279.57 is authorized to be transferred to fund 48099000.
- q) The budget in fund 48099000, Project Definition 23-03726, Timberhill Low Water Crossing #57, shall be revised by increasing WBS element 23-03726-90-01 entitled Trf Fr RB-00084-01-01-11, GL account 6101100 – Interfund Transfer In, by the amount \$56,279.57.
- r) The amount of \$56,279.57 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-03726, Timberhill Low Water Crossing #57, WBS element 23-03726-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- s) The amount of \$16,535.75 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-10 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-03730-90-03. The amount of \$16,535.75 is authorized to be transferred to fund 48099000.

- t) The budget in fund 48099000, Project Definition 23-03730, Upper Leon Creek Regional RSWF, shall be revised by increasing WBS element 23-03730-90-03 entitled Trf Fr RB-00084-01-01-10, GL account 6101100 – Interfund Transfer In, by the amount \$16,535.75.
- u) The amount of \$16,535.75 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-03730, Upper Leon Creek Regional RSWF, WBS element 23-03730-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- v) The amount of \$21,177.37 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-05 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-03724-90-01. The amount of \$21,177.37 is authorized to be transferred to fund 48099000.
- w) The budget in fund 48099000, Project Definition 23-03724, W.W. White Area Outfall Phase I, Part 2, shall be revised by increasing WBS element 23-03724-90-01 entitled Trf Fr RB-00084-01-01-05, GL account 6101100 – Interfund Transfer In, by the amount \$21,177.37.
- x) The amount of \$21,177.37 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-03724, W.W. White Area Outfall Phase I, Part 2, WBS element 23-03724-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- y) The amount of \$27,559.59 is appropriated in fund 48004000, 2005 Storm Water Revenue Bonds, WBS RB-00084-01-01-09 GL account 6102100 – Interfund Transfer out entitled Transfer to 23-00178-90-03. The amount of \$27,559.59 is authorized to be transferred to fund 48099000.
- z) The budget in fund 48099000, Project Definition 23-0178, Zarzamora Drainage Project #83A Phase 1, shall be revised by increasing WBS element 23-00178-90-03 entitled Trf Fr RB-00084-01-01-09, GL account 6101100 – Interfund Transfer In, by the amount \$27,559.59.
- aa) The amount of \$27,559.59 is appropriated in fund 48099000, Municipal Drainage Capital Projects, Project Definition 23-0178, Zarzamora Drainage Project #83A Phase 1, WBS element 23-00178-01-05, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.
- bb) The amount of \$220,000.00 is appropriated from the 2007 General Obligation Bond Sales, GL Account 6102100 Transfer Out and Transfer to 23-00484-90-02. The amount of \$220,000.00 is authorized to be transferred to fund 40099000.

- cc) The budget in fund 40099000, Project Definition 23-0484, Bond Scoping Services, shall be revised by increasing WBS element 23-00484-90-02 entitled Trf Fr 2007 General Obligation Bond Sales, GL account 6101100 – Interfund Transfer In, by the amount \$220,000.00.
- dd) The amount of \$220,000.00 is appropriated in fund 40099000, Other Capital Projects, Project Definition 23-0178, Bond Scoping Services, WBS element 23-00484-01-02, entitled Program Management Costs, G/L Account 5201040, and is authorized to be encumbered and made payable to CH2M HILL, Inc., for professional services.

**SECTION 3.** 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 allocation 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 take effect on April 15, 2007.

**PASSED AND APPROVED** this 5th day of April, 2007.

*Delia Herrera*  
for M A Y O R  
PHIL HARDBERGER

**ATTEST:** *Patricia M. Vaca*  
City Clerk

**APPROVED AS TO FORM:** *Garland Stewart*  
City Attorney

# Agenda Voting Results

**Name:** 29.

**Date:** 04/05/07

**Time:** 04:40:39 PM

**Vote Type:** Multiple selection

**Description:** 29. An Ordinance approving a \$510,100.90 amendment, of which \$215,985.41 is ratified, to a \$3,833,000 Program Management Professional Services Agreement, as amended, with CH2M Hill, Inc. for additional bond scoping and estimating services in connection with the 2007 Bond Program, and the development and implementation of a web-based Project Management Portal, and appropriating funds. [Presented by Thomas Wendorf, Director, Public Works; Jelynne LeBlanc Burley Deputy City Manager]

Voter	Group	Status	Yes	No	Abstain
ROGER O. FLORES	DISTRICT 1		x		
SHEILA D. MCNEIL	DISTRICT 2		x		
ROLAND GUTIERREZ	DISTRICT 3		x		
RICHARD PEREZ	DISTRICT 4	Not present			
PATTI RADLE	DISTRICT 5		x		
DELICIA HERRERA	DISTRICT 6		x		
ELENA K. GUAJARDO	DISTRICT 7		x		
ART A. HALL	DISTRICT 8		x		
KEVIN A. WOLFF	DISTRICT 9		x		
CHIP HAASS	DISTRICT_10		x		
MAYOR PHIL HARDBERGER	MAYOR	Not present			



CMS or Ordinance Number: OR00000200704050382

TSLGRS File Code: 1000-05

Document Title:

ORD - 2005 Storm Water Revenue Bond Project - Program Management [Ordinance #101691; 11/17/2005; \$2,733,000.00]

**Ordinance Date:**

**4/5/2007**



CMS or Ordinance Number: CN4600003918

TSLGRS File Code:1075-16

Document Title:

CONT - 2005 Storm Water Revenue Bond Project - Program Management [Ordinance #101691; 11/17/2005; \$2,733,000.00]

**Commencement Date:**

**1/4/2006**

**Expiration Date:**

**1/4/2011**

AMENDMENT #3 TO  
PROFESSIONAL SERVICES AGREEMENT  
PROGRAM MANAGEMENT  
FOR

**2005 STORMWATER REVENUE BOND PROJECTS**

The City of San Antonio, a Texas Municipal Corporation, (hereinafter referred to as "CITY") presently contracts with CH2M HILL, Inc. a Florida Corporation, (hereinafter referred to as "CONSULTANT"), for Program Management Services for the 2005 STORMWATER REVENUE BOND PROJECTS pursuant to a Professional Services Agreement (hereinafter referred to as the "Agreement") approved by City Council on November 17, 2005 through Ordinance No. 101691.

The third amendment of the Professional Services Agreement entered into by and between the CITY acting by and through its designated representative pursuant to Ordinance No. 2007-04-05-0387 passed and approved on April 5, 2007 and CONSULTANT acting by and through its designated representative. The undersigned hereby agree to amend said Agreement as herein set forth:

1. Article V. of the Agreement, entitled "COMPENSATION," is hereby amended to add the sum of \$440,100.90 to the fee for the CONSULTANT's additional work for a total contract amount of \$4,273,100.90.
2. Article III, "SCOPE OF SERVICES" is hereby amended so that CONSULTANT will perform bond scoping and estimating services in connection with the 2007 Bond Program and additional services provided in connection with the development and implementation of a web-based Project Management Portal deployed to production on the internal City of San Antonio network. CONSULTANT shall provide such services in accordance with CONSULTANT's scope of work and budget which are attached hereto as attachments "A" and "B" respectively, and incorporated by reference herein.
3. Article XXX. of the Agreement, entitled "PAYMENTS," is hereby added and includes following terms and conditions relating to Payments and Work Orders:

30.1 CONSULTANT shall complete a Work Order for each Work Task that the City requests to be performed under this AGREEMENT. Work Orders shall be numbered sequentially starting with number one and must reference this contract. The CITY will either approve or disapprove each Work Order. Once a Work Order is approved, it will become a part of this AGREEMENT. The Work Order form to be used is attached hereto and incorporated herein for all purposes as "Exhibit C".

30.2 Payment may also be made based solely on the units of work completed and approved by the Director, and the associated unit price for each Work Task as may be described in the approved Work Order.

30.3 Monthly payments for work performed in the various Work Tasks will be made to CONSULTANTS upon CONSULTANT'S furnishing itemized invoices referencing the individual Work Order, in a form acceptable to the Director, indicating the value of services performed to date on that work order and any other invoices or payments made related to that

Work Order.

**30.4 CONSULTANT** must obtain the prior written approval of the **CITY** for any additional line items included in Section 5.5 "COMPENSATION FOR ADDITIONAL PROFESSIONAL SERVICES". Work Orders must be approved by the Director as being appropriately within the scope of the **AGREEMENT**.

30.5 Payments to the **CONSULTANT** shall be in the amount shown on the invoices consistent with the Work Order and its supporting documentation submitted, and shall be subject to the **CITY'S** approval. All services shall be performed to the **CITY'S** satisfaction, which satisfaction shall be judged by the Director in his or her sole discretion, and the **CITY** shall not be liable for any payment under this **AGREEMENT** for services which are unsatisfactory and which have not been previously approved by the Director. The final payment due hereunder will not be paid until all reports, data, and documents have been submitted, received, accepted and approved by the **CITY**.

**30.6 CONSULTANT** understands and agrees that the **CITY** has entered into Professional Services Agreements with other consultants Program Management services and has the authority to assign work tasks at its sole discretion.

4. The amendments to the Agreement shall not prejudice any present or future rights, remedies, benefits, or powers belonging or accruing to CITY under the terms of the Agreement herein amended.
5. Except as provided otherwise herein, the Agreement shall remain unaffected, unchanged, and unimpaired by reason of the foregoing amendments.

Amendment AGREED TO this the 15<sup>th</sup> day of May, 2007.

CITY OF SAN ANTONIO, A TEXAS  
MUNICIPAL CORPORATION:

CH2M Hill, Inc.

By: James A. Gonzalez  
City Manager T.W. 4/12/07

By: A.H. Cuedo III  
Designated Representative

APPROVED:  
Frank L. Melton  
City Attorney



Christina M. Hunt, City Clerk

CITY OF SAN ANTONIO  
PUBLIC WORKS DEPARTMENT  
TASK ORDER

Form PW-15A  
Rev. 3 2/2007  
(Submit 2 Originals)  
2/27/07 9:35

Date Prepared: 2/1/2007 Task Order Title: TO-20 PDAs for Constr Inspectors Project No. SWPM-001  
Project Name: Storm Water Program Management

Project Name as shown on the Work Project Authorization

The revision or amendment described below is to the work originally or previously specified is hereby requested, including all changes in costs. (Describe work to be added or deleted, including SAP Material number. Attach a revised plan sheet affected or drawings.)

TO-20 PDAs for Construction Field Inspectors  
Contract Number : 4600003918  
See Attached for further information

Justification for Proposed Alteration (Describe in detail why this work is to be added or deleted. Use attachments if necessary.):

PDA ares required by COSA inspectors to ensure that all required data is captured during LAM construction.

Task Order will result in change to Contract Cost as: \$58,548.60  
Task Order will result in change to Contract Days as:  Working Days  Calendar Days # Days 0  
(To be negotiated by the Contractor and the City.)

The project is not to exceed to authorized amount. Any expenditures in excess of the authorized amount will not be approved for reimbursement.

**REQUESTED BY:**

City, TXDOT/Architect, Other (Please Specify)	Date	Contractor	Date
		<u>C.H. Cordero III</u>	<u>2/28/2007</u>
		Title: <u>J.P.</u>	
		Firm: <u>CH2M HILL</u>	

**RECOMMENDED BY:**

District Program Manager (Project Engineer Only)	Date	Others:	
		(If required; i.e., City Dept., S.A.W.S., etc.)	
COSA Project Manager	Date	COSA Program Manager	Date
COSA Capital Programs Manager	Date		

**APPROVED BY:**

City Engineer	Date	(If over \$25,000) Director of Public Works	Date
<u>Josiah E. Culy, P.E.</u>	<u>05/20/07</u>	<u>Thomas L. Wood, P.E.</u>	<u>3/10/07</u>

FOR CITY USE ONLY

Ordinance Required:  Yes  No  Change Order \$25,000 (+ or -)  Additional funds required: \$0.00

PO Line Item #: _____	Total Contract Capacity: <u>\$440,100.90</u>
Original PO/Line Amount: <u>\$0.00</u>	Previous Approved Task Orders: <u>\$0.00</u>
Previous PO/Line Task Orders: <u>\$58,548.60</u>	This Task Order: <u>\$58,548.60</u>
This Task Order: <u>\$0.00</u>	Total Task Orders: <u>\$58,548.60</u>
Total PO/Line Task Order: <u>\$0.00</u>	Available Contract Amount: <u>\$381,552.30</u>
Available PO/Line Amount: _____	

Fund #: \_\_\_\_\_ Ordinance #: \_\_\_\_\_ Ordinance Date: \_\_\_\_\_  
Purchase Requisition: 1000035891 Contract #: 4600003918 Purchase Order #: 4500058871

NOTE: This form is a local government record and shall be retained in accordance with the provisions of the Local Government Code, Section 201. Provide (2) originals with supporting documents.

5/10/2007

**City of San Antonio**

PO Box 839966

San Antonio, TX 78205

Phone: (210) 207-2540

Fax: (210) 207-7196

**CHANGE ORDER**

**No. 00003**

**TITLE:** TO-20 PDAs for Constr Inspectors

**DATE:** 2/1/2007

**PROJECT:** Storm Water Program Management

**JOB:**

**TO:** Attn: Tony Arredondo

**CONTRACT NO:** 4600003918

CH2M HILL

9311 San Pedro

Suie 800

San Antonio, TEXAS 78216

Phone: (210) 377-3085 Fax: (210) 349-8944

**RE:** TOP

**To:**

**From:**

**Number:** 00002

**DESCRIPTION OF CHANGE**

TO-20 PDAs for Construction Field Inspectors

Contract Number : 4600003918

See Attached for further information

Item	Description	Quantity	Units	Unit Price	Net Amount
00001	Task Order 20R PDAs for Construction Field Inspectors	58548.600	DOL	\$1.00	\$58,548.60
<b>Total Cost</b>					<b>\$58,548.60</b>

The Original Contract Sum was .....	\$0.00
Net Change by Previously Authorized Requests and Changes .....	\$0.00
The Contract Sum Prior to This Change Order was .....	\$0.00
The Contract Sum Will be Increased .....	\$58,548.60
The New Contract Sum Including This Change Order ....	\$58,548.60
The Contract Time Will Not Be Changed .....	

## Workplan for PDA's for Construction Field Inspectors

### Purpose

The purpose of this task is to implement current technology in construction inspection by integrating an electronic process through the use of portable devices which will afford inspectors an opportunity to perform their tasks efficiently and effectively. PDA use has become popular in day-to-day planning, but can bring value to inspection by organizing checklists for use in the field, as well as an electronic version of the Daily Diary kept by each project inspector. Performing these tasks electronically will allow Daily Reports and construction checklists to be loaded into the PM Portal and made available immediately for use by PW staff and Program Management. This effort saves valuable time and will be useful in enabling a smooth construction flow and monitoring of the construction schedule.

### General Work Activities

1. **Task 1** - Create the Daily Report in an electronic format that is compatible with use on PDAs for field inspectors. The Daily Report could be one that PW uses internally, or the detailed Daily Report that is present in Expedition which resides on the PM Portal.
2. **Task 2** - Analyze the list of Specifications for four proposed LAM construction projects. These projects will be 1) Clark Ave: Fair to Southcross, 2) Nakoma at US281 (West side), 3) Citywide Bicycle Project Group II, and 4) the Hays Street Bridge project. This activity will require detailed review of TxDOT requirements and a determination of which items need to be included into a checklist. While each project will have many similarities, we still will be required to organize each project individually because not all projects are designed according to the same TxDOT Specifications Standards. We will assume that each project would contain at least 50 Specifications requiring a checklist. We will create a checklist for each Specification, up to fifty (50) per project according to the completed set of Plans and Specifications in an electronic format that is compatible with use on a PDA. Development of the resultant 200 checklists for these four projects is assumed to be all that is required accounting for the needs of the entire list of 22 LAM projects which the CH2M HILL Team will be managing during the construction phase.
3. **Task 3** - Based on the Bid Form included with each set of bidding documents for the 22 LAM projects, develop a material inventory spreadsheet in an electronic format that is compatible with use on a PDA.
4. **Task 4** - Conduct quality control reviews of the creation of Daily Report and the fifty (50) construction checklists on each of four (4) projects as listed in Task 1. We will ensure that accurate and efficient checklists are prepared and will function as designed. Technical expertise will be needed to implement the process and verify that each checklist will function appropriately and perform to expected standards.
5. **Task 5** - Integrate the Daily Report into Expedition as an attached file to an entered report. Checklists will need to be uploaded into the PM Portal and procedures for 'direct link' or 'sync' will need to be determined and written. Handouts will be provided and distributed to each inspector.

6. **Task 6** - Prepare for and conduct training workshops to ensure conformity in the use of the PDAs and a review of the checklists that will be used. PDAs will require a 2-hour workshop in order to familiarize the inspectors on its use, functionality, and the process of using the checklists. Also included in the workshops will be instructions on how to 'sync' the PDA to a cradle and upload into the PM Portal. This process will also feature a hands-on training and live uploading, if available.
7. **Task 7** - Provide technical support to the inspection staff for a period of one year after the workshops have been conducted. Handouts will be reviewed with the inspector, and if necessary, a site visit to assist the inspector in any problems resulting from the use of the PDA or the checklists used.

### **Schedule**

1. Upon receipt of the COSA purchased PDAs, implementation and creation of Daily Report and fifty (50) construction checklists based on Specification Sections for four (4) projects as designated in Task 1. This effort is expected to take a minimum of twelve (12) weeks.
2. Workshops will be scheduled upon successful completion of Daily Report and construction checklists, and its integration process to PDAs. Inspectors will be asked to bring their PDAs to the workshop for a hands-on class. All workshops can be conducted and completed within a week following implementation.

### **Deliverables**

1. Completed software development and implementation to PDAs, and ready for team usage.
2. Training materials and training sessions for construction inspectors. Workshops will consist of four (4) two-hour sessions with classes being held at COSA ITSD lab.
3. Technical support for PDA operation and technical support and maintenance for the construction checklists. Resolving issues resulting from uploading documents to the PM Portal will also be included.

### **Assumptions**

1. All hardware, including PDAs, will be directly purchased by COSA.
2. All LAM project bidding documents, including the Bid Form and technical specifications will be provided to CH2M HILL directly from COSA.

### **Budget**

Please see Project Pricer attached.

**PDA's**  
**Labor Hours/Price (LS,CPFF,RL)**  
 Lowest Tasks, All Budgets, without Period Subtotals



Description	Hours	Price
<b>Top Task P1 -</b>		
<b>Task P1.01 - Create Daily Report</b>		
Admin	4	83.92
<b>Subtotal for Labor</b>	<b>4</b>	<b>83.92</b>
Total Overhead		145.72
<b>Subtotal for Overhead</b>		<b>145.72</b>
<b>Subtotal for Labor</b>	<b>4</b>	<b>229.64</b>
<b>Subtotal for Labor and Overhead</b>	<b>4</b>	<b>229.64</b>
Total Other Direct Expenses		8.80
<b>Subtotal for Other Direct Expenses</b>		<b>8.80</b>
Total Subcontract		288.00
<b>Subtotal for Subcontract</b>		<b>288.00</b>
Total Travel		120.00
<b>Subtotal for Travel</b>		<b>120.00</b>
<b>Subtotal for Costs</b>	<b>4</b>	<b>646.44</b>
Profit/Fee on Labor		22.96
Profit/Fee on Subcontractors		14.40
<b>Subtotal for Profit/Fee</b>		<b>37.36</b>
<b>Subtotal for Markups</b>		<b>37.36</b>
<b>Subtotal for P1.01 - Create Daily Report</b>	<b>4</b>	<b>683.80</b>
<b>Task P1.02 - Creating Construction Checklists</b>		
Admin	4	83.92
Project Manager	40	1,543.60
<b>Subtotal for Labor</b>	<b>44</b>	<b>1,627.52</b>
Total Overhead		2,826.03
<b>Subtotal for Overhead</b>		<b>2,826.03</b>
<b>Subtotal for Labor</b>	<b>44</b>	<b>4,453.55</b>
<b>Subtotal for Labor and Overhead</b>	<b>44</b>	<b>4,453.55</b>
Total Other Direct Expenses		96.80
<b>Subtotal for Other Direct Expenses</b>		<b>96.80</b>
Total Subcontract		12,160.00
<b>Subtotal for Subcontract</b>		<b>12,160.00</b>
Total Travel		120.00
<b>Subtotal for Travel</b>		<b>120.00</b>
<b>Subtotal for Costs</b>	<b>44</b>	<b>16,830.35</b>
Profit/Fee on Labor		445.45
Profit/Fee on Subcontractors		608.00

**PDA's**  
**Labor Hours/Price (LS,CPFF,RL)**  
 Lowest Tasks, All Budgets, without Period Subtotals



Description	Hours	Price
<b>Subtotal for Profit/Fee</b>		1,053.45
<b>Subtotal for Markups</b>		1,053.45
<b>Subtotal for P1.02 - Creating Construction Checklists</b>	<b>44</b>	<b>17,883.80</b>
<b>Task P1.03 - Create 22 Material Inventory Spreadsheets</b>		
Admin	16	335.68
<b>Subtotal for Labor</b>	<b>16</b>	<b>335.68</b>
Total Overhead		582.88
<b>Subtotal for Overhead</b>		<b>582.88</b>
<b>Subtotal for Labor</b>	<b>16</b>	<b>918.56</b>
<b>Subtotal for Labor and Overhead</b>	<b>16</b>	<b>918.56</b>
Total Other Direct Expenses		35.20
<b>Subtotal for Other Direct Expenses</b>		<b>35.20</b>
Total Subcontract		1,056.00
<b>Subtotal for Subcontract</b>		<b>1,056.00</b>
<b>Subtotal for Costs</b>	<b>16</b>	<b>2,009.76</b>
Profit/Fee on Labor		91.84
Profit/Fee on Subcontractors		52.80
<b>Subtotal for Profit/Fee</b>		<b>144.64</b>
<b>Subtotal for Markups</b>		<b>144.64</b>
<b>Subtotal for P1.03 - Create 22 Material Inventory Spreadsheets</b>	<b>16</b>	<b>2,154.40</b>
<b>Task P1.04 - Quality Control Review</b>		
Admin	4	83.92
Project Manager	96	4,003.52
<b>Subtotal for Labor</b>	<b>100</b>	<b>4,087.44</b>
Total Overhead		7,097.43
<b>Subtotal for Overhead</b>		<b>7,097.43</b>
<b>Subtotal for Labor</b>	<b>100</b>	<b>11,184.87</b>
<b>Subtotal for Labor and Overhead</b>	<b>100</b>	<b>11,184.87</b>
Total Other Direct Expenses		220.00
<b>Subtotal for Other Direct Expenses</b>		<b>220.00</b>
<b>Subtotal for Costs</b>	<b>100</b>	<b>11,404.87</b>
Profit/Fee on Labor		1,118.61
<b>Subtotal for Profit/Fee</b>		<b>1,118.61</b>
<b>Subtotal for Markups</b>		<b>1,118.61</b>
<b>Subtotal for P1.04 - Quality Control Review</b>	<b>100</b>	<b>12,523.48</b>
<b>Task P1.05 - Technical Implementation of Daily Reports to PM Portal</b>		
Admin	4	83.92
Project Manager	16	916.32

**PDA's**  
**Labor Hours/Price (LS,CPFF,RL)**  
 Lowest Tasks, All Budgets, without Period Subtotals



Description	Hours	Price
<b>Subtotal for Labor</b>	<b>20</b>	<b>1,000.24</b>
Total Overhead		1,736.82
<b>Subtotal for Overhead</b>		<b>1,736.82</b>
<b>Subtotal for Labor</b>	<b>20</b>	<b>2,737.06</b>
<b>Subtotal for Labor and Overhead</b>	<b>20</b>	<b>2,737.06</b>
Total Other Direct Expenses		44.00
<b>Subtotal for Other Direct Expenses</b>		<b>44.00</b>
<b>Subtotal for Costs</b>	<b>20</b>	<b>2,781.06</b>
Profit/Fee on Labor		273.62
<b>Subtotal for Profit/Fee</b>		<b>273.62</b>
<b>Subtotal for Markups</b>		<b>273.62</b>
<b>Subtotal for P1.05 - Technical Implementation of Daily Reports to PM Portal</b>	<b>20</b>	<b>3,054.68</b>
<b>Task P1.06 - Four Training Workshops</b>		
Admin	4	83.92
Project Manager	4	154.36
<b>Subtotal for Labor</b>	<b>8</b>	<b>238.28</b>
Total Overhead		413.75
<b>Subtotal for Overhead</b>		<b>413.75</b>
<b>Subtotal for Labor</b>	<b>8</b>	<b>652.03</b>
<b>Subtotal for Labor and Overhead</b>	<b>8</b>	<b>652.03</b>
Total Other Direct Expenses		17.60
<b>Subtotal for Other Direct Expenses</b>		<b>17.60</b>
Total Subcontract		480.00
<b>Subtotal for Subcontract</b>		<b>480.00</b>
Total Travel		60.00
<b>Subtotal for Travel</b>		<b>60.00</b>
<b>Subtotal for Costs</b>	<b>8</b>	<b>1,209.63</b>
Profit/Fee on Labor		65.21
Profit/Fee on Subcontractors		24.00
<b>Subtotal for Profit/Fee</b>		<b>89.21</b>
<b>Subtotal for Markups</b>		<b>89.21</b>
<b>Subtotal for P1.06 - Four Training Workshops</b>	<b>8</b>	<b>1,298.84</b>
<b>Task P1.07 - Provide Technical Support</b>		
Project Manager	120	6,872.40
<b>Subtotal for Labor</b>	<b>120</b>	<b>6,872.40</b>
Total Overhead		11,933.24
<b>Subtotal for Overhead</b>		<b>11,933.24</b>

**PDA's**  
**Labor Hours/Price (LS,CPFF,RL)**  
 Lowest Tasks, All Budgets, without Period Subtotals



Description	Hours	Price
<b>Subtotal for Labor</b>	<b>120</b>	<b>18,805.64</b>
<b>Subtotal for Labor and Overhead</b>	<b>120</b>	<b>18,805.64</b>
Total Other Direct Expenses		264.00
<b>Subtotal for Other Direct Expenses</b>		<b>264.00</b>
<b>Subtotal for Costs</b>	<b>120</b>	<b>19,069.64</b>
Profit/Fee on Labor		1,879.96
<b>Subtotal for Profit/Fee</b>		<b>1,879.96</b>
<b>Subtotal for Markups</b>		<b>1,879.96</b>
<b>Subtotal for P1.07 - Provide Technical Support</b>	<b>120</b>	<b>20,949.60</b>
<b>Subtotal for P1</b>	<b>312</b>	<b>58,548.60</b>
<b>Grand Total</b>	<b>312</b>	<b>58,548.60</b>



# City of San Antonio

**Remit To:**

City of San Antonio  
General Accounting  
P.O. Box 839976  
San Antonio, TX 78283-3976

<b>Vendor No.</b> 1025216	<b>Purchase Order</b> 4500058871
CH2M HILL INC 9311 SAN PEDRO AVE STE 800 SAN ANTONIO TX 78216	<b>Date</b> 01/19/2006
<b>Contact</b> ALETHEA C ASBURY (ALEX)	<b>City Contact</b> Leonor Hargis
<b>Telephone</b> 210 694-4545	<b>Telephone</b> 210-207-5897
	<b>Fax</b> 210-207-2090
	<b>Email</b> lhargis@sanantonio.gov
	<b>Freight Terms</b> FOB Destination

**Ship To:**

City of San Antonio  
TX

**Terms of payment:** Payable immediately Due net

Item	Material No.	Description	Quantity	Unit Price	Extended Price
001		STORM WATER UTILITY STAFF AUGMENTATION	278,000.00 Dollar	1.00	278,000.00
		Delivery Date: 01/20/2006			
		COSA Material No.: 80002281			
		Delivery Date:			
		Quantity UoM Date			
		50,085.45 Dollar 01/20/2006			
***		Item partially delivered ***			
002		WEB BASED PROGRAM MANAGEMENT TOOLS	600,000.00 Dollar	1.00	600,000.00
		Delivery Date: 03/07/2006			
		COSA Material No.: 80002285			
		Delivery Date:			
		Quantity UoM Date			
		26.08 Dollar 03/07/2006			
***		Item partially delivered ***			
003		PROGRAM MANAGEMENT GENERAL CIP TASKS	176,382.40 Dollar	1.00	176,382.40
		Delivery Date: 03/07/2006			
		COSA Material No.: 80002286			

Item	Material No.	Description	Quantity	Unit Price	Extended Price
		<b>Delivery Date:</b>			
		Quantity UoM Date			
		88,670.63 Dollar 03/07/2006			
***		Item partially delivered ***			
004		FUNDING LEVEL PROJECT SCOPING	200,000.00	Dollar 1.00	200,000.00
		<b>Delivery Date:</b> 03/07/2006			
		COSA Material No.: 80002287			
		<b>Delivery Date:</b>			
		Quantity UoM Date			
		4,847.72 Dollar 03/07/2006			
***		Item partially delivered ***			
005		GENERAL PROGRAM MANAGEMENT TASKS	950,000.00	Dollar 1.00	950,000.00
		<b>Delivery Date:</b> 03/07/2006			
		COSA Material No.: 80002288			
		<b>Delivery Date:</b>			
		Quantity UoM Date			
		154,020.68 Dollar 03/07/2006			
***		Item partially delivered ***			
006		PROGRAM MNG CALLAGHAN LOW WATER CROSSING	102,845.46	Dollar 1.00	102,845.46
		<b>Delivery Date:</b> 03/07/2006			
		COSA Material No.: 80002289			
		<b>Delivery Date:</b>			
		Quantity UoM Date			
		81,432.59 Dollar 03/07/2006			
***		Item partially delivered ***			
007		PROGRAM MANAGE - COMMERCIAL TRIBUTARY	69,849.55	Dollar 1.00	69,849.55
		<b>Delivery Date:</b> 03/07/2006			
		COSA Material No.: 80001223			
		<b>Delivery Date:</b>			
		Quantity UoM Date			
		56,861.25 Dollar 03/07/2006			
***		Item partially delivered ***			
008		PROGRAM MANAGE - LADDIE PLACE RSWF	141,866.00	Dollar 1.00	141,866.00
		<b>Delivery Date:</b> 03/07/2006			
		COSA Material No.: 80001227			
		<b>Delivery Date:</b>			
		Quantity UoM Date			
		96,739.97 Dollar 03/07/2006			
***		Item partially delivered ***			

CH2M HILL INC  
 9311 SAN PEDRO AVE STE 800  
 SAN ANTONIO TX 78216

P.O.No.:  
 4500058871

Date:  
 01/19/2006

Page 3 / 5

Item	Material No.	Description	Quantity	Unit Price	Extended Price
009		PROGRAM MANAGE - RIP RAP 69 PHASE IID	101,482.95 Dollar	1.00	101,482.95
		Delivery Date: 03/07/2006 COSA Material No.: 80001229			
		Delivery Date:			
		Quantity UoM Date			
		87,021.73 Dollar 03/07/2006			
***		Item partially delivered ***			
010		PROGRAM MNG TIMBERHILL LOW WATER CROSSIN	138,664.90 Dollar	1.00	138,664.90
		Delivery Date: 03/07/2006 COSA Material No.: 80001231			
		Delivery Date:			
		Quantity UoM Date			
		104,153.01 Dollar 03/07/2006			
***		Item partially delivered ***			
011		PROGRAM MANAGE - UPPER LEON CREEK RSWF	41,039.69 Dollar	1.00	41,039.69
		Delivery Date: 03/07/2006 COSA Material No.: 80001232			
		Delivery Date:			
		Quantity UoM Date			
		34,263.68 Dollar 03/07/2006			
***		Item partially delivered ***			
012		PM - WW WHITE AREA OUTFALL PH I PART II	52,317.40 Dollar	1.00	52,317.40
		Delivery Date: 03/07/2006 COSA Material No.: 80001235			
		Delivery Date:			
		Quantity UoM Date			
		14,913.92 Dollar 03/07/2006			
***		Item partially delivered ***			
013		PROGRAM MANAGE - ZARZAMORA DRAINAGE #83A	67,879.65 Dollar	1.00	67,879.65
		Delivery Date: 03/07/2006 COSA Material No.: 80001238			
		Delivery Date:			
		Quantity UoM Date			
		48,943.80 Dollar 03/07/2006			
***		Item partially delivered ***			
017		DESIGN CONSTRUCTABILITY REVIEW	24,833.47 Dollar	1.00	24,833.47
		COSA Material No.: 80101871			
***		Item completely delivered ***			
018		STORM WATER UTILITY STAFF AUGMENTATION	500,000.00 Dollar	1.00	500,000.00
		Delivery Date: 02/12/2007			

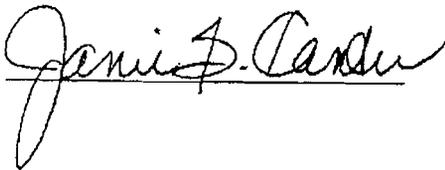
CH2M HILL INC  
 9311 SAN PEDRO AVE STE 800  
 SAN ANTONIO TX 78216

P.O.No.:  
 4500058871

Date:  
 01/19/2006

Page 4 / 5

Item	Material No.	Description	Quantity	Unit Price	Extended Price
	COSA Material No.: 80002281				
	<b>Delivery Date:</b>				
	Quantity	UoM	Date		
	318,198.12	Dollar	02/12/2007		
***	Item partially delivered ***				
019		GENERAL PROGRAM MANAGEMENT TASKS	58,548.60 Dollar	1.00	58,548.60
	<b>Delivery Date:</b> 05/10/2007				
	COSA Material No.: 80002288				
020		GENERAL PROGRAM MANAGEMENT TASKS	65,025.20 Dollar	1.00	65,025.20
	<b>Delivery Date:</b> 05/10/2007				
	COSA Material No.: 80002288				
021		GENERAL PROGRAM MANAGEMENT TASKS	75,763.38 Dollar	1.00	75,763.38
	<b>Delivery Date:</b> 05/10/2007				
	COSA Material No.: 80002288				
022		GENERAL PROGRAM MANAGEMENT TASKS	150,000.00 Dollar	1.00	150,000.00
	<b>Delivery Date:</b> 05/10/2007				
	COSA Material No.: 80002288				
023		GENERAL PROGRAM MANAGEMENT TASKS	36,834.00 Dollar	1.00	36,834.00
	<b>Delivery Date:</b> 05/10/2007				
	COSA Material No.: 80002288				
024		GENERAL PROGRAM MANAGEMENT TASKS	53,929.72 Dollar	1.00	53,929.72
	<b>Delivery Date:</b> 05/10/2007				
	COSA Material No.: 80002288				
<b>Total Net Value (USD):</b>					<b>3,885,262.37</b>



**General Conditions and Instructions to Vendor:**

1. Purchase Order Number - Vendor must show purchase order number on all packages, shipping papers, invoices and correspondence.
2. The City of San Antonio will not be responsible for any goods delivered without a purchase order number.
3. Shipping Instructions - F.O.B. destination unless specified otherwise.
4. If unable to fill at prices shown, advise before shipping.
5. Taxes - No Federal tax shall be included in prices billed. The City of San Antonio is exempt from the State of Texas Limited Sales excise and use tax. (Permit No. 1-74-6002070-8).

CH2M HILL INC  
9311 SAN PEDRO AVE STE 800  
SAN ANTONIO TX 78216

**P.O.No.:**  
4500058871

**Date:**  
01/19/2006

**Page 5 / 5**

6. Statement: Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date that the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205

ALAMODOME
ARTS & CULTURAL AFFAIRS
ASSET MANAGEMENT
AVIATION
BUDGET & PERFORMANCE ASSESSMENT
BUILDING INSPECTIONS
HOUSE NUMBERING
CITY ATTORNEY
MUNICIPAL COURT
REAL ESTATE (FASSNIDGE)
REAL ESTATE (WOOD)
RISK MANAGEMENT
CITY MANAGER
SPECIAL PROJECTS
CITY PUBLIC SERVICE - GENERAL MANAGER
CITY PUBLIC SERVICE - MAPS AND RECORDS
CODE COMPLIANCE
COMMERCIAL RECORDER
COMMUNITY INITIATIVES
COMMUNITY RELATIONS
PUBLIC INFORMATION
CONVENTION AND VISITORS BUREAU
CONVENTION CENTER EXPANSION OFFICE
CONVENTION FACILITIES
ECONOMIC DEVELOPMENT
FINANCE - DIRECTOR
FINANCE - ASSESSOR
FINANCE - CONTROLLER
FINANCE - GRANTS
FINANCE - TREASURY
FIRE DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT
HUMAN RESOURCES (PERSONNEL)
INFORMATION SERVICES
INTERGOVERNMENTAL RELATIONS
INTERNAL REVIEW
INTERNATIONAL AFFAIRS
LIBRARY
METROPOLITAN HEALTH DISTRICT
MUNICIPAL CODE CORPORATION
MUNICIPAL COURT
PARKS AND RECREATION
MARKET SQUARE
YOUTH INITIATIVES
PLANNING DEPARTMENT
DISABILITY ACCESS OFFICE
LAND DEVELOPMENT SERVICES
POLICE DEPARTMENT
GROUND TRANSPORTATION
PUBLIC WORKS DIRECTOR
CAPITAL PROJECTS
CENTRAL MAPPING
ENGINEERING
ENVIRONMENTAL SERVICES
PARKING DIVISION
REAL ESTATE DIVISION
SOLID WASTE
TRAFFIC ENGINEERING
PURCHASING AND GENERAL SERVICES
SAN ANTONIO WATER SYSTEMS (SAWS)
VIA

MEETING OF THE CITY COUNCIL

*back ordinance*

AGENDA ITEM NUMBER: 29 PM  
DATE: APR 05 2007  
MOTION: McNeil/Wolff  
ORDINANCE NUMBER: 2007-04-05-0382  
RESOLUTION NUMBER: \_\_\_\_\_  
ZONING CASE NUMBER: \_\_\_\_\_  
TRAVEL AUTHORIZATION: \_\_\_\_\_

ROGER O. FLORES District 1			
SHEILA D. MCNEIL District 2			
ROLAND GUTHERREZ District 3			
RICHARD PEREZ District 4	<i>absent</i>		
PAT F. RADLE District 5			
DELICIA HERRERA District 6			
ELENA GUAJARDO District 7			
ART A. HALL District 8			
KEVIN A. WOLFF District 9			
CHRISTOPHER "CHIP" HAASS District 10			
PHIL HARDBERGER Mayor	<i>absent</i>		

VIA **CONSENT AGENDA**