

**HIGH PROFILE CONTRACT COUNCIL COMMITTEE  
MEETING MINUTES  
TUESDAY, MAY 12, 2015  
11:00 AM  
MEDIA BRIEFING ROOM, CITY HALL**

<b>Members Present:</b>	Councilmember Mike Gallagher, <i>Chair, District 10</i> Councilmember Alan E. Warrick II, <i>District 2</i> Councilmember Rebecca Viagran, <i>District 3</i> Councilmember Ray Lopez, <i>District 6</i>
<b>Members Absent:</b>	Councilmember Cris Medina, <i>District 7</i>
<b>Staff Present:</b>	Erik Walsh, <i>Deputy City Manager</i> ; Kevin Barthold, <i>City Auditor</i> ; Ben Gorzell, <i>Chief Financial Officer</i> ; Frank Miller, <i>Director of Aviation</i> ; Melody Woosley, <i>Director of Human Services</i> ; Loyce Clark, <i>Assistant Director of Aviation</i> ; Edward Gonzales, <i>Assistant Director of Human Services</i> ; Alejandra Lopez, <i>Assistant Director of Economic Development</i> ; Debbie Sittre, <i>Assistant Director of Transportation and Capital Improvements</i> ; Norbert Dziuk, <i>Assistant to the Director</i> ; Katrina Howell, <i>Assistant City Attorney</i> ; Jon Kaplan, <i>Assistant City Attorney</i> ; Lauren O'Connor, <i>Assistant City Attorney</i> ; Michael Sindon, <i>Manager, Economic Development</i> ; Lyn Kinton, <i>Manager, Parks and Recreation</i> ; Mario Rodriguez, <i>Manager, ITSD</i> ; Marc Druck, <i>Compliance Auditor</i> ; Suzanne Guerra, <i>Administrator, Finance</i> ; Marisela Flores, <i>Analyst, Finance</i> ; Paul Jimenez, <i>District 10</i> ; Melissa G. Castillo, <i>Executive Assistant</i> ; Rebecca De La Garza, <i>Executive Assistant</i> ; Alexander J. Pytel, <i>Office of the City Clerk</i>

**1. Approval of the Minutes from the April 14, 2015 Meeting of the High Profile Contract Council Committee**

Councilmember Viagran moved to approve the Minutes from the April 14, 2015 Meeting of the High Profile Contract Council Committee. Councilmember Warrick seconded the motion. The motion carried unanimously by those present.

**Individual High Profile Contract Initiatives for Consideration:**

**Pre-Solicitation Briefings:**

**2. Computerized Maintenance Management System (CMMS) Software and Implementation [Aviation]**

Mr. Frank Miller presented an overview of the Computerized Maintenance Management System (CMMS) Software and Implementation Request for Competitive Sealed Proposals. He stated that the contract was valued at over \$1 million with a proposed term of 3 years with 2, one-year

renewal options. He reported that the CMMS Software would allow the Aviation Department to more effectively manage work orders, plan and schedule preventative maintenance, identify tenant charge backs if necessary, and control the life cycle costing and analysis of assets and inventory. He noted that the requirements of the project would examine experience, background, qualifications, proposed plan, pricing, SBEDA Program and Mentor Protégé Program participation. He noted that there were no additional requirements.

Mr. Miller reported that the Goal Setting Committee consisted of:

- Alex Lopez, Assistant Director of Economic Development Department
- Ellen Erenbaum, Assistant Director of Aviation Department
- Melanie Seale, Assistant Director of Finance Department

Mr. Miller stated that vendors were notified through the Central Vendor Registry, Veteran Owned Small Businesses, and Targeted Vendor Outreach. He noted that advertising was provided by TVSA Channel 21, City of San Antonio Bidding Opportunities Website, and San Antonio Express News.

Mr. Miller noted the Voting Members Project Evaluation Committee:

- Loyce Clark, Assistant Director of Aviation
- Debbie Drew, Planning and Administration Manager of Aviation Department
- Carlos Alonso, Facilities Manager of Aviation Department
- Kevin Goodwin, Assistant Director of ITSD
- Olga Bennett, Senior IT Manager of ITSD
- Fedor Derek, President of Derek Consulting Group, Inc.

Mr. Miller noted that Advisory Members of the Project Evaluation Committee included:

- Jonathan Kaplan, Assistant City Attorney
- Rod Rodriguez, Compliance Manager of Aviation Department
- Lisa Brice, Special Projects Manager of Aviation Department
- Mario Rodriguez, Division Manager of Project Management Office

Mr. Miller noted that the project timeline included the Goal Setting Committee Meeting of May 4, 2015; the current High Profile Contract Council Committee Pre-Solicitation Briefing; the release of the project on May 15, 2015; the Pre-Submittal Conference on May 26, 2015; the deadline for questions on June 2, 2015; and the due date for submissions on June 15, 2015. He reported that the Project Evaluation was scheduled for early July, 2015 with the Post Solicitation Briefing scheduled for August 11, 2015. He stated that City Council Consideration was scheduled for September 17, 2015 with a Contract Start Date upon City Council Approval.

Councilmember Viagran asked how this project was handled previously. Mr. Miller responded that previous efforts utilizing ITSD Software were unsuccessful in meeting the needs of the Aviation Department.

No action was required for Item 2.

## **Post-Solicitation Briefings:**

### **3. Meal Preparation Services for Senior Nutrition Program [DHS]**

Ms. Melody Woosley stated that the Meal Preparation Services for Senior Nutrition Program Solicitation was issued as a Request for Competitive Sealed Proposals with a High Profile Designation of over \$1 million. She noted that the Contract Proposed Term was 1 year with 4, one-year renewal options. She stated that the Contract was funded through both the City General Fund and Federal Grant Funds. She noted that the current contract expires on September 30, 2015 and has been in place for 7 years.

Ms. Woosley highlighted the project timeline:

- The Goal Setting Committee Meeting on January 5, 2015
- The Pre-Solicitation Briefing on January 13, 2015
- The release of the solicitation on January 23, 2015
- The Pre-Submittal Conference of January 29, 2015
- The deadline for questions on February 23, 2015
- The submission deadline of March 2, 2015
- The completion of the evaluation on April 20, 2015
- City Council Consideration on June 11, 2015
- The Contract start date of October 1, 2015

Ms. Woosley stated that the solicitation required a contractor to provide meals for the City of San Antonio's Senior Nutrition Program which would entail the daily preparation and delivery of meals to approximately 2,800 seniors on a daily basis at 63 sites throughout Bexar County. She explained that the Solicitation Requirements included experience, background, qualifications, proposed plan, pricing, and SBEDA SBE Prime Contract Program requirements. She noted that Local Preference Program and Veteran Owned Small Business Programs were not applicable due to the fact that the solicitation was a Non-Professional Services Contract.

Ms. Woosley stated that Voting Members of the Project Evaluation Committee included:

- Gloria Hurtado, Assistant City Manager
- Melody Woosley, Director of Human Services
- Maria Rivera, Social Services Manager with Human Services
- Ella Gordon, Executive Member of the City/County Joint Commission on Elderly Affairs
- Janice Berechi, Nutritionist with Human Services
- Ellen Spitsen, Nutrition Coordinator with San Antonio Metro Health District

Mr. Troy Elliott reported that 535 vendors were notified with 6 attendees at the Pre-Submittal Conference. He stated that 3 responses were received; although one was deemed non-responsive for failure to meet the SBEDA Requirements. He added that one respondent had a delinquent federal debt due to a billing dispute with the Defense Logistics Company. He stated that the vendor was expected to have the billing dispute resolved by June 30, 2015.

Mr. Marc Druck stated that the City Auditor's Office had no findings.

Councilmember Lopez asked if proactive efforts to educate Seniors on nutrition were offered by the vendors. Ms. Woosley replied that proactive efforts were examined as part of the proposed plan.

Councilmember Lopez moved to forward said item to the full City Council. Councilmember Viagran seconded the motion. The motion carried unanimously by those present.

#### **4. Enterprise Point-of-Sale and Reservation/Registration Systems Project (Customer First San Antonio [C1SA] Project) [Finance]**

Mr. Troy Elliott stated that this project was a joint solicitation for the Finance and Parks and Recreation Departments. He explained that the Point-of-Sale component would be utilized by the Finance Department, while the Reservation System would be utilized for Parks and Recreation. He noted that the solicitation was designated as High Profile with a value over \$1 million and an initial term of 3 years with 3, two-year options.

Mr. Elliott noted that the timeline was exceptionally lengthy due to the complexities associated with the solicitation. He highlighted the project timeline:

- The Pre-Solicitation Briefing on November 12, 2013
- The release of the solicitation on November 14, 2013
- The due date of January 22, 2014
- The completion of the evaluation on May 2, 2014
- Contract negotiation through May, 2015
- City Council Consideration in June, 2015
- The Contract start date immediately upon City Council Approval

Mr. Elliott described the project scope as centered on enhancing customer service with the intention of expanding City Services online. He further noted that a main goal of the solicitation was the consolidation of Point-of-Sale Systems and the integration of multiple City Services to streamline efficiencies.

Mr. Xavier Urrutia noted that over 8,000 permits were issued last year and that payments were not yet offered online. He noted that the solicitation would enable citizens to request reservations and pay online, decreasing travel and inconvenience for citizen requests.

Mr. Elliott mentioned that the solicitation requirements included experience, background, qualifications, proposed plan, pricing, and SBEDA Requirements. He noted that one firm had requested an exception to the SBEDA Subcontracting requirements which was approved by the Small Business Office. He noted that Local Preference and Veteran Owned Small Business Program Requirements were not applicable and that Audited Financial Statements were preferred.

Mr. Elliott reported that the Project Evaluation Committee consisted of members from Finance, Parks and Recreation, and ITSD Departments. He stated that 467 vendors were notified and that 7 vendors were present at the Pre-Submittal Conference with one vendor submitting for the project. He noted that there were no Due Diligence Findings.

Councilmember Warrick asked if there were any anticipated inconveniences during the implementation of the new system. Mr. Elliott responded that the City was planning to mitigate impact to services by managing strategic operations and enacting phase implementation to minimize disruptions. Mr. Urrutia added that the overall implementation would save time from the citizen perspective, making the registration process less stressful and generating additional efficiencies.

Councilmember Viagran asked how implementation of the new system would be communicated to citizens. Mr. Urrutia responded that the Summer Youth Program implementation was not scheduled until the Summer of 2016 which would allow sufficient time for diverse outreach efforts. He noted that it would likely take several years for citizens to fully adapt to the new system.

Councilmember Gallagher asked if electronic payments would result in lost revenue. Mr. Elliott responded that there was a small fee charged by the merchant but was offset by the increased availability of services.

Councilmember Warrick moved to forward said item to the full City Council. Councilmember Lopez seconded the motion. The motion carried unanimously by those present.

## **5. Stormwater System Televising, Mapping and Condition Assessment [TCI]**

Ms. Debbie Sittre reported that the Stormwater System Televising, Mapping and Condition Assessment Solicitation was issued by the Department of Transportation and Capital Improvements as a Request for Qualifications. She noted that the solicitation was valued at over \$1 million resulting in a high profile designation. She stated that there was over 700 miles in the Storm Sewer Project, including the televising and mapping of the entire City Area. She reported that priority assessments would identify problem areas where failures have already occurred and the initial project would address 10 to 15 miles of sewer.

Ms. Sittre highlighted the project timeline:

- Goal Setting Committee on January 5, 2015
- Pre-Solicitation Briefing on January 13, 2015
- Release of the RFQ on January 16, 2015
- Deadline for submittals on February 10, 2015
- Completion of the evaluation in April of 2015
- Current contract negotiation
- City Council Consideration on June 11, 2015
- Contract start date immediately upon City Council Approval

Ms. Sittre explained that the scope of the project entails the examination and complete mapping of underground and surface structures to identify precisely the location of underground structures within the City. She reported that this information would be included in a central database and help identify compromises to the City's Infrastructure.

Ms. Sittre stated that the solicitation requirements would examine experience, background, qualifications, experience with San Antonio Regional Issues, past experience with City Contracts and understanding of the project, and proposed management plan. She noted that Audited Financial Statements, Local Preference, and Veteran Owned Small Business Preferences were not applicable.

She highlighted the Voting Members of the Project Evaluation Committee:

- Anthony Chukwudolue, Assistant Director of TCI
- Art Reinhardt, Assistant Director of TCI
- Margarita Hernandez, Special Projects Manager of TCI
- Paul Tenner, Senior Management Analyst of TCI

Ms. Sittre noted that 101 vendors were notified and that 3 responses were received. She reported there were no Due Diligence Findings.

Mr. Marc Druck reported that there were no issues found by the City Auditor's Office.

Councilmember Lopez asked how this project relates to Federal and State Regulations. Ms. Sittre responded that the solicitation offered a proactive approach to Federal and State Compliance.

Councilmember Warrick asked how the remainder of the sewer mileage would be addressed. Ms. Sittre responded that another solicitation could be required based on vendor results. Councilmember Warrick asked if issues identified by the mapping were budgeted. Ms. Sittre responded that there was an amount of money set aside based on yearly maintenance requirements.

Councilmember Viagran moved to forward said item to the full City Council. Councilmember Lopez seconded the motion. The motion carried unanimously by those present.

### **Consent High Profile Contract Initiatives for Consideration:**

#### **Post-Solicitation Items:**

#### **6. Fire Station #32 Replacement [TCI]**

Ms. Sittre reported that the Fire Station #32 Replacement Project was a competitive sealed proposal with a construction firm. She stated that the Fire Station was located in District 8 near the Medical Center Area, on property that the Medical Center Alliance has leased to the City of San Antonio. She noted that the project was scheduled for City Council action in June, 2015.

Councilmember Warrick moved to forward said item to the full City Council. Councilmember Lopez seconded the motion. The motion carried unanimously by those present.

**Adjourn**

There being no further discussion, the meeting was adjourned at 11:50 a.m.

*Respectfully Submitted,*

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*Mike Gallagher, Chair*

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*Alexander J. Pytel,  
Office of the City Clerk*

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