

**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 TWO ON-CALL CAPITAL PROGRAM MANAGEMENT STAFF AUGMENTATION SERVICES AGREEMENTS, WITH WESTEAST DESIGN GROUP, LLC, AND Q&A DIVERSIFIED, LLC, EACH IN THE AMOUNT NOT TO EXCEED \$500,000.00 PER YEAR PER FIRM, FOR A TERM OF ONE YEAR WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL YEARS, UNDER THE SAME TERMS AND CONDITIONS, TO PROVIDE AS NEEDED PROFESSIONAL STAFF AUGMENTATION SERVICES FOR CITY-OWNED FACILITIES AND IMPROVEMENTS, CONSTRUCTION PROJECTS AND PLANNING PROJECTS LOCATED CITY-WIDE.

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WHEREAS, augmentation services provide Transportation & Capital Improvement (TCI) staff assistance with program, construction and design management, environmental and cultural assessments, project controls, office management, material testing, construction inspections and public relations on an as needed basis; and

WHEREAS, staff augmentation services have proven a critical resource such that TCI finds it to be a useful tool for periods of high demand in construction management, peak levels of project management support and time-sensitive City projects in connection with City improvements and construction projects; and

WHEREAS, a Request for Qualifications (RFQ) was released on December 2, 2016 and the RFQ was advertised in the San Antonio Heart Beat, on the City's website, the Texas Electronic State Business Daily and through TCI on December 2, 2016, with thirteen qualified submittals being received in response to the RFQ; and

WHEREAS, this contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract; and

WHEREAS, consultants will be paid based on the tasks they perform for each specific project and these professional services may be utilized as needed during the execution of City capital or planning projects; and

WHEREAS, this Ordinance authorizes the execution of two (2) On-Call Capital Program Management Staff Augmentation Services Agreements, with WestEast Design Group, LLC, and

Q&A Diversified, LLC, each in the amount not-to-exceed \$500,000.00 per firm, per contract year, to provide on-call staff augmentation services; and

WHEREAS, each agreement is for one, one-year term with option to renew each agreement for up to two additional years under the same terms and conditions at the City's discretion; **NOW THEREFORE**,

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

SECTION 1. **WestEast Design Group, LLC**, and **Q&A Diversified, LLC**, are hereby selected for negotiation and execution of two on-call Capital Program Management Staff Augmentation Services Agreements to assist with TCI project services on an as-needed basis for current and future projects located City-wide.

SECTION 2. The City Manager or her designee is hereby authorized to execute two on-call Capital Program Management Staff Augmentation Services Agreements with **WestEast Design Group, LLC**, and **Q&A Diversified, LLC**, each in an amount not to exceed \$500,000.00 per contract period to provide on-call services.

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 \$ 500,000.00 per year, is authorized to be encumbered with a purchase order and made payable to **WestEast Design Group, LLC**, for on-call professional staff augmentation services, citywide.
- c) Payment not to exceed \$ 500,000.00 per year, is authorized to be encumbered with a purchase order and made payable to **Q&A Diversified, LLC**, for on-call professional staff augmentation services, citywide.
- 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 affirmative votes; otherwise it shall be effective on the tenth day after passage hereof.

PASSED AND APPROVED this day of , 2017.

M A Y O R
Ron Nirenberg

ATTEST:

Leticia M. Vacek, City Clerk

Andrew Segovia, City Attorney

APPROVED AS TO FORM: