



# **AUDIT AND ACCOUNTABILITY COMMITTEE MEETING**

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## **POST-SOLICITATION BRIEFING FOR MANAGEMENT OF GROWDON VEHICLE STORAGE FACILITY**

**September 14, 2017**

**Steve Baum  
Assistant Police Director  
Police Department**

# City Towing Overview

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- Police Directed Tows
- Removal of motor vehicles from streets and rights of way
- ETAs (average 14 mins.)
- 54,000 tows a year
- 3 towing subcontractors (Mission Wrecker, Richard's Towing, Texas Roadside Towing, and Texas Towing)



# CURRENT VSF/AUCTION CONTRACT

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## Vehicle Storage Facility

- Average 27,000 Impounded Annually
  - City Audit of the Impound
    - ✓ Performance Measures/Matrix
    - ✓ Employee Background Requirements
    - ✓ Potable Water
- Overcrowding
- Environmental



## Auction

- Average 5,600 Vehicles Auctioned Annually
- Limited number of vehicles being auctioned weekly
- Proper Notification Issues

**Contract expires 9/30/17**

# Solicitation Overview

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**Originating Department: Police**



**Solicitation Type: Request for Proposal**



**High Profile Designation: Over \$1 Million in Value**



**Estimated Value: \$5.9M annually / \$47.8M total**



**Current Contract Status: Expires September 30, 2017**



**Proposed Term: 6 Years with 2, 1 year renewals**

# Project Timeline

## Pre-Solicitation

Audit Committee  
Pre Solicitation  
Briefing:

- April 25, 2017

**Release RFP:**

- **May 10, 2017**

## Solicitation

Site Visit:

- May 24, 2017

Pre-Submittal  
Conference:

- May 25, 2017

Deadline for  
Questions:

- May 30, 2017

**RFP Due:**

- **June 16, 2017**

## Post – Solicitation

Evaluation  
Complete:

- August 29, 2017

Contract Negotiated:

- August 31 –  
September 11, 2017

**Audit Committee  
Post Solicitation  
Briefing:**

- **September 14,  
2017**

## Finalization

**City Council  
Consideration:**  
▪ **September 21, 2017**

Contract Start Date:  
▪ October 1, 2017

# Project Overview

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## Project

- Total Management of Growdon Vehicle Storage Facility (VSF)

## Scope

- Secure services for the operation, maintenance, improvement of the VSF
- Auction services for abandoned vehicles

## Service

- Impound vehicles involved in accidents and
- Vehicles in connection with police investigations;
- Auction Services for those impounded vehicles which are abandoned.

# Solicitation Requirements

## Evaluation Criteria

- Experience, Background, Qualifications: 20 Points
- Proposed Plan: 30 Points
- Pricing: 15 Points
- SBEDA Program: 20 Points (10 points SBE and 10 MWBE points)
- Local Preference: 10 Points
- Veteran Owned Small Business Preference: 5 Points

## Additional Requirements

- SBEDA Subcontracting Requirements: None Applicable
- Audited Financial Statements: Not Required; but preferred

## Goal Setting Committee Members

- Kathy Donellan, Assistant Director, Library
- Melanie Seale, Assistant Director, Finance
- Steve Baum, Assistant Police Director, Police
- Shuchi Nagpal, Economic Development Manager, EDD
- Lester Bryant, Citizen Member
- Chris Scott, Citizen Member

# Project Evaluation Committee Members

Voting Members	Advisory Members
Erik Walsh, Deputy City Manager	Leslie Hickey, Administrative Services Officer, Police
William McManus, Chief of Police	Joe Frank Picazo, Assistant to the Director, SAPD
Anthony Trevino, Assistant Chief of Police	Robert Blanton, Captain, SAPD
James Flavin, Assistant Chief of Police	Janette Torres-Gloria, Contract Manager, SAPD
Steve Baum, Assistant Police Director	Danielle Mason, Contract Coordinator, SAPD
Kevin Holmes, Assistant Director, ITSD	James Bourland, Business Relationship Manager, ITSD
Melanie Seale, Assistant Director, Finance	Laura Cedillo, Assistant City Attorney, CAO
Nefi Garza, Assistant Director, TCI	Tom Roche, Captain, Bexar County Sheriff Office
Dennis Casillas, Deputy Chief, Bexar County Sheriff Office	



# Score Matrix

RFP 17-082, Total Management of Growdon Vehicle Storage Facility  Score Summary -Shortlisted / Interviews	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background, Qualifications	20	7.00	12.44	19.78
B - Proposed Plan	30	15.00	17.89	26.89
C - Price Schedule	15	10.70	8.18	10.70
D - SBEDA - Prime Contract Program	20	20.00	10.00	0.00
E - Local Preference Program	10	10.00	10.00	0.00
F - VOSB Preference Program	5	0.00	0.00	0.00
<b>TOTAL SCORE</b>	<b>100</b>	<b>62.70</b>	<b>58.51</b>	<b>57.37</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1.00</b>	<b>2.00</b>	<b>3.00</b>

# Annual Revenue

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Year	Vehicles Impounded	Vehicles Auctioned	Annual Revenue
2012	25,600	4,355	\$2,897,768
2013	25,570	4,383	\$2,891,248
2014	25,469	4,279	\$2,937,316
2015	25,668	4,443	\$2,899,117
2016	28,905	6,897	\$3,532,515
2017 *	29,372	7,619	\$3,705,696

\* Oct-Aug

# Capital Improvements

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## ➤ Contractor Improvements

- Security
  - Fencing
  - Camera System
  - Access Controls
- Customer Service
  - Queue Management Kiosk
- Telecommunication Infrastructure

## City Improvements \*

- 5 acre expansion to address overcrowding
- Pavement
- Improved Sand Pit and Environmental Controls
- Enclosed Evidence Bay for Crime Scene Evidence Analysis and Collection

\* Funding for City Improvements to come from revenue in excess of \$3M in years 1 and 2



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**September 14, 2017**

**Troy Elliott, CPA  
Deputy Chief Financial Officer  
and  
Kevin Barthold  
City Auditor**

# Procurement Overview - Due Diligence

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Number of vendors notified:	43
Number of vendors at pre-submittal conference:	6
Number of responses received:	4
Results of Minimum Requirements Review	No Findings
Results of Due Diligence Review	No Findings
Respondent Background Check	No Findings
Financial Statement Review	No Findings
References, Proof of Insurability Review and Litigation Disclosure	No Findings
Contracts Disclosure Form	No Findings



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