



AUDIT COMMITTEE MEETING

POST-SOLICITATION BRIEFING FOR HOWARD W. PEAK GREENWAY TRAILS SYSTEM DESIGN SERVICES

January 17, 2017

**Xavier D. Urrutia
Director
Parks and Recreation
Department**

Solicitation Overview



Originating Department: Parks and Recreation



Solicitation Type: Request for Qualifications



High Profile Designation: Contract Value over \$1 Million



Estimated Value: \$3.1 Million



Current Contract Status: New Contract



Proposed Term: 3 years with 1, 2 year option

Project Timeline

Pre-Solicitation

Goal Setting Committee:

- September 12, 2016

Audit Committee Pre Solicitation Briefing:

- September 20, 2016

Release RFQ:

- September 26, 2016

Solicitation

Pre-Submittal Conference:

- October 4, 2016

Deadline for Questions:

- October 14, 2016

RFQ Due:

- October 26, 2016

Post – Solicitation

Evaluation Complete:

- December 2016

Contract Negotiated:

- December 2016-February 2017

Audit Committee Post Solicitation Briefing:

- January 17, 2017

Finalization

City Council Consideration:

- March 2017

Contract Start Dates:

- First contract(s) to begin March 2017

Project Overview



- Funded through 2015 Sales Tax Initiative
- Total Program – not to exceed \$80m
- Projects implemented as revenue is collected



- Approximately 27 miles of trail
 - (12 miles covered by contracts under this RFQ)
- Neighborhood Connections
- Enhancements and Low Impact Development (LID)



- Design work to begin FY2017-FY2019
- Two design firms to be awarded contracts
- Total Estimated Contract Value of \$3,100,000

Solicitation Requirements



Evaluation Criteria

- Experience and Qualifications: 35 Points
- Team's Experience with Texas issues and Past Experience: 20 Points
- Proposed Plan: 25 Points
- SBEDA Program: 20 Points
 - 10 points for ESBE Prime Contract Program
 - 10 points for M/WBE Prime Contract Program



Additional Requirements

- SBEDA Subcontracting Requirements: 16% M/WBE; 1% AABE
- Local Preference Program: N/A
- Veteran Owned Small Business Preference Program: N/A
- Audited Financial Statements: Not Required

Project Evaluation Committee Members

| Voting Members | Advisory Members |
|-------------------------------------------------------------------------------------------|------------------------------------------|
| Nikki Ramos, Assistant Director of Parks and Recreation | Maria Villagomez, Assistant City Manager |
| Brandon Ross, Special Projects Manager, Parks and Recreation | |
| Jeff Tyler, Senior Engineer, San Antonio River Authority | |
| Daniel Leal, Urban Designer, Parks and Recreation | |
| Veronica Barefield, Senior Engineering Associate, Transportation and Capital Improvements | |

Score Matrix

| Summary Scoring | | Firm 1 | Firm 2 | Firm 3 | Firm 4 | Firm 5 | Firm 6 | Firm 7 | Firm 8 | Firm 9 |
|----------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | | | | | | | | | |
| A. Experience and Qualifications of Prime Firm, Key Sub-Consultants (35 Points) | 35 | 33.30 | 31.60 | 20.60 | 27.80 | 20.30 | 24.40 | 17.20 | 17.40 | 25.20 |
| B. Team's Experience with Texas Regional Issues and Past Experience with City of San Antonio Contracts on Similar Projects (20 points) | 20 | 18.80 | 17.00 | 12.70 | 13.90 | 11.10 | 9.10 | 11.60 | 10.20 | 11.80 |
| C. Understanding of the Project and Proposed Management Plan (25 points) | 25 | 24.20 | 22.20 | 15.20 | 16.20 | 15.80 | 13.40 | 17.10 | 15.20 | 12.30 |
| D. SBEDA – ESBE & MWBE Prime Contract Program (20 total points available) | 20 | 10.00 | 10.00 | 20.00 | 10.00 | 20.00 | 20.00 | 20.00 | 20.00 | 10.00 |
| TOTAL SCORE | 100 | 86.30 | 80.80 | 68.50 | 67.90 | 67.20 | 66.90 | 65.90 | 62.80 | 59.30 |
| RANK | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |



AUDIT COMMITTEE MEETING

POST-SOLICITATION BRIEFING FOR HOWARD W. PEAK GREENWAY TRAILS SYSTEM DESIGN SERVICES PROCUREMENT

January 17, 2017

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

Procurement Overview - Due Diligence

| | |
|--------------------------------------------------------------------|----------------|
| Number of vendors notified: | 167 |
| Number of vendors at pre-submittal conference: | 32 |
| Number of responses received: | 9 |
| Results of Minimum Requirements Review | No Findings |
| Results of Due Diligence Review | No Findings |
| Respondent Background Check | No Findings |
| Financial Statement Review | Not Applicable |
| References, Proof of Insurability Review and Litigation Disclosure | No Findings |
| Contracts Disclosure Form | No Findings |

Procurement Overview - Due Diligence

City Auditor Briefing on Due Diligence Review:

No findings



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