

**HIGH PROFILE CONTRACT COUNCIL COMMITTEE
MEETING MINUTES
TUESDAY, APRIL 14, 2015
11:00 AM
MEDIA BRIEFING ROOM, CITY HALL**

Members Present: Councilmember Mike Gallagher, *Chair, District 10*
Councilmember Alan E. Warrick II, *District 2*
Councilmember Rebecca Viagran, *District 3*
Councilmember Ray Lopez, *District 6*

Members Absent: Councilmember Cris Medina, *District 7*

Staff Present: Erik Walsh, *Deputy City Manager*; Kevin Barthold, *City Auditor*; Anthony Treviño, *Police Chief*; Ben Gorzell, *Chief Financial Officer*; Hugh Miller, *Chief Technology Officer*; Krista Cover, *Assistant City Attorney*; Jon Kaplan, *Assistant City Attorney*; Nancy Reyes, *Assistant City Attorney*; Troy Elliott, *Director, Finance Department*; Frank R. Miller, *Director, Aviation Department*; Roderick Sanchez, *Director, Development Services*; Patsy Boozer, *Chief Information Security Officer, ITSD*; Anthony Muro, *Deputy Police Chief, SAPD*; Jeff Humphrey, *Deputy Police Chief, SAPD*; Steve Baum, *Assistant Police Director, SAPD*; Alex Lopez, *Assistant Director, Economic Development*; Debbie Sittre, *Assistant Director, Transportation and Capital Improvements*; Denice F. Treviño, *Office of the City Clerk*; Alexander J. Pytel, *Office of the City Clerk*

Others Present: Will Wong, *Gartner*

1. Approval of Minutes from the March 24, 2015 High Profile Contract Council Committee Meeting

Councilmember Viagran moved to approve the Minutes from the March 24, 2015 High Profile Contract Council Committee Meeting. Councilmember Warrick seconded the motion. Motion carried unanimously by those present.

Individual High Profile Contract Initiatives for Consideration:

Pre-Solicitation Briefings:

2. Central Utility Plant Preventative Maintenance [Aviation]

Mr. Frank Miller presented a pre-solicitation overview for the Aviation Department's request for competitive sealed proposals for central utility plant preventative maintenance. He reported that the contract value was over \$1 million and estimated to total \$1.3 million. He noted that the current contract had been exhausted prior to expiration due to additional work for HVAC Services. The proposed term for the new contract is 3 years with 2, one-year renewal options.

The work is monthly, annual and entails 5 year preventative maintenance on chiller services as well as repair services including parts and labor during the duration of the contract. Services are anticipated to begin upon approval by the City Council.

Mr. Miller stated that the requirements of the solicitation will examine experience, background, and qualifications, the proposed plan, pricing, and the SBE Program requirements. He noted that Local Preference, SBEDA Subcontracting Requirements and Audited Financial Statements are not applicable or required.

Mr. Miller mentioned that the Goal Setting Committee was comprised of Nikki Ramos, Assistant Director of Parks and Recreation, Ellen Erenbaum, Assistant Director of Aviation, Alejandra Lopez, Assistant Director of Economic Development, and Troy Elliott, Director of Finance. He stated that there was a Central Vendor Registry of 18; 6 Veteran Owned Small Businesses; and 3 targeted vendors in the outreach program. Advertising was conducted on TVSA Channel 21, City of San Antonio Bidding Opportunities Website, and San Antonio Express News.

Mr. Miller stated that the Project Evaluation Committee will be comprised of Loyce Clark, Assistant Director of Aviation, Carlos Alonso, Facilities Manager of Aviation, Luis Borrero, Assistant Director of Building and Equipment Services, and Dan Myers, Director of Fleet and Facilities for the San Antonio Water System. He noted that the project timeline includes the current meeting for the Pre-Solicitation Briefing, the anticipated date of release set for April 17, 2015, a Pre-Submittal Conference on April 29, 2015, and the proposal due date on May 18, 2015. Evaluation is scheduled to be completed in June 2015 with the post solicitation briefing on June 9, 2015. City Council consideration is scheduled for August 20, 2015 with the contract start date immediately upon City Council approval.

Councilmember Warrick asked if the lack of SBEDA Subcontracting Requirements was due to a lack of participating businesses. Staff reported that it was based on the lack of subcontracting opportunities and the requirement of one contractor to handle the entire scope of the project. Additionally, there are some small businesses which are eligible to receive preference points.

3. Security Officer Services [ITSD]

Mr. Hugh Miller spoke of the solicitation for Security Officer Services which include all security detail at high profile locations throughout the city. The solicitation is a request for competitive sealed proposals that exceeds \$1 million with an estimated total value of \$15 million. The current contract expires on December 31, 2015 and the proposed term is 3 years with 2, one-year options. The project includes Security Officer Services at public buildings, facilities, and grounds, as well as technology control station monitoring. The types of officers include Armed Commissioned Officers and Unarmed Non-Commissioned Officers as well as Access Control and Administrative Services Officers.

Mr. Miller stated that the evaluation criteria will include experience, background, qualifications, proposed plan, pricing, and SBEDA Program. He noted that Local Preference and Veteran Owned Small Business Preference were not applicable. He indicated that the SBEDA

Subcontracting Requirement was 10% and the Goal Setting Committee will include Nikki Ramos, Assistant Director for Parks and Recreation, Melanie Seale, Assistant Director for Finance, Alejandra Lopez, Assistant Director for Economic Development, and Patsy Boozer, Chief Information Security Officer for Information Technology Services Department.

Mr. Miller reported that NIGP Codes yielded 57 vendors that were notified from the Central Vendor Registry and 1,150 Veteran Owned Small Businesses. Advertising was conducted by TVSA Channel 21, City of San Antonio's Bidding Opportunities Website, Daily Commercial Recorder, and San Antonio Express News. He added that the Project Evaluation Committee will be comprised of High Miller, Luis Borrero, Rich Walker, Mark Jenkins, Luis Antopia, Patsy Boozer, Derek Rabey, and Louis Resendez.

Mr. Miller stated that the project timeline includes:

- The Goal Setting Committee Meeting on April 13, 2015
- The current Pre-Solicitation Briefing
- The solicitation release date of May 1, 2015
- The Pre-Submittal Conference on May 11, 2015
- The deadline for questions on May 26, 2015
- The due date of June 12, 2015
- Evaluation on July 13, 2015
- Contract Negotiation on August 4, 2015
- Post-Solicitation Briefing on August 11, 2015
- City Council Consideration on October 1, 2015
- Contract start date on January 1, 2016

Councilmember Viagran asked for clarification regarding previous security discussions with City Council. Mr. Erik Walsh responded that changes to security services were considered over a year ago and included changes to security procedures and protocol.

Councilmember Warrick asked what criteria was used to decide which locations receive security services. Mr. Miller responded that it was at the discretion of the Director of the facility and such decisions could be made in regard to previous security risks or incidents.

4. Body Camera Technology Solution [SAPD]

Interim Police Chief Anthony Treviño presented an overview of the Body Camera Technology Solution Request for Competitive Sealed Proposals. He noted that the solicitation was valued over \$1 million with an estimated value of \$1.5 million for the first phase of the contract. He described the solicitation as a new contract with a proposed term of 5 years with 3, one-year renewals.

Chief Treviño noted that there was some potential funding at the Federal and State Levels and that a per-unit price would enable the Police Department to be more flexible in the number of units deployed. He stated that the scope of the project would include the camera, accompanying

software including data storage and retrieval, and storage of the camera. He stated that the evaluation criteria will include experience, background, qualifications, proposed plan, pricing, and SBE Prime Contractor Program. The Goal Setting Committee would include Troy Elliott, Director of Finance, Nikki Ramos, Assistant Director of Parks and Recreation, Alejandra Lopez, Assistant Director of Economic Development, and Steven Baum, Assistant Police Director.

Chief Treviño mentioned that there were approximately 91 registered vendors and advertising will be conducted through TVSA Channel 21, City of San Antonio Bidding Opportunities Website, Daily Commercial Recorder, and San Antonio Express News. He noted that the Project Evaluation Committee will consist of Erik Walsh, Deputy City Manager, Anthony Treviño, Interim Chief of Police, Tony Muro, Deputy Police Chief, Jeff Humphrey, Deputy Police Chief, Kevin Goodwin, Assistant Director of ITSD, Kevin Holmes, Assistant Director of ITSD, John Rodriguez, Assistant Director of ITSD, James Serrato, Police Sergeant, Johnnie Moreno, Police Officer, Robert Looney, Senior Management Analyst, and James Bourland, ITSD.

Chief Treviño detailed the following timeline:

- Goal Setting Committee on April 6, 2015
- High Profile Committee briefing on April 14, 2015
- Release of RFP on April 6, 2015
- Pre-Submittal Conference on April 13, 2015
- Deadline for questions on April 16, 2015
- Deadline for responses on April 27, 2015

Chief Treviño noted that the deadline was selected with the intent to include the project in the Mid-Year Budget Adjustment.

Councilmember Warrick asked how body cameras worn by officers that were not department-issued were being handled. Chief Treviño responded that cameras worn by officers were still subject to investigative procedures. He further noted that the Pilot Testing Program yielded positive results for both officers and citizens.

Councilmember Warrick asked for clarification regarding the software and methods used to transfer data from the cameras. Chief Treviño responded that one of the major challenges with the technology was the requirement for officers to manually turn on the cameras. Mr. Walsh added that future improvements such as automatic upload and wireless communication were likely to address current challenges in the technology.

Councilmember Viagran asked for clarification regarding the estimated value of the solicitation. Chief Treviño responded that identifying the unit price is a key effort of the solicitation considering that funding could become available at the State or Federal Level.

Councilmember Lopez asked for details regarding the ability of the technology to adapt to future updates. Mr. Walsh responded that those attributes would be examined as part of the solicitation. Chief Treviño added that three members of the Project Evaluation Committee were from ITSD.

Post-Solicitation Briefings:

5. Land Development, Permit, Inspection, Licensing and Compliance Management Software System [DSD]

Mr. Rod Sanchez detailed the solicitation as a high profile contract with a value exceeding \$1 million. He stated that an independent consultant could be hired to help provide overview for the implementation of the system.

Mr. Sanchez noted that the project timeline included:

- The Pre-Solicitation Briefing on July 22, 2014
- The release of the solicitation in September of 2014
- The submission due date of December 5, 2014
- The completion of the evaluation on March 19, 2015
- The beginning of contract negotiations in April of 2015
- The post solicitation briefing on April 14, 2015
- City Council Consideration on May 21, 2015
- The contract start date upon City Council Approval

Mr. Sanchez described some of the various systems used by Development Services Department such as the ECCO Software as part of the Mainframe System used for Code Enforcement. He further noted that one of the major challenges of using multiple software systems was the inability to move data between different programs. He described how a Code Compliance Officer would be required to utilize both the ECCO and Hansen Systems for a single case.

Mr. Sanchez detailed the evaluation criteria consisting of background and experience, proposed plan, and pricing. He noted that the Small Business Economic Development Advocacy (SBEDA) Program was not applied due to the lack of participating vendors and subcontractors with the highly technical expertise and experience needed for the solicitation.

Mr. Sanchez stated that the Project Evaluation Committee would consist of Erik Walsh, Rod Sanchez, Hugh Miller, Michael Shannon, Terry Kannawin, John Jacks, John Rodriguez, and Kevin Goodwin as voting members. Additionally, Advisory Members would be included from Development Services Department, Information Technology Services Department, Office of Historic Preservation, San Antonio Fire Department, San Antonio Police Department, San Antonio Metro Health District, Transportation and Capital Improvements Department, San Antonio Water System, CPS Energy, Gartner as an Independent Consultant, and the Real Estate Council of San Antonio.

Mr. Troy Elliott added that there were 7 respondents but 2 of those vendors were considered non-responsive after it was determined that they did not meet minimum requirements.

Councilmember Warrick asked for clarification regarding how the different systems currently in place would be streamlined. Mr. Sanchez responded that the systems would be consolidated so that a Code Officer could have access to different information regarding a single property from a

single point of access. Additionally, he noted that other City Departments would have access to the consolidated system.

Councilmember Warrick moved to forward the item to the full City Council for consideration. Councilmember Viagran seconded the motion. The motion carried unanimously by those present.

6. Northwest Area Recreation and Community Development [TCI]

Ms. Debbie Sittre reported that the Northwest Area Recreation and Community Development Solicitation originated from the Transportation and Capital Improvements Department as a Public-Private Partnership (P3). She stated that the solicitation was issued in December of 2014 and required a 2 step process. Step 1 entailed issuing a Request for Qualifications to identify a qualified developer. Step 2 required issuing a Request for Proposals to identify a proposal for the project. The Evaluation Committee held interviews on February 27, 2015 and is currently in the process of negotiating a Development Agreement. City Council Approval is anticipated for April 30, 2015 with the project start date of May 2015. Within one year, there will be athletic fields and a new senior apartment complex.

Ms. Sittre described the development of the project as contingent upon action taken on April 30, 2015 to purchase 12 acres of property at the corner of Potranco Road and Highway 151 from San Antonio Water System. She stated that Phase 1 of the project was a funding agreement with the YMCA to build a 5,000 square foot library and 40,000 square foot Recreation Center located at State Highway 151 and Potranco Road as part of the 2012 Bond Project for the District 6 Library and the Northwest Area Recreation Center. She noted that both leveraged funding and that the YMCA was participating as a partner to make up the funding gap.

Ms. Sittre stated that Phase 2 addresses the requirement for the development of multipurpose athletic fields adjacent to the Recreational Center and the City has received a proposal. The evaluation criteria was examined by the Evaluation Committee and the proposal was judged as pass-fail due to the fact that only one proposal was received. She noted that the developer met the requirements for Phase 1 as a qualified developer. She reported that the members of the Evaluation Committee consisted of Edward Belmares, Assistant City Manager, Ray Rodriguez, Assistant City Attorney, Melanie Seale, Assistant Director of Finance, Sandy Jenkins, Project Manager of Parks and Recreation, and Carol Warkoszewski, City Architect for Transportation and Capital Improvements. Ms. Sittre noted that there was an outreach of 10 targeted developers and only one submission was received. She added that the City Auditor's Office review found no issues.

Councilmember Lopez asked if there was any information pertaining to why the remaining targeted developers did not submit responses to the solicitation. Ms. Sittre replied that many of the commercial developers did not feel that the site lent itself to commercial development. She added that future P3 Projects could solicit greater participation from targeted developers that are interested in a different type of development project.

Councilmember Warrick asked if the multi-housing complex had any affordability incentives. Ms. Sittre responded that the complex would be straight market rate without any tax abatements or incentives.

Councilmember Lopez moved to approve the solicitation. Councilmember Warrick seconded the motion. Motion carried unanimously by those present.

7. Pearsall Park Project [TCI]

Ms. Debbie Sittre detailed the solicitation for Pearsall Park as a Request for Competitive Sealed Proposals (RFCSP) for a construction contract. She noted that the estimated value was \$4.5 million as a new contract.

She reported that the timeline included:

- The Pre-Submittal Meeting on December 9, 2014
- The release of the RFCSP on December 19, 2014
- The completion of the evaluation on March 6, 2015
- The current negotiation of the contract
- The Post-Solicitation Briefing on April 14, 2015
- City Council Consideration in May of 2015
- The contract start date of June 2015

Ms. Sittre stated that the project was unique in that it was one of the largest parks in the City of San Antonio and built over a landfill. She noted that construction would include pavilions, skate parks, splash pad, playground facilities, basketball courts, exercise facilities, lighting, landscaping, irrigation and trail paving. She noted that the requirements of the solicitation examined experience, background, qualifications, experience with skate park construction and construction over a landfill, understanding of the project, experience in the San Antonio Region and City Contracts, price proposal, and Small Business Economic Development Advocacy (SBEDA). Additionally, she noted that there were subcontracting requirements added to the contract and that Local Preference and Veteran Owned Small Business Programs did not apply to construction contracts over \$100,000.

Ms. Sittre reported that the voting members of the Project Evaluation Committee included Gloria Hurtado, Assistant City Manager, Janet Martin and Sandy Jenkins of the Parks and Recreation Department, and Mark Wittlinger and Alex Gamble of the Transportation and Capital Improvements Department. She stated that there was an outreach of 517 vendors through email-blasts and that advertising was conducted through the City of San Antonio's Bidding Opportunities Website, Electronic State Business Daily, TVSA, as well as the newspaper. There were 3 responses received and there were no findings after the Due Diligence Review was conducted.

Councilmember Viagran asked for clarification regarding the funding of environmental assessments on the location. Ms. Sittre responded that since the location is a closed landfill, there are already extensive environmental assessments on the property but that yearly monitoring is

conducted by the Solid Waste Management Department. Councilmember Viagran asked if the contract negotiations addressed maintenance. Ms. Sittre responded that the contracts include a 1 year warranty which stipulates that any damages or replacements are the responsibility of the contractor. After the 1 year warranty expires, it is the responsibility of the Parks and Recreation Department to maintain the facility.

Councilmember Warrick asked for detail regarding the SBEDA Requirements as demonstrated by the responsive vendors. Ms. Alex Lopez responded that the responsive firm requested a waiver due to the fact that they were unable to meet the African American Owned Goal. Councilmember Warrick asked if there were any efforts to build capacity for African American Owned Businesses. Ms. Sittre responded there were a majority of African American Owned Businesses participating in the Management and Technical Assistance Program. Additionally, the City has contracts with African American Owned Firms who are now able to participate as Prime Contractors.

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

Adjourn

There being no further discussion, the meeting was adjourned at 12:08 p.m.

Respectfully Submitted,

Mike Gallagher, Chair

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