



# AUDIT COMMITTEE

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## INDIVIDUAL PRE-SOLICITATION BRIEFING FOR ON-CALL CONSTRUCTION INSPECTION SERVICES

October 25, 2016

**Christie Chapman**  
Assistant Director  
Transportation and Capital  
Improvements (TCI)

# Solicitation Overview



**Originating Department: Transportation and Capital Improvements (TCI)**



**Solicitation Type: Request for Qualifications**



**High Profile Designation: Contract Value over \$1 Million**



**Estimated Value: \$500,000 Annually; \$1.5 Million Total**



**Current Contract Status: Pre-Solicitation**



**Proposed Term: One-Year Contract with Two Additional, One-Year Extensions**

# Project Overview



- All firms to have an established staff to provide the in-house services
- On-Call Contract for up to three years



- Provide onsite construction inspection personnel
- Provide skilled construction quality assurance
- Provide assistance in reporting onsite construction inspection personnel



- Monitor and document job site safety
- Observation of construction work for compliance with project specifications, drawing and change orders
- Coordinate utility outages and traffic control

# Solicitation Requirements

## Evaluation Criteria

- Experience and Qualifications of Prime Firm and Key Sub-consultants: 40 Points
- Understanding of the Project and Project Management Plan: 20 Points
- Team's Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts: 20 Points
- SBEDA: 20 Points
  - Emerging Small Business Enterprise Prime Contracting Program – 10 pts
  - Minority or Woman Owned Business Enterprise Prime Contracting Program – 10 pts

## Additional Requirements

- Audited Financial Statements: Not Required
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable

## Goal Setting Committee Members

- Nikki Ramos – Assistant Director, Parks & Recreation
- Razi Hosseini – Assistant Director, TCI
- Michael Sindon – Assistant Director, Economic Development

# Outreach Efforts

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## NIGP Codes Identified

- 96847 Inspection Services, Construction Type

## Number of Vendors notified

- Central Vendor Registry: 590
- Targeted Vendor Outreach: 1750 Weekly vendor notification

## Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- SA Hart Beat
- Electronic State Business Daily

# Project Evaluation Committee

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## Voting Members

Razi Hosseini – TCI, Assistant Director

Rodney Dziuk – TCI, Assistant Capital Programs Manager

Alma Nunez – TCI, Design and Development Assistant

Mark Rodriguez – TCI, Project Manager Aviation Expansion

# Project Timeline

## Pre-Solicitation

**Goal Setting Committee:**  
October 10, 2016

**Audit Committee Pre Solicitation Briefing:**  
October 25, 2016

**Release RFQ:**  
October 28, 2016

## Solicitation

**Pre-Submittal Conference:**  
November 7, 2016

**Deadline for Questions:**  
November 11, 2016

**RFP Due:**  
November 22, 2016

## Post – Solicitation

**Evaluation Complete:**  
December 2016

**Contract Negotiated:**  
January 2017

**Audit Committee Post Solicitation Briefing:**  
January 2017

## Finalization

**City Council Consideration:**  
February 2017

**Contract Start Date:**  
March 2017





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