



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR ON-CALL CIVIL ENGINEERING SERVICES

January 17, 2017

**Razi Hosseini
Assistant Director
Transportation & Capital
Improvements**

Solicitation Overview



Originating Department: Transportation and Capital Improvements



Solicitation Type: Request for Qualification



High Profile Designation: Contract Value over \$1 million



Estimated Value: \$750,000 annually / \$2,250,000 total



Current Contract Status: Contract expires May 2017



Proposed Term: 1 year with 2, 1 year options

Project Overview



- Renewal of contracts to provide City with 4-5 On-Call Civil Engineering Consultants for multiple projects
- On-Call Contract for up to three years (one year with 2 one year options to renew)



- All firms to have an established staff to provide the in-house services



- Projects may include
 - Drainage, Street and Roadway Design
 - Surveying and Subsurface Utility Engineering (SUE)
 - Sub Surface Utility
 - Park/Trail Design

Solicitation Requirements

Evaluation Criteria

- Experience, Background, Qualifications: 40 Points
- Proposed Management Plan: 20 Points
- Team's Experience with San Antonio Region Issue & Past Experience with City of San Antonio Contracts: 20 Points
- SBEDA Program: 20 Points
 - ESBE Prime Contract Program – 10 points
 - MWBE Prime Contract Program – 10 points

Additional Requirements

- MWBE Subcontracting Goal 19%
- AABE Subcontracting Goal 1%
- Audited Financial Statements: Not Required

Goal Setting Committee Members

- Nikki Ramos – Assistant Director, Parks & Recreation
- Christie Chapman - Interim Assistant Director, Transportation & Capital Improvements
- Michael Sindon – Assistant Director, Economic Development

Outreach Efforts

NIGP Codes Identified

- 90738 Drafting Services
- 92517 Civil engineering
- 92546 Geotechnical Engineering
- 92586 Surveyor Services, Land

Number of Vendors notified

- Central Vendor Registry: 385
- Targeted Vendor Outreach: 385

Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- The Hart Beat

Project Evaluation Committee

Voting Members

Razi Hosseini – TCI, Assistant Director

Luis Maltos – TCI, Capital Programs Manager

Veronica Barefield – TCI, Senior Engineering Associate

Richard Grochowski – TCI, Assistant City Engineer

Robert Reyna – TCI, Senior Engineer

Project Timeline

Pre-Solicitation

Goal Setting Committee:

- November 28, 2016

Audit Committee Pre Solicitation Briefing:

- January 17, 2017

Release RFP:

- January 20, 2017

Solicitation

Pre-Submittal Conference:

- January 30, 2017

Deadline for Questions:

- February 7, 2017

RFP Due:

- February 20, 2017

Post – Solicitation

Evaluation Complete:

- March 2017

Contract Negotiated:

- March 2017

Audit Committee Post Solicitation Briefing:

- April 2017

Finalization

City Council Consideration:

- April 2017

Contract Start Date:

- May 2017



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