



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR DANGEROUS PREMISES LOT CLEARING AND SECURING OF STRUCTURES

January 17, 2017

**Michael Shannon
Assistant Director
Development Services
Department**

Solicitation Overview



Originating Department: Development Services



Solicitation Type: Request for Proposals



High Profile Designation: Contract value over \$1 million



Estimated Value: \$325,000 annually / \$1,625,000 total

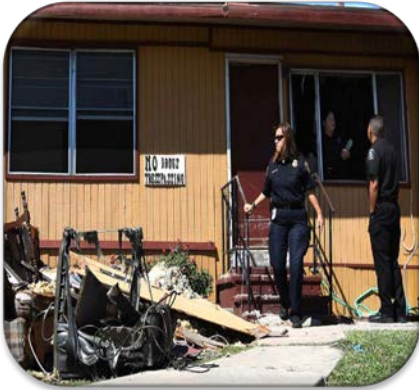


Proposed Term: 1 year with 4, 1-year extensions



Current Contract Status: Expires June 30, 2017

Project Overview



- Dangerous Premises – properties and structures that are unoccupied and/or unsecured that pose a danger to public health and/or safety OR has been vandalized by graffiti



- Seeking 4 contractors to clean and secure said dangerous premises

Project Scope

Clear and Mow Properties

- Contractor shall pick up and legally dispose of any and all brush, tree limbs, leaves, grass/weed clippings, trash, rubbish and debris
- Contractor shall mow properties to less than 3"

Secure Structures as Needed

- Any accessible doors or windows shall be boarded and secured, including windows and doors with burglar bars

Abate for Graffiti

- All structures, objects and/or fences that have been vandalized with graffiti shall be painted

Solicitation Requirements



Evaluation Criteria

- Experience, Background, Qualifications: 25 Points
- Proposed Plan: 30 Points
- Pricing: 10 Points
- Local Preference Program: 10 Points
- Veteran Owned Small Business Program: 5 Points
- SBEDA Program: 20 Points
 - SBE Prime Contract Program - 10 points
 - MWBE Prime Contract Program - 10 points



Additional Requirements

- SBEDA Subcontracting Requirements: N/A
- Audited Financial Statements: Not Required



Goal Setting Committee Members

- Melanie Seale, Assistant Director, Finance
- Nikki M. Ramos, Assistant Director, Parks and Recreation
- Michael Shannon, Assistant Director, Development Services
- Michael Sindon, Assistant Director, Economic Development

Outreach Efforts

NIGP Codes Identified

- 91219 – Clearing and Grubbing Services
- 91054 – Painting, Maintenance and Repair Services
- 91027 – Garbage/trash removal, Disposal and/or Treatment
- 98836 – Grounds Maintenance, Mowing, Edging, Plant
- 96888 – Tree and Shrub Removal Services

Number of Vendors Notified

- Central Vendor Registry: 256
- Veteran Owned Small Business (SBA): 320
- Targeted Vendor Outreach: 29

Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- San Antonio Express-News

Project Evaluation Committee

Voting Members

Michael Shannon, Assistant Director, Development Services

Alma Martinez-Jimenez, Senior Special Projects Manager,
Development Services

Danny Liguez, Development Services Manager, Development
Services

Jenny Ramirez, Code Enforcement Manager, Development
Services

Martin Ruiz, Development Services Manager, Development
Services

Rita Basta, Fiscal Analyst, Development Services

Project Timeline

Pre-Solicitation

Goal Setting Committee:

- 1/9/2017

Audit Committee Pre-Solicitation Briefing:

- 1/17/2017

Release RFP:

- 2/10/2017

Solicitation

Pre-Submittal Conference:

- 2/17/2017

Deadline for Questions:

- 3/1/2017

RFP Due:

- 3/20/2017

Post – Solicitation

Evaluation Complete:

- 4/25/2017

Contract Negotiated:

- 5/8/2017

Audit Committee Post-Solicitation Briefing:

- 5/16/2017

Finalization

City Council Consideration:

- 6/1/2017

Contract Start Date:

- 6/12/2017



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