



AUDIT COMMITTEE

PRE-SOLICITATION BRIEFING FOR ON-CALL ENVIRONMENTAL CONSULTING SERVICES

February 21, 2017

**Christie Chapman
Assistant Director
Transportation and Capital
Improvements**

Solicitation Overview



Originating Department: Transportation and Capital Improvements



Solicitation Type: Request for Qualification (RFQ)



High Profile Designation: Contract Value over \$1 million



Estimated Value: \$600,000 annually / \$2,400,000 total



Current Contract Status: Expires May 2017



Proposed Term: 1 year with 3, 1 year renewal options

Project Overview



- Consultant to perform environmental consulting activities such as Environmental Site Assessments including Remediation and Construction Oversight
- Consultant to perform affected Property Assessment Reports, Brownfield Site Assessments, Municipal Setting Designation Assessments, and others



- Consultant to perform Leaking Petroleum Storage Tank assessments
- Consultant to perform Spill Prevention Control and Countermeasure

Solicitation Requirements

Evaluation Criteria

- Background, Experience and Qualifications of Prime Firm, Key Personnel and Key Sub-Consultants: 45 points
- Proposed Management Plan : 35 points
- Team's Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts: 20 points

Additional Requirements

- Disadvantaged Business Enterprise (DBE) Program
- 10% DBE goal has been set for this contract
- Audited Financial Statements: Not Required

DBE Program

- Disadvantage business enterprise or DBE means a for-profit small business enterprise:
 - Which is at least fifty one percent (51%) owned by one or more individuals who both are socially and economically disadvantaged
 - Whose management and daily business operations are controlled by one (1) or more of the socially and economically disadvantaged individuals who own it: and
 - Good faith efforts mean efforts to achieve a DBE goal or other requirement of this part

Outreach Efforts

NIGP Codes Identified

- 96148 Laboratory Testing Services
- 92642 Environmental Consulting
- 92683 Environmental Site assessment

Number of Vendors notified

- Central Vendor Registry: 51
- Targeted Vendor Outreach: 121

Advertising

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

Project Evaluation Committee

Voting Members

Christie Chapman-TCI, Assistant Director

John Cantu– TCI, Construction Inspection Supervisor

Eric Salazar-TCI , Senior Engineer

Pat Schneider-TCI, Landscape Architect

Leticia Arzate – TCI, Senior Environmental Project Manager

Alice London- TCI, Environmental Project Manager

Project Timeline

Pre-Solicitation

- Audit Committee Pre Solicitation Briefing:**
- February 21, 2017
- Release RFQ:**
- **February 24, 2017**

Solicitation

- Pre-Submittal Conference:**
- March 10, 2017
- Deadline for Questions:**
- March 15, 2017
- RFQ Due:**
- **March 24, 2017**

Post – Solicitation

- Evaluation Complete:**
- April 2017
- Contract Negotiated:**
- April 2017
- Audit Committee Post Solicitation Briefing:**
- April 2017

Finalization

- City Council Consideration:**
- **June 2017**
- Contract Start Date:**
- June 2017



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