



AUDIT COMMITTEE MEETING

POST-SOLICITATION BRIEFING FOR ON-CALL CONSTRUCTION INSPECTION SERVICES

February 21, 2017

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

Solicitation Overview



Originating Department: Transportation and Capital Improvements



Solicitation Type: Request for Qualifications (RFQ)



High Profile Designation: Contract Value over \$1 Million



Estimated Value: \$500,000 annually / \$1,500,000 total



Current Contract Status: Expires May 2017



Proposed Term: 1 year w/ 2, 1 options to renew

Project Timeline

Pre-Solicitation

Audit Committee Pre Solicitation Briefing:

- October 25, 2016

Release RFQ:

- **November 4, 2016**

Solicitation

Pre-Submittal Conference:

- November 15, 2016

Deadline for Questions:

- November 18, 2016

RFQ Due:

- **November 30, 2016**

Post – Solicitation

Evaluation Complete:

- January 12, 2017

Contract Negotiated:

- February 2017

Audit Committee Post Solicitation Briefing:

- **February 21, 2017**

Finalization

City Council Consideration:

- **March 2017**

Contract Start Date:

- April 2017

Project Scope



- 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: 35 Points
- Understanding of the Project and Project Management Plan: 25 Points
- Team's Experience with San Antonio Region Issues and Past Experience with City of San Antonio Contracts: 20 Points
- Emerging Small Business Enterprise (ESBE) Prime Contracting Program – 10 points
- Minority or Woman Owned Business Enterprise (M/WBE) Prime Contracting Program – 10 points

Additional Requirements

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

Goal Setting Committee Members

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

Project Evaluation Committee Members

Voting Members

Razi Hosseini, P.E., R.P.L.S. – Assistant Director, TCI

Rodney Dziuk – Assistant Capital Programs Manager, TCI

Mark Rodriguez – Aviation Project Manager, TCI

Alma Nunez – Design & Development Assistant, TCI

David Zuniga – Construction Inspections Manager, TCI

Emma Obeng-Boampong, Engineer, TCI

REQUEST FOR QUALIFICATIONS:

Summary Scoring		Firm 1	Firm 2	Firm 3	Firm 4	Firm 5	Firm 6	Firm 7	Firm 8	Firm 9	Firm 10	Firm 11
A. Experience and Qualifications of Prime Firm, Key Sub-Consultants (35 Points)	35	29.83	22.50	22.83	29.17	32.33	30.17	26.67	29.17	26.33	29.33	30.17
B. Team's Experience with San Antonio Regional Issues and Past Experience with City of San Antonio Contracts on Similar Projects (20 points)	20	16.83	12.00	12.00	16.50	18.83	16.83	15.83	16.50	14.83	16.50	17.17
C. Understanding of the Project and Proposed Management Plan (25 points)	25	22.17	13.00	16.50	20.83	23.00	20.83	18.67	20.33	17.67	21.83	20.33
D. SBEDA – ESBE & M/WBE Prime Contract Program (20 total points available)	20	10.00	0.00	0.00	20.00	10.00	10.00	20.00	10.00	20.00	20.00	10.00
TOTAL SCORE	100	78.83	47.50	51.33	86.50	84.17	77.83	81.17	76.00	78.83	87.67	77.67
RANK		5	11	10	2	3	7	4	9	5	1	8



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**Troy Elliott, CPA
Deputy Chief Financial Officer
and
Kevin Barthold
City Auditor**

Procurement Overview - Due Diligence

Number of vendors notified:	84
Number of responses received:	11
Results of Minimum Requirements Review	No Findings
Results of Due Diligence Review	No Findings
Respondent Background Check	No Findings
Financial Statement Review	NA
References, Proof of Insurability Review and Litigation Disclosure	No Findings
Contracts Disclosure Form	No Findings



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