

THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE  
OR RESOLUTION ADOPTED BY THE CITY COUNCIL.

AN ORDINANCE

**AUTHORIZING THE EXECUTION OF THREE ON-CALL BUILDING COMMISSIONING & LEED MONITORING SERVICES AGREEMENTS, WITH LACKEY DE CARVAJAL CX, ALDERSON & ASSOCIATES, INC. AND JASMINE ENGINEERING, INC., EACH IN THE AMOUNT NOT TO EXCEED \$200,000.00 PER YEAR TO PROVIDE AS-NEEDED ON-CALL BUILDING COMMISSIONING & LEED MONITORING SERVICES FOR CITY-OWNED FACILITIES AND IMPROVEMENTS, CONSTRUCTION PROJECTS AND PLANNING PROJECTS LOCATED CITY-WIDE. EACH AGREEMENT IS FOR ONE (1), ONE (1) YEAR TERM WITH THE OPTION TO RENEW EACH AGREEMENT FOR THREE (3), ONE (1) YEAR EXTENSIONS, UNDER THE SAME TERMS AND CONDITIONS AT THE CITY'S DISCRETION.**

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**WHEREAS**, the City currently has on-call contracts with three consultants that provide On- Call Building Commissioning & LEED Monitoring Services for the City; and

**WHEREAS**, these on-call contracts are available to all City departments and will address all aspects of civil engineering, to include street and roadway design, drainage design, site layouts, surveying, architectural or structural design and other special projects; and

**WHEREAS**, City departments such as Building and Equipment Services (BESD), Sustainability, Library, Aviation, Convention and Sports Facilities, and TCI, utilize these on-call professional services on small projects and for time-sensitive projects in connection with improvements and/or construction projects as well as upon recognition of the requirement of services, for planned construction projects on an immediate and as per needed basis; and

**WHEREAS**, the utilization of these professional Building Commissioning & LEED Monitoring Services will be defined by the needs of each project and may include, but are not limited to the following:

- Design and field reviews for compliance with City's Project Requirements and Basis of Design
- Development of commissioning plans, specifications, checklists and functional performance tests
- Building systems submittal reviews, pre-start-up observations, coordination meeting and functional testing
- Integrated systems testing
- Non-conformance issue tracking and resolution
- Training of operations staff
- Systems manual and final commissioning reporting
- Warranty follow-up

- Post construction performance measurement and verification; and

**WHEREAS**, this ordinance authorizes the execution of three On-Call Building Commissioning & LEED Monitoring Services Agreements with **Lackey de Carvajal Cx, Alderson & Associates, Inc.**, and **Jasmine Engineering, Inc.**, to provide as-needed On-Call Building Commissioning & LEED Monitoring Services in an amount not to exceed \$200,000.00 per year per firm with a one (1) year term, with an option to review each agreement for three (3), one (1) year extensions at the City's discretion; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** **Lackey de Carvajal Cx, Alderson & Associates, Inc.**, and **Jasmine Engineering, Inc.**, are selected for execution of three (3) On-Call Building Commissioning & LEED Monitoring Services Agreements on as-needed basis for construction and planning projects for City owned facilities and improvements.

**SECTION 2.** The City Manager or her designee is authorized to execute three (3) On-Call Building Commissioning & LEED Monitoring Services Agreements, each in the amount not to exceed \$200,000.00 per year per firm with a one (1) year term, with an option to review each agreement for three (3), one (1) year extensions at the City's discretion under the same terms and conditions.

**SECTION 3.** The following financial adjustments are hereby approved:

- a) Funding for this ordinance will be identified when work orders are issued. If funding for any work orders is not previously appropriated, funding will be identified and appropriated through subsequent City Council action. Payment is limited to the amounts budgeted in the Operating and/or Capital Budget funding sources identified. All expenditures will comply with Operating and/or Capital Budgets for current and future fiscal years.
- b) Payment not to exceed \$200,000.00 per contract, per term is authorized to be encumbered with a purchase order and made payable to **LACKEY DE CARVAJAL CX**, to provide as-needed on-call building commissioning & LEED monitoring services for City-owned facilities and improvements, construction projects and planning projects located City-wide.
- c) Payment not to exceed \$200,000.00 per contract, per term is authorized to be encumbered with a purchase order and made payable to **ALDERSON & ASSOCIATES, INC.**, to provide as-needed on-call building commissioning & LEED monitoring services for City-owned facilities and improvements, construction projects and planning projects located City-wide.
- d) Payment not to exceed \$200,000.00 per contract, per term is authorized to be encumbered with a purchase order and made payable to **JASMINE ENGINEERING, INC.**, to provide as-needed on-call building commissioning & LEED monitoring services for City-owned facilities and improvements, construction projects and planning projects located City-wide.

- e) The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 4.** This Ordinance shall be effective immediately upon passage by eight affirmative votes; otherwise it shall be effective on the tenth day after passage hereof.

**PASSED AND APPROVED** this 25<sup>th</sup> day of May, 2017.

**M A Y O R**  
Ivy R. Taylor

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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Andrew Segovia, City Attorney