

# HIGH PROFILE CONTRACT COUNCIL COMMITTEE MEETING MINUTES

TUESDAY, MARCH 24, 2015

11:00 AM

MEDIA BRIEFING ROOM, CITY HALL

**Members Present:** Councilmember Mike Gallagher, *Chair, District 10*  
Councilmember Alan E. Warrick II, *District 2*  
Councilmember Rebecca Viagran, *District 3*  
Councilmember Ray Lopez, *District 6*

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**Members Absent:** Councilmember Cris Medina, *District 7*

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**Staff Present:** Ben Gorzell, *Chief Financial Officer*; Troy Elliott, *Director, Finance Department*; Kevin Barthold, *City Auditor*; Leslie Haby, *Assistant City Attorney*; Katinka Howell, *Assistant City Attorney*; Lauren O'Connor, *Assistant City Attorney*; Shreya Shah, *Assistant City Attorney*; Frank Miller, *Director, Aviation Department*; Lori Steward, *Interim Director, Department of Human Resources*; Melody Woosley, *Director, Department of Human Services*; Edward Gonzales, *Assistant Director, Department of Human Services*; Wanda Heard, *Assistant Director, Department of Human Resources*; Alex Lopez, *Assistant Director, Economic Development Department*; Denice F. Trevino, *Office of the City Clerk*

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## 1. Approval of Minutes from the February 10, 2015 High Profile Contract Council Committee Meeting

Councilmember Warrick moved to approve the Minutes from the February 10, 2015 High Profile Contract Council Committee Meeting. Councilmember Viagran seconded the motion. Motion carried unanimously by those present.

## Individual High Profile Contract Initiatives for Consideration:

### Pre-Solicitation Briefings:

## 2. Occupational Health Services [HR]

Lori Steward stated that a Request for Proposals (RFP) would be released for the delivery of Occupational Health Services. She noted that the proposed term was for three-years with two, 1-year options to extend. She stated that the estimated value of the RFP was \$220,000 annually/\$1,100,000 total. She noted that services provided in the Contract included the following:

- Drug & Alcohol Testing

- Pre-Employment Drug Testing
- Random, Post-Accident & Reasonable Suspicion Drug Testing
- Physical Examinations
- Immunizations
- Reporting & Billing Information

She stated that a single Provider of said services at a single location would be sought in the RFP to assist in ensuring that Health Insurance Portability and Accountability Act (HIPAA) Requirements were met. She reviewed the Solicitation Requirements and listed the Members of the Goal Setting Committee. She noted that currently, Gonzaba Medical Group was contracted to provide said services on a month-to-month basis through August 31, 2015. She reviewed the National Institute of Government Purchasing (NIGP) Codes to be utilized, number of Vendors notified, and Advertising associated with the RFP. She listed the Voting and Advisory Members of the Project Evaluation Committee. She stated that the RFP was released on March 25, 2015 and responses were due on April 29, 2015. She noted that the Project Evaluation Committee would complete its evaluations on May 29, 2015. She added that said RFP would be brought before the full City Council on August 8, 2015 with a contract start date of August 2015.

Councilmember Lopez asked if standards for Service Delivery were included in the Contract. Ms. Steward replied that Performance Guidelines were included in said Contract.

### **3. Child Care Services Program-Rural Child Care Services Delivery Contract [DHS]**

Melody Woosley stated that a Request for Proposals (RFP) would be released for the delivery of Rural Child Care Services. She noted that the Department of Human Services (DHS) was the Federal Child Care Services Grantee (Grantee) for Bexar County. She reported that the Texas Workforce Commission (TWC) administered the State's subsidized Childcare Program through funding received from the U.S. Department of Human Services for Low-Income Families. She noted that said subsidies were provided to assist families whose members were employed, attending Workforce Training, or enrolled in Educational Activities. She reported that the estimated value of the RFP was \$520,000 annually/\$2,600,000 total. She noted that DHS currently contracted with the Alamo Area Development Corporation (AADC), a subsidiary of the Alamo Area Council of Governments (AACOG) to provide Child Care Services in 11 Rural Counties surrounding Bexar County. She stated that the current Contract would expire on September 30, 2015 and AADC chose not to exercise the one-year renewal option. She noted that the proposed Contract Term was two years with three, one-year renewals. She stated that the City of San Antonio had been the Grantee for 23 years. She noted that said services were provided for 1,381 Children per month. She reviewed the Evaluation Criteria and additional requirements. She identified the NIGP Codes to be utilized, reviewed the number of Vendors notified, and the Advertising to be utilized. She listed the Project Evaluation Committee Voting and Advisory Members. She stated that the RFP would be released on March 31, 2015 and responses were due on May 4, 2015. She noted that a Post-Solicitation Briefing would be presented to the Committee on June 9, 2015 and brought before the full City Council on August 13, 2015. She added that said contract would begin on October 1, 2015.



Councilmember Warrick asked for details of how services were delivered. Ms. Woosley stated that services were provided through subsidies paid to families. She noted that families were required to make Co-Payments based on family size and income.

Edward Gonzales stated that 82% of Children served resided in the City and 18% of the Children served resided in the surrounding 11 Counties.

Chairman Gallagher asked if there were gaps in services for families receiving said subsidies. Ms. Woosley replied that there were gaps in services and 3,000 eligible Children were currently on a Waiting List to receive said services.

#### **Post-Solicitation Briefings:**

#### **4. Acoustical Treatment Consultant for the Residential Acoustical Treatment Program [Aviation]**

Frank Miller provided a Post-Solicitation Briefing on a Request for Qualifications (RFQ) for an Acoustical Treatment Consultant (ATC) for the Residential Acoustical Treatment Program (RATP). He stated that the contract value was estimated at \$4.2 million in FY 2015; \$8 million annually. He noted that the current Contract would expire on April 18, 2015. He stated that the proposed term was three years with two, 1-year renewal options. He reviewed the Project Timeline noting that the RFQ was released on October 14, 2014. He noted that the Statement of Qualifications (SOQ) deadline was December 9, 2014. He reported that the evaluation was completed on February 17, 2015 and the Contract was negotiated on March 6, 2015. He stated that said Contract would be brought before the full City Council for consideration on April 2, 2015. He added that the Contract start date was April 19, 2015. He reviewed the Project Scope to include:

- Program and Project Management
- A/E Design
- Construction Administration
- Public Relations & Community Outreach
- Legal Services

He reviewed the Solicitation Requirements and listed the Project Evaluation Committee Members to include Voting and Advisory Members.

Troy Elliott reported that there were no findings as a result of the Due Diligence and Conflict of Interest Reviews.

Councilmember Viagran moved to approve and forward the selected ATC for the RATP to the full City Council for consideration on April 2, 2015. Councilmember Lopez seconded the motion. Motion carried unanimously by those present.

**Consent High Profile Contract Initiatives for Consideration:**

**Post-Solicitation Items:**

**5. Annual Job Order Contract for On-Call HVAC Services [Aviation]**

Troy Elliott stated that the Annual Job Order Contract for On-Call Heating, Ventilation, and Air Conditioning (HVAC) Services was a Consent Item.

Frank Miller stated that Contracts with two companies were selected by the Project Evaluation Committee to provide On-Call HVAC Services for the San Antonio International Airport and Stinson Municipal Airport. He noted that the proposed term was two years with three, 1-year renewal options. He reported that the estimated value for both Companies was \$400,000 annually/\$2,000,000 total. He reviewed the Solicitation Requirements and listed the Project Evaluation Committee Members to include Voting and Advisory Members.

Councilmember Viagran moved to approve and forward two Contracts for On-Call HVAC Services to the full City Council for consideration on April 9, 2015. Councilmember Lopez seconded the motion. Motion approved unanimously by those present.

**Executive Session**

The Executive Session was not held.

**Consideration of Items for Future Meetings:**

Next Meeting Date: April 14, 2015

**Adjourn**

There being no further discussion, the meeting was adjourned at 11:34 a.m.

*Respectfully Submitted,*



*Mike Gallagher, Chair*



*Denice F. Trevino, Office of the City Clerk*