



City of San Antonio

Agenda Memorandum

File Number: 16-3095

Agenda Item Number: 10.

Agenda Date: 6/9/2016

In Control: City Council A Session

DEPARTMENT: Transportation & Capital Improvements

DEPARTMENT HEAD: Mike Frisbie, P.E.

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Contract Award: On-Call Professional Architectural Consulting Services

SUMMARY:

An ordinance authorizing the execution of six On-Call Architectural Consulting Services agreements, with: Beaty Palmer Architects, Chesney Morales & Associates, Inc., Debra J. Dockery Architect, Lopez-Salas Architects, Slay Architecture and WestEast Design Group, LLC, each in the amount not to exceed \$500,000.00 per year per firm with a one-year term with an option to renew each agreement for three one-year extensions to provide as-needed architectural consulting services for City-owned facilities and improvements, construction projects and planning projects located City-wide.

BACKGROUND INFORMATION:

Project Background

Currently the Transportation & Capital Improvements Department (TCI) contracts with five consultants that provide on-call Architectural Services for the City. The consultants are Alvidrez Architects, Inc., Beaty Palmer Architects, Chesney Morales & Associates, Inc., Debra J. Dockery Architect, and WestEast Design Group, LLC. These consultants are used on as-needed basis on small projects and for time-sensitive City projects in connection with City improvements and construction projects. The contracts with these five firms will expire in August of 2016.

City departments such as Building and Equipment Services, the San Antonio Public Library, Aviation, the Convention Center and TCI upon recognition of the requirement of services, continue to utilize these services for planned construction projects on an immediate and as per needed bases. TCI continues to improve efficiency and requires additional capacity on agreements. This capacity ensures that staff has the ability to

augment additional capital improvement projects without delay as needed.

Procurement of Services

A Request for Qualifications (RFQ) was released in March 14, 2016. This RFQ was advertised in the San Antonio Hart Beat, on the City's website and the Texas Electronic State Business Daily and through TCI in March 2016. Responses were due on April 12, 2016. Thirteen bids were received for the RFQ's. A selection committee, consisting of representatives from TCI, Aviation and the San Antonio Public Library evaluated, scored and ranked the submissions; representatives from the CMO and Audit Departments participated as witness to the selection of firms. Scoring was based on the published evaluation criteria, which included evaluation of background, experience and qualifications of Prime Firm, project management plan, team's experience with San Antonio Region issues, past experience with City of San Antonio contracts and participation in SBE and M/WBE Prime Contractor Program.

The Goal Setting Committee applied the Small and Minority/Women-Owned Business Enterprise Prime Contract Program, with ten (10) points awarded to a certified SBE and an additional ten (10) evaluation preference points for M/WBE Firms. Beaty Palmer Architects received ten (10) points as certified SBE. Chesney Morales Partners., Debra J. Dockery Architect, P.C., Lopez Salas Architects, Slay Architecture and WestEast Design Group, LLC, were awarded twenty (20) points as certified SBE and M/WBE firms located within the San Antonio Metropolitan Statistical Area.

ISSUE:

This ordinance authorizes the execution of six on-call Architectural Services agreements with Beaty Palmer Architects, Chesney Morales Partners, Debra J. Dockery Architect, P.C., Lopez Salas Architects, Slay Architecture and WestEast Design Group, LLC, to provide as-needed On-Call Architectural Consulting Services in an amount not to exceed \$500,000.00 per year per firm with a one-year term, with an option to renew each agreement for three, one-year extensions at the City's discretion.

The utilization of these services will be determined by the size, and time sensitivity, of each individual project, as determined by the TCI project management staff, will be defined by the needs of each project. Services to be provided under this agreement may include, but are not limited to the following:

- Assessment and evaluation of facilities
- Building design
- Design services for interior modifications
- Interior or exterior building modifications for accessibility compliance
- Periodic field observation as required
- The development of recommendations for repairs, preparation of plans and specifications for the oversight of any required construction, repair, rehabilitation or alternation of a facility or improvement as necessary

On-Call services allow for the immediate execution of work, as opposed to soliciting for these services on a per-project basis. TCI will utilize these professional services to expedite project delivery and completion.

Consultants will be paid based on the tasks they perform for each specific project. These professional services may be utilized as needed during the execution of City capital or planning projects.

ALTERNATIVES:

An alternative option is to submit a request for qualifications per individual project and select a firm based on their qualified experience in working with similar projects. To solicit for services on a per project basis would adversely affect the timely development of projects and funding.

FISCAL IMPACT:

Each of these agreements shall have a value not to exceed \$500,000.00 per firm per contract year for one one-year term with option to renew each agreement for three one-year extensions. Each renewal of the respective agreements shall be for the same terms and conditions. No funds are appropriated by this action. Expenditures for these services are subject to available funding and are authorized by individual project capital budgets at the time work is requested or project funds are appropriated through ordinance. The City will make no minimum guarantee pertaining to the volume of work which may be expected from each consultant.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the negotiation and execution of six on-call Architectural professional services contracts with Beaty Palmer Architects, Chesney Morales Partners., Debra J. Dockery Architect, P.C., Lopez Salas Architects, Slay Architecture and WestEast Design Group, LLC.