



City of San Antonio

Agenda Memorandum

File Number: 16-4052

Agenda Item Number: 22.

Agenda Date: 8/18/2016

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 Testing and Balancing Services Contract

SUMMARY:

An ordinance authorizing the execution of an On-Call Building Systems Testing and Balancing Services agreement with TSI in an amount not to exceed \$500,000.00 per year, for a one-year term, with an option to renew the agreement for three one-year extensions, to provide as needed Heating Ventilation and Air-Conditioning (HVAC) systems testing, adjusting and balancing services for City-owned facilities located City-wide.

BACKGROUND INFORMATION:

Project Background

Currently the Transportation & Capital Improvements Department (TCI) contracts with PHI Service Agency, Inc. PHI has provided as-needed heating, ventilation and air-conditioning (HVAC) systems testing, and balancing services for City-owned facilities located City-wide. The current contract will expire in September of 2016.

Current services agreement and capacity ensures that staff from City departments such as Building and Equipment Services, Aviation and TCI, has the ability to utilize these services on an immediate and as needed bases without delay.

Procurement of Services

A Request for Qualifications (RFQ) was released in March 18, 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 19, 2016. Three bids were received for the RFQ's. A selection committee, consisting of representatives from TCI and Building and Equipment Services, evaluated, scored and ranked the submissions. 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 Prime Contract Program.

The contracts will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/Women-Owned Business Enterprise Prime Contract Program, with fifteen (15) points awarded to a certified SBE Firm. TSI was awarded these points as a certified SBE firm located within the San Antonio Metropolitan Statistical Area.

ISSUE:

This ordinance authorizes the execution of one on-call Building Systems Testing, Adjusting & Balancing Services agreement with TSI to provide as-needed On-Call Building Testing Adjusting & Balancing Services in an amount not to exceed \$500,000.00 per year for a one-year term, with an option to renew the agreement for three one-year extensions at the City's discretion.

The utilization of these professional HVAC testing, adjusting and balancing services 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:

- Analysis of existing and new systems
- Testing, Adjusting and Balancing (TAB) and LEED Certification
- Certify TAB data reports and plans
- Comprehensive examination of equipment performance data
- Instrument calibration reporting and systems recommendations
- Complete system readiness checks and final reporting

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.

TSI will be paid based on the tasks it performs 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 its qualified experience in working with similar projects. To solicit for services on a per project basis adversely would affect the timely development of projects and funding.

FISCAL IMPACT:

This agreement shall have a value not to exceed \$500,000.00 per year with option to renew for three one-year extensions under the same terms and conditions. No funds are appropriated by this action. Expenditures for 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 makes no minimum guarantee pertaining to the volume of work issued to the consultant.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the negotiation and execution of an on-call Building Systems Testing and Balancing services agreement contract.