



City of San Antonio

Agenda Memorandum

File Number: 17-2053

Agenda Item Number: 5.

Agenda Date: 4/20/2017

In Control: City Council A Session

DEPARTMENT: Transportation & Capital Improvements

DEPARTMENT HEAD: Mike Frisbie, P.E.

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Project Management Services Contract for Small Minority-Women Owned Business Enterprises

SUMMARY:

An ordinance authorizing the execution of a Professional Services Agreement with Event Professional Services, LLC in the amount of \$150,000.00, available from the FY 2017 Adopted Budget, for a term of one year to provide project management services for Small, Minority, Women and African-American owned construction businesses currently working or aspiring to procure construction contracts with the City of San Antonio.

BACKGROUND INFORMATION:

After numerous public meetings in which the community, corporate representatives and civic leaders expressed their concern with limited minority opportunities to do business with the City, City Council approved a 5-Year Diversity Action Plan on January 11, 2013. An important strategy of the Plan was to build capacity and encourage small, minority, and women-owned businesses (SMWBEs) to participate on City Contracts as prime and subcontractors.

In support of this strategy, City Council approved funds in the FY 2014 Adopted Budget for the Small, Minority, Women Business Enterprise (SMWBE) Management and Technical Assistance Program Initiative. In May 2014, City Council approved Phase I of the Management and Technical Assistance Program (MTAP) in which two consultants were selected to provide technical assistance to small businesses in the construction trade with high level one-on-one training. The detailed consulting services and training included allowed specific training for business development, financial assistance, procurement assistance, construction industry

guidelines and construction technology.

The program is now transitioning to Phase II in which a consultant will provide on-site training of Project Management Services for Small, Minority and Women- Owned businesses currently working or aspiring to do business with the city, primarily focused on construction work.

Procurement of Services

A Request for Qualifications for Project Management Services for Small, Minority, Women and African - American Owned Businesses was released in November 2016. The RFQ was advertised in the San Antonio Hart Beat, TVSA, and on the City Website. A Pre-Submittal Conference was held on November 1, 2016 and responses were due on November 28, 2016. Five firms responded and submitted proposals. A selection committee made up of City staff from Transportation & Capital Improvements Department, Aviation Department, representatives from the San Antonio Chapter of Associated General Contractors (AGC) and NAACP evaluated and scored the proposals based on the published criteria, which included experience, qualifications and proposed plan. The selection committee recommends the contract be awarded to Event Professional Services, LLC.

This contract will be awarded in the 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 twenty evaluation preference points awarded to Event Professional Services, LLC as they are a certified Small Business Enterprise and a Minority Business Enterprise firm located within the San Antonio Metropolitan Statistical Area. Additionally, the Goal Setting Committee also set a 21% M/WBE subcontracting and a 4% AABE goal and Event Professional Services, LLC has committed to meeting the subcontractor participation goals.

ISSUE:

This ordinance authorizes the execution of a Professional Service Agreement with Event Professional Services, LLC in the amount not to exceed \$150,000.00 for a term of one year. The consultant will provide on-site training related to:

- Job management
 - Making sure contractors follow the BMPs (Best Management Practices) for COSA Construction projects
 - Assistance with the planning and design of a project from beginning to end
 - Providing knowledge and experience needed to solve problems on-site
- Change order negotiation strategy
- Schedule development
- Monitoring
- Quality assurance enforcement
- Project closeout supervision

The owner of Event Professional Services, LLC is Mr. Eugene Walker who for over the last twenty years has been effective in helping small businesses with the essentials to establish partnerships, understand the construction industry and improve field operations. His expertise and training will be beneficial to these developing contractors.

ALTERNATIVES:

As an alternative option, the City could release a new RFQ for these services; however, this action will result in delaying project management assistance to small businesses working on city contracts.

A separate alternative is to eliminate the initiative and continue offering small businesses assistance through existing programs; however, this will create a gap in project management support to SMWBEs focused on construction.

FISCAL IMPACT:

This action authorizes the execution of a Professional Services Agreement with Event Professional Services, LLC in an amount not to exceed \$150,000.00 for a term of one year. Funds for the contract are available from the Transportation and Capital Improvement Departments FY 2017 Adopted Budget. The City will make no minimum guarantee pertaining to the volume of work for the consultant.

RECOMMENDATION:

Staff recommends approval of a Professional Services Agreement with Event Professional Services, LLC in an amount up \$150,000.00 for one year to provide Project Management Services for Small, Minority, Women and African-American owned businesses currently working or aspiring to procure construction contracts with the City of San Antonio as prime and subcontractors.