



City of San Antonio

Agenda Memorandum

File Number: 17-2719

Agenda Item Number: 7.

Agenda Date: 5/25/2017

In Control: City Council Special Meeting

DEPARTMENT: Transportation & Capital Improvements

DEPARTMENT HEAD: Mike Frisbie, P.E.

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Contract Award: On-Call Building Commissioning & LEED Monitoring Services

SUMMARY:

An ordinance authorizing the execution of three On-Call Building Commissioning and Leadership in Energy and Environmental Design (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, for a term of one year, with the option to renew each agreement for three, one year extensions, under the same terms and conditions at the City's discretion.

BACKGROUND INFORMATION:

Project Background

Currently Transportation & Capital Improvements (TCI) contracts with three consultants that provide on-call Building Commissioning & LEED Monitoring services for the City. The consultants are Cleary Zimmermann Engineering, Jasmine Engineering, Inc., and Lackey De Carvajal Cx. These consultants are used on an as-needed basis on small projects and for time-sensitive City projects in connection with City improvements and/or construction projects.

City departments such as Building and Equipment Services (BESD), Sustainability, Library, Aviation, Convention and Sports Facilities, 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 February 2017. This RFQ was advertised in the San Antonio Hart Beat, on the City's website, the Texas Electronic State Business Daily and through TCI on February 10th and 15th, 2017. Responses were due on March 14, 2017, and seven proposals were received for the RFQ's. A selection committee, consisting of representatives from TCI 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.

This contract 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 Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points awarded for certified ESBE and M/WBE firms located within the San Antonio Metropolitan Statistical Area (SAMSA).

Based on the evaluations, and rankings made in the selection process, staff recommends, Lackey de Carvajal Cx, Alderson & Associates, Inc. and Jasmine Engineering, Inc. all be awarded On-Call contracts. These contracts were developed utilizing a formal request for qualifications and proposal process; therefore, as required by the Ethics Ordinance, each firm has submitted a Discretionary Contracts Disclosure Form and included herein as an attachment.

ISSUE:

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., 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, for a term of one year, with the option to renew each agreement for three, one year extensions, under the same terms and conditions at the City's discretion.

TCI will utilize services under these agreements to assist the City in meeting leadership in Energy and Environmental Design (LEED) requirements. The necessity of these services will be determined by the size and sensitivity of each individual project, as determined by the TCI project management staff.

The utilization of these professional Building Commissioning & LEED Monitoring 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:

- 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

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 shall 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 \$200,000.00 per firm, per contract year, for one, one year term with the 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 execution of three on-call Building Commissioning & LEED Monitoring services contracts with Lackey de Carvajal Cx, Alderson & Associates, Inc. and Jasmine Engineering, Inc.