



City of San Antonio

Agenda Memorandum

File Number:13-859

Agenda Item Number: 29.

Agenda Date: 11/21/2013

In Control: City Council A Session

DEPARTMENT: Public Works

DEPARTMENT HEAD: Anthony Chukwudolue

COUNCIL DISTRICTS IMPACTED: City-wide

SUBJECT:

Professional Services Agreements for Program Management Services for Annual Sidewalk Projects

SUMMARY:

This ordinance authorizes the selection, negotiation, and execution of Professional Services Agreements for Program Management Services for Annual Sidewalk Projects with Poznecki-Camarillo, Inc., and Lockwood, Andrews & Newnam, Inc., each in an amount not to exceed \$750,000.00 per contract period of one year, for as-needed services to assist Public Works Department in designing and managing the construction of sidewalk projects that are programmed in the annual Infrastructure Management Program (IMP).

BACKGROUND INFORMATION:

Historically, Public Works has been utilizing consultants with On-Call Traffic Engineering and On-Call Civil Engineering Services Agreements to complete the design and construction management of sidewalk projects that are programmed in the annual Infrastructure Management Program (IMP) or that materialize through Neighborhood Access and Mobility Program (NAMP) or CDBG/HUD 108 funding. However, with the increase in sidewalk projects and the limited staff resources to deliver these projects, Public Works determined that it was necessary to have consultants specifically tasked with assisting in the delivery of sidewalk projects. This approach in not anticipated to increase the cost per sidewalk project for design and construction management services.

An RFQ was released in August 2013 and a pre-submittal conference was held on August 14, 2013. This RFQ was advertised in the San Antonio Hart Beat, on the City's website and the Texas Electronic State Business Daily in August 2013. Nine firms responded and submitted their Statement of Qualifications (SOQ). A selection committee made up of Public Works staff evaluated and scored the SOQs. After careful consideration, the selection committee recommends that contracts be awarded to Poznecki-Camarillo, Inc., and Lockwood, Andrews & Newnam, Inc.

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 Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points awarded to Poznecki-Camarillo, Inc., as they are certified SBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area. Lockwood, Andrews & Newnam, Inc., are not certified as SBE and/or M/WBE, hence no points were awarded. Additionally, Goal Setting Committee also set a 15% Small Business Enterprise (SBE) subcontracting goal and Poznecki-Camarillo, Inc., and Lockwood, Andrews & Newnam, Inc. have both committed to 15% SBE subcontractor participation.

This contract was developed utilizing a formal request for qualifications and proposal process; therefore, as required by the Ethics Ordinance, Discretionary Contracts Disclosure Forms have been included herein as an attachment.

ISSUE:

This ordinance authorizes the selection of Poznecki-Camarillo, Inc., and Lockwood, Andrews & Newnam, Inc., for negotiation and execution of two Professional Services Agreements for Program Management Services for Annual Sidewalk Projects, each in an amount not to exceed \$750,000.00 per contract period, for as-needed services to assist Public Works staff facilitate the delivery of sidewalk projects funded through various sources.

Due to the high number of sidewalk projects that are to be designed and constructed each year and the limited City resources to facilitate these sidewalk projects, the Public Works Department released a Request for Qualifications (RFQ) from qualified firms to provide professional program management services needed to complete these projects. The professional services provided under these agreements may include, but are not limited to, the following:

Program Management Services:

- Prepare project/contract specifications and bid quantities for contract solicitation to include preparing bid tabs and recommendation letters
- Conduct public meetings and provide notifications of upcoming projects to citizens impacted by construction to include the distribution of individual door hangers
- Conduct pre-construction meetings with assigned construction contractor(s) to ensure project clarity
- Coordinate project delivery schedules with contractor(s) to meet City deadlines
- Prepare individual quantity sheets for each project needed to complete task order processing
- Make daily visits to the construction sites and address construction issues with contractors and to address citizens concerns

- Review construction contractor(s) invoices to ensure proper billing is taking place
- Conduct monthly construction meetings with all contractors, inspectors and Public Works staff
- Provide and coordinate with Texas Registered Accessibility Specialist (TDLR) to perform necessary field assessments and to ensure compliance once projects are completed
- Conduct final project walk through, develop project punch list, and complete 1-year warranty checks

Design Phase Services:

- Design and prepare project plans according to Project Manager requests
- Prepare cost estimates for sidewalk projects to include performing site visits to determine potential conflicts with existing utilities, drainage infrastructure or other item that may negatively impact the construction of sidewalk project
- Coordination with Utilities to address conflicts
- Provide and coordinate environmental assessments as needed

ALTERNATIVES:

Public Works Staff, in review of potential alternatives, has determined that awarding these two (2) professional service agreements for professional traffic engineering services is in the best interest of the City. The alternative option is to submit a separate request for qualifications (RFQ) for each individual project and select firms based on qualified experience in working with similar projects. However, firms selected through this process have excellent qualifications and are being recommended due to their experience in managing the delivery of several sidewalk/infrastructure projects and familiarity with providing required professional engineering services.

FISCAL IMPACT:

Requirements for each task shall be detailed in the individual task orders assigned. Potential funding sources include, but are not limited to, Advanced Transportation District (ATD), General Fund, and Neighborhood Access & Mobility Program (NAMP) funds. If funding for any work activities was not previously appropriated, funding will be identified and appropriated through subsequent City Council action.

RECOMMENDATION:

Staff recommends authorizing two Professional Services Agreements for Program Management Services for Annual Sidewalk Projects, both in an amount not to exceed \$750,000.00 per contract period, with Poznecki-Camarillo, Inc., and Lockwood, Andrews & Newman, Inc.