



City of San Antonio

Agenda Memorandum

File Number: 17-6659

Agenda Item Number: 9.

Agenda Date: 5/10/2018

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 Facility Programming Services

SUMMARY:

An ordinance authorizing the execution of three On-Call Facility Programming Services Agreements with VisSpiro Strategies, Facility Programming and Consulting, and WestEast Design Group, LLC, each in the amount not to exceed \$300,000.00 per year per firm with two one-year renewal options, to provide as needed programming and master planning consulting services for City-owned facilities and improvements, construction projects and planning projects located City wide.

BACKGROUND INFORMATION:

Currently, the Transportation & Capital Improvements Department (TCI) contracts with two consultants to provide on-call facility programming services for the city. The current consultants are Douglas Architects, Inc., and Facility Programming and Consulting. These consultants are used on an as-needed basis for City projects, in connection with City capital improvements and transportation related projects. The contracts with these firms expired in March 2018. Given the large number of future construction projects that are planned, these agreements will allow the City to utilize the services of the consultants at the City's discretion.

Procurement of Services

A Request for Qualifications (RFQ) was released in January 22, 2017. This RFQ was advertised in the San Antonio Hart Beat, on the City's website and the Texas Electronic State Business Daily in January 2018. Responses were due on February 21, 2018. Three bids were received for the RFQ. A selection committee, consisting of representatives from TCI evaluated, scored and ranked the submissions. Scoring was

based on the published evaluation criteria, which included 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, VisSpiro Strategies, Facility Programming and Consulting, and WestEast Design Group; LLC has committed to satisfy the 24% Small Business Enterprise Prime (SBE) subcontracting goal.

ISSUE:

This ordinance authorizes the execution of three On-Call Facility Programming Services with, VisSpiro Strategies, Facility Programming and Consulting, and WestEast Design Group, LLC, each in the amount not to exceed \$300,000.00 per year, to provide as-needed On-Call Facility Programming Services for City-owned facilities and improvements, construction projects and planning projects located City-wide. Each agreement is for an initial one-year term with two one-year renewal options under the same terms and conditions 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. Services to be provided under this agreement may include, but are not limited to the following:

- Programming for architectural design of new or existing buildings
- Site selections, planning size and location evaluation for optimal provision of services
- Development of detailed space needs analysis
- Meeting with multiple user groups to determine priorities, adjacencies best use of space
- Estimating, Financial modeling and implementation planning
- Benchmarking of best existing practices
- Sustainable building practices, energy conservation and feasibility of LEED or other environmental policies
- Code conformance, required overlays compliance
- Monitor design by future consultants to assure conformance to the program
- Master planning of multiple facilities and functions

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:

No funds are appropriated by this action. Each of these agreements shall have a value not to exceed \$300,000.00 per year for the year with two one-year renewal options under the same terms and conditions at the

City's discretion. Each renewal of the respective agreements shall be for the same terms and conditions. Expenditures for these services are subject to available funding and are authorized by individual capital project 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 Facility Programming Services for City-wide programming and master planning services with VisSpiro Strategies, Facility Programming and Consulting, and WestEast Design Group, LLC.