



City of San Antonio

Agenda Memorandum

File Number: 14-1514

Agenda Item Number: 11.

Agenda Date: 8/21/2014

In Control: City Council A Session

DEPARTMENT: Transportation and Capital Improvements Department

DEPARTMENT HEAD: Mike Frisbie

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Contract Award: On-Call Professional Landscape Architectural Consulting Services

SUMMARY:

An ordinance authorizing the negotiation and execution of four (4) On-Call Professional Landscape Architectural Services Agreements with: Bender Wells Clark Design; Coltrane, Fernandez, Zavala Group (CFZ); GarzaBury, LLC; and Terra Design Group, Inc., each in the amount not to exceed \$500,000.00, per year per firm, to provide as-needed professional landscape architectural consulting services for City-owned facilities and improvements, construction projects and planning projects located City-wide. Each with an initial one-year term with two, one-year extensions under the same terms and conditions at the City's discretion.

BACKGROUND INFORMATION:

Currently, the Transportation and Capital Improvement Department (TCI) contracts with three consultants to provide on-call landscape architectural consulting services for the City. The current consultants are RVK Consultants, Bender Wells Clark Design and Terra Design Group, Inc. These consultants are used on an as-needed basis on City projects, in connection with City capital improvements and transportation related projects. The contracts with these firms expire in August 2014. Given the large number of future construction projects that are planned, these agreements will continue to allow the City to utilize the services of consultants immediately at the City's discretion.

Procurement of Services

A Request for Qualifications (RFQ) was released in April 2014. This RFQ was advertised in the San Antonio Hart Beat, on the City's website and the Texas Electronic State Business Daily in April 2014. Responses were due on May 13, 2014. Seven (7) firms responded to the RFQ. A selection committee, consisting of a representative from TCI, Parks and Recreation and EDD, 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.

These 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 ten (10) evaluation points awarded to Terra Design Group, Inc. as a certified SBE and twenty (20) evaluation preference points awarded to Bender Wells Clark Design, Coltrane, Fernandez, Zavala Group (CFZ), and GarzaBury, LLC, as they are each certified SBE and M/WBE firms located within the San Antonio Metropolitan Statistical Area.

ISSUE:

This ordinance authorizes the negotiation and execution of four (4) On-Call Landscape Architectural Services Agreements with: Bender Wells Clark Design; Coltrane, Fernandez, Zavala Group (CFZ); GarzaBury, LLC; and Terra Design Group, Inc., each in the amount not to exceed \$500,000.00 per year, to provide as-needed On-Call Landscape Architectural 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 (2) one-year options under the same terms and conditions at the City's discretion.

The utilization of these services, to be determined by size and time sensitivity of each individual project, as determined by the TCI project management staff, 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:

- Park Master Planning and Development of Conceptual Design Plans
- Preparation of design plans that follow typical multiple phase process, yielding detailed plans and specifications (Construction Documents) related to the construction of grading and drainage improvements, basic hardscape and paving development, playground design, planting and irrigation improvements as well as improvements that enhance accessibility for those with disabilities.
- Design and Construction Coordination and Administration
- Coordination and Administration Assistance with permitting and code requirements
- Project management and cost estimating services as required per project needs.

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 performed on specific project. These professional services may be utilized as needed during the execution of City capital or planning projects.

Approval of this ordinance will be a continuation of City Council policy to utilize outside consultants for the purpose of assisting staff to complete projects and provide City services where staff or other resources are at insufficient levels.

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 \$500,000.00 per contract year per firm for an initial,

one-year term with two 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 negotiation and execution of four on-call Professional Landscape Architectural Consulting Services contracts.