



# City of San Antonio

## Agenda Memorandum

**File Number:**20-4881

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**Agenda Item Number:** 27.

**Agenda Date:** 9/17/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Public Works

**DEPARTMENT HEAD:** Razi Hosseini, P.E., R.P.L.S.

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Professional Service Agreements: On-Call Architectural Services

### **SUMMARY:**

An ordinance approving the negotiation and execution of eight On-Call Architectural Services Agreements with Beauty Palmer Architects, Inc., Debra J. Dockery Architects, H. Munoz & Company, Inc., Marmon Mok, LLP, Chesney Morales Partners, Inc., Douglas Architects, Inc., WestEast Design Group, LLC and Kaarisen Noonan Rittimann Garcia (KNRG) each in the amount not to exceed \$400,000.00 per contract year for as-needed Architectural services related to vertical construction projects citywide. Each agreement is for a term of one year, with an option to renew for up to one additional one-year extension at the City's discretion in an amount not to exceed \$400,000.00 per contract year for a total amount not to exceed \$800,000.00 per contract.

### **BACKGROUND INFORMATION:**

On-call contracts are utilized when multiple projects are to be delivered through various programs within a limited timeline and when project scopes are not initially known. The Public Works Department (PWD) previously contracted with six consultants which have provided on-call architectural services for the City. However, those previously executed contracts expired on August 3, 2020.

These on-call architectural services contracts will be available to all City of San Antonio (City) Departments and will address all aspects of architectural design and construction management to include layouts, surveying, architectural or structural design, special projects, staff augmentation for project management, staff augmentation for inspections services and training programs for City staff. Utilizing these on-call contracts

will allow for the expedited delivery of capital improvement projects and will provide a cost savings to the City based on negotiated rates for a larger volume of work.

#### Procurement of Services

A Request for Qualifications (RFQ) was released on May 11, 2020 in the San Antonio Hart Beat, on the City's website, on the Texas Electronic State Business Daily on TVSA and through the online bidding website CivCast. Responses were due on June 2, 2020 and 28 firms responded and submitted their Statement of Qualifications (SOQs). A selection committee made up of City staff from the Public Works Department, Aviation and the San Antonio Public Library evaluated, scored and ranked the submissions. Scoring was based on the published evaluation criteria, which included Evaluation of Experience and Qualifications of the Prime Firm, the Understanding of the Project and Proposed Management Plan, and Experience with issues in the San Antonio Region and Past Experience with City of San Antonio Contracts.

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 set a 25% Minority/Women Business Enterprise (M/WBE) subcontracting goal. All firms have committed to meeting the subcontracting goal.

This contract was developed utilizing a formal Request for Qualifications (RFQ) process; therefore, as required by the Ethics Ordinance, a Discretionary Contracts Disclosure Form has been attached for each of these firms.

#### **ISSUE:**

This ordinance approves the negotiation and execution of eight (8) On-Call Architectural Services Agreements with Beaty Palmer Architects, Inc., Debra J. Dockery Architects, H. Munoz & Company, Inc., Marmon Mok, LLP, Chesney Morales Partners, Inc., Douglas Architects, Inc., WestEast Design Group, LLC and Kaarisen Noonan Rittimann Garcia (KNRG) each in the amount not to exceed \$400,000.00 per contract year for as-needed Architectural services related to vertical construction projects citywide. Each agreement is for a term of one year, with an option to renew for up to one additional, one-year extension at an amount not to exceed \$400,000.00 per contract year at the City's discretion, for a total amount not to exceed \$800,000.00 per contract.

The utilization of these services will be determined by the size and time sensitivity of each individual project as defined by the Public Works project management staff and by the needs of each project.

The architectural services to be provided under this agreement may include, but are not limited to, the following:

- Assessment and Evaluation of Facilities
- Building Design
- Design Services for Interior Modifications
- Interior or Exterior Building Modifications for Accessibility Compliance
- Periodic Field Observation
- Development of Recommendations for Repairs, Preparation of Plans and Specifications
- Oversight of Construction, Repair, Rehabilitation or Alternation Facilities/Improvements

These on-call services will allow for the immediate execution of work, as opposed to soliciting for these services on a per project basis.

**ALTERNATIVES:**

City Council could choose not to approve these on-call contract agreements and require separate Request for Qualifications (RFQ) for each individual project and select firms based on qualified experience in working with similar projects. Considering the additional time required for another solicitation process for each individual project, this would adversely affect the timely completion of these projects.

**FISCAL IMPACT:**

This ordinance authorizes the negotiation and execution of eight On-Call Architectural Services Agreements with Beaty Palmer Architects, Inc., Debra J. Dockery Architects, H. Munoz & Company, Inc., Marmon Mok, LLP, Chesney Morales Partners, Inc., Douglas Architects, Inc., WestEast Design Group, LLC, and Kaarisen Noonan Rittimann Garcia (KNRG) each in the amount not to exceed \$400,000.00 per contract year. Funds are not encumbered by this action. Funds for this contract shall be allocated from specific project funds at the time the work is required. 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.

Requirements for each task shall be detailed in individual assigned task orders. The City makes no minimum guarantee pertaining to the volume of work that may be expected from each consultant. If funding for any work activities was not previously appropriated, funding will be identified and appropriated through subsequent City Council action.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing the negotiation and execution of the eight On-Call Architectural Services Agreements.