



City of San Antonio

Agenda Memorandum

File Number:21-2168

Agenda Item Number: 24.

Agenda Date: 4/15/2021

In Control: City Council A Session

DEPARTMENT: Public Works

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

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Professional Service Agreements: On-Call Construction Inspection Services

SUMMARY:

An ordinance approving the execution of five On-Call Construction Inspection Services Agreements with Foster CM Group, Inc., LCCx, LLC, Maestas & Associates, LLC, Mendez Engineering, PLLC and Sunland Group, Inc. for as-needed construction inspection services related to construction projects citywide. Each agreement is for an initial term of one year, with an option to renew for up to one additional one-year term at the City's discretion in an amount not to exceed \$400,000.00 per contract term for a total amount not to exceed \$800,000.00 per contract.

BACKGROUND INFORMATION:

On-call contracts are utilized when multiple projects are delivered through various programs within a limited timeline and when project scopes are not initially known. The Public Works Department (PWD) previously contracted with eight consultants which have provided on-call construction services for the City. However, those previously executed contracts expired on May 25, 2020.

These on-call construction inspection contracts will be available to all City of San Antonio (City) Departments. They will provide as-needed on-call construction inspection and special inspection services for time-sensitive situations connected with City improvements and citywide construction projects. Utilizing these on-call contracts will allow for the expedited inspection services as-needed for City-wide construction projects.

Procurement of Services

A Request for Qualifications (RFQ) was released October 7, 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 November 20, 2020 and 16 firms responded and submitted their Statement of Qualifications (SOQs). A selection committee made up of City staff from the City Manager's Office, Convention and Sports Facilities Department, Public Works Department, Neighborhood and Housing Department, and an external firm evaluated, scored and ranked the submissions. Scoring was based on the published evaluation criteria, including Experience, Background and Qualifications, Key Personnel, Key Sub-Consultants, Understanding of the Project and Proposed Management Plan, and Overall Evaluations of the Firm/Team and its Ability to Provide the Required Service.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Foster CM Group, Inc., LCCx, LLC, Maestas & Associates, LLC, Mendez Engineering, PLLC and Sunland Group, Inc., are small, minority and/or women-owned firms that received twenty (20) evaluation preference points each as they are located with the San Antonio Metropolitan Statistical Area and will be self-performing 100% of the contract.

A post-solicitation briefing to the Audit and Accountability Committee was held on March 16, 2021.

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 execution of five On-Call Construction Inspection Services Agreements with Foster CM Group, Inc., LCCx, LLC, Maestas & Associates, LLC, Mendez Engineering, PLLC and Sunland Group, Inc. for as-needed construction inspection services related to construction projects citywide. Each agreement is for an initial term of one year, with an option to renew for up to one additional one-year term at the City's discretion in an amount not to exceed \$400,000.00 per contract term for a total amount not to exceed \$800,000.00 per contract.

The selected firm(s) shall provide on-site construction inspection personnel available for the City's Architectural and/or Engineering projects for the duration of a project's construction on an as-needed basis. The utilization of these services will be determined by the size and time-sensitivity of each project as defined by the Public Works project management staff and each project's needs.

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

- Monitor and document job site safety
- Work as part of the City's construction administration team and represent the City when applicable
- Provide quality assurance to ensure compliance with contract documents
- Assist and report to City's Project Manager during a project's construction phase by inspecting contractor work for compliance
- Implement Infrastructure Management Program (IMP)
- Monitor and document the Storm Water Pollution Prevention Plan (hereafter referred to as "SWPPP"), best management practices and posted notifications
- Attend pre-construction and regular on-site construction meetings

- Coordinate with City facilities and operations when utility outages, noise control, traffic control or security are required by work
- Conduct daily observation of construction work for compliance with approved contract drawings, specifications, requests for information, change order proposals, approved submittals and shop drawings
- Review contractor submittals and coordinate City comments to include resolving conflicts
- Issue observation reports noting conditions of non-compliance with proper references to detailed drawings and specifications sections

These on-call construction inspection services agreements will allow for the immediate execution of work instead of soliciting 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 project and select firms based on qualified experience working with similar projects. Considering the additional time required for another solicitation process for each project, this would adversely affect these projects' timely completion.

FISCAL IMPACT:

This ordinance authorizes the execution of five On-Call Construction Inspection Services Agreements with Foster CM Group, Inc., LCCx, LLC, Maestas & Associates, LLC, Mendez Engineering, PLLC and Sunland Group, Inc. for as-needed construction inspection services related to construction projects citywide. Each agreement is for an initial term of one year, with an option to renew for up to one additional one-year term at the City's discretion in an amount not to exceed \$400,000.00 per contract term for a total amount not to exceed \$800,000.00 per contract.

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 when 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 expected from each consultant. If funding for any work activities were not previously appropriated, funding would be identified and appropriated through subsequent City Council action.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of the five On-Call Construction Inspection Services Agreements.