



# City of San Antonio

## Agenda Memorandum

**File Number:** 15-3252

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**Agenda Item Number:** 22.

**Agenda Date:** 6/18/2015

**In Control:** City Council A Session

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**DEPARTMENT:** Transportation & Capital Improvements

**DEPARTMENT HEAD:** Mike Frisbie, P.E.

**COUNCIL DISTRICTS IMPACTED:** Council District 1

### **SUBJECT:**

Contract Award: (Job Order Contract) Municipal Records Facility Upgrades

### **SUMMARY:**

An ordinance for the Municipal Records Facility Upgrades, a FY 2015 Certificates of Obligation funded project located in Council District 1, authorizing a Job Order Contract with Jamail and Smith Construction for interior facility upgrades in an amount not to exceed \$200,044.52.

### **BACKGROUND INFORMATION:**

#### Project Background

The Municipal Records Facility is located at 719 South Santa Rosa St. and holds more than 1,500 volumes of court dockets, tax ledgers and vital records. In 2002, the facility received a new roof and is again scheduled to undergo a much needed upgrade that will be completed in August 2015. The interior, however, has not been upgraded since the renovation project of 2001. The facility was purchased by the City in the 1990's. Since then, it has served to meet an increase demand for vital records, passports and archival records. It is estimated that more than 600 individuals visit the facility on a daily basis requesting immunization, birth or death certificates, passports and information regarding the municipal archives.

The existing lobby consists of 600 square feet and will be expanded to a total lobby size of 1,440 square feet. Upgrades to the facility include expanding the existing lobby to construct a new vital records room of approximately 286 square feet for employees and will include a new manager's office of approximately 100 square feet. These improvements will be located adjacent to the lobby using existing space from the records

storage warehouse. The existing vital records room will be removed to expand the lobby area and add a new construction barrier wall to seal off construction area from the lobby. The project will also provide for the replacement of the existing A/C units on the roof with new A/C units that have adequate refrigeration to provide necessary cooling in the expanded lobby area. The expanded lobby will also provide new flooring, ceiling, lighting, and ductwork as well as will replace the security cameras in the lobby. Project construction is anticipated to begin in July 2015 and is estimated to be completed by October 2015

#### Procurement of Services

This project was selected to utilize the Job Order Contracting (JOC), an alternative Project delivery method, through which ten contractors were approved through Ordinance 2015-01-15-0013 by City Council on January 15, 2015. The use of the JOC delivery method has provided the City with on-call construction, renovation and maintenance services for City buildings and facilities. Assignment of JOC contractor to a specific job is based on the contractor's current workload, overall capacity, familiarity with a specific facility, expertise in completing specific task(s) and/or managing a specific trade needed to carry out the job. Of the ten (10) contractors, Jamail and Smith Construction, was selected to submit an estimate and project schedule for this Project

The Job Order Contract was 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 23% Minority/Women Business Enterprise (M/WBE) subcontracting goal and a 3% African American Business Enterprise (AABE) subcontracting goal. Jamail and Smith Construction has committed to meeting the assigned Job Order Contract subcontractor goals on a quarterly basis.

Discretionary Contracts Disclosure Form, as required by the City's Ethics Ordinance for all Projects, where subjective criteria are used to select the contractor or consultant rather than by low bid, is attached.

#### **ISSUE:**

This ordinance for the Municipal Records Facility upgrades, a FY 2015 Certificates of Obligation-funded Project located in Council District 1, authorizes a Job Order Contract to Jamail and Smith Construction in the amount of \$200,044.52 for interior facility upgrades.

Upgrades to the facility include expanding the existing 600 square foot lobby to 1,440 square feet with new flooring, ceiling, lighting, and ductwork as well as will replace the security cameras. Additionally a new vital records room, a new manager's office, and replacement of the HVAC system are included in this project . Project construction is anticipated to begin in July 2015 and is estimated to be completed by October 2015

#### **ALTERNATIVES:**

As an alternative, this Project could be delivered utilizing another delivery method. However, considering the additional time required for another solicitation process, this would adversely affect the timely completion of the Project.

#### **FISCAL IMPACT:**

This is a one-time capital improvement expenditure, in an amount of \$200,044.52 to Jamail and Smith Construction. Funds are available in the FY 2015 Certificates of Obligation-funded Project are available in the FY 2015 Deferred Maintenance operating budget and are included in the FY 2015-2020 Capital Improvement Budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance authorizing a task order to a Job Order Contract in an amount of \$200,044.52 to Jamail and Smith Construction for the Municipal Records Facility upgrades.