



City of San Antonio

Legislation Details (With Text)

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In control:	Audit and Accountability Committee
On agenda:	3/17/2020
Title:	Comprehensive Property Management for City Tower [Lori Houston, Assistant City Manager; John Jacks, Director, Center City Development & Operations]
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City of San Antonio CENTER CITY DEVELOPMENT OFFICE Interdepartmental Correspondence Sheet

TO: Erik Walsh, City Manager

FROM: Lori Houston, Assistant City Manager

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Pre-Solicitation Briefing for Comprehensive Property Management for City Tower

DATE: March 17, 2020

The Center City Development and Operations Department (CCDO) will present a pre-solicitation briefing on Comprehensive Property Management for City Tower (formerly Frost Tower). This briefing will allow an opportunity for input from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA program requirements.

CCDO is soliciting proposals for a property management firm to oversee brokerage, tenant relations, custodial, repair and maintenance, and day-to-day operations of City Tower. These services are required to ensure City Tower operates as a professionally managed building that meets the needs of both City staff and external tenants. The selected property management company will effectively act as the building's landlord, responsible for management of the building and delivery of all necessary services. While the property management firm will be responsible for nearly all services within the building, the City intends to continue operating the attached garage, which will remain under CCDO's purview, as

well as manage onsite security. For the services to be provided, the selected firm will either directly provide or will contract for these services.

Property management services will include record keeping, tenant relations, brokerage services, a building engineer and necessary staffing for other trades, custodial services, and general building management. The successful firm is expected to enter into maintenance and repair contracts for major building systems, such as contracts with elevator and HVAC repair companies. In addition, the property management company will either provide or contract for a custodial maintenance program that will ensure that the facility is uniformly clean, hygienic, orderly and attractive. Custodial services shall include general cleaning, dusting, sweeping, mopping, disinfecting/cleaning restrooms, trash/recycling pick up and removal, floor maintenance, etc. All cleaning equipment and supplies as well as products to re-stock facilities and restrooms will be provided by the successful firm. The solicitation will seek a level of property management similar to that found in other well-maintained Class B office towers.

The proposed contract term is three years with two, one-year renewal options. The estimated total cost of the contract is \$9.8 million.